

# 911 Address Request Process

## Step 1

Applicant completes "Request for 911 Address" form available at the town office or [www.townofotis.com](http://www.townofotis.com) And submits a plat of the property and the complete form.

Note: It is important for the municipality to be involved from the beginning of the process. This will keep the municipality informed of new development occurring as well as provide some level of control of new road names and accesses, as needed.

## Step 2

The 911 Addressing Officer reviews request

Note: As a general rule of thumb, new road names are needed within a municipality if there is more than one address accessing a single driveway. This will assist in avoiding confusion during an emergency response.

## Step 3

911 Address is assigned

Note: During this step, the addressing officer reviews the application and if any clarification is needed they will contact the resident for more information.

## Step 4

The applicant, County, USPS, emergency service providers, and corresponding agencies are notified of the address assignment.

Note: The new address is calculated based on the structure relative to the road it intersects and the addressing standards set forth by the state.

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## REQUEST FOR 911 ADDRESS

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Town of Otis, 132 Otis Rd Otis, ME 04605

[www.townofotis.com](http://www.townofotis.com) Phone:207-537-2211 Fax: 207-537-3811

### APPLICANT

Name: \_\_\_\_\_

Property Type

Request Type

Phone: \_\_\_\_\_

Agricultural

New Address

Email Address: \_\_\_\_\_

Commercial

Address Correction

Residential

### LANDOWNER OF RECORD

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State/Zip \_\_\_\_\_

Mailing address (if different from landowner address)

Address: \_\_\_\_\_ City, State/Zip \_\_\_\_\_

### PROPERTY FOR WHICH 911 ADDRESS IS REQUESTED

Road name providing access: \_\_\_\_\_

Town of Otis Map # \_\_\_\_\_ Lot# \_\_\_\_\_

What side of the Road/Highway? N S E W

Any other useful description of the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY	
Date received	
Date Assigned	
Agency Notification	GIS   MSAG   USPS   Municipality   Assessor   EMS