

MACON COUNTY 9-1-1 OFFICE
Phone: (828) 349-2547 / Brandon Crone
Email: bcrone@maconnc.org
Mail: 104 East Main St.
Franklin, NC 28734

MACON COUNTY, NORTH CAROLINA
ADDRESS REQUEST FORM

Date of Application: _____

The following information is required in order to assign you a permanent house number and road name. This address is necessary for Macon County to provide you, the homeowner, with adequate emergency service when a 9-1-1 call is made. Your address will be assigned as soon as possible after your request is made. (The driveway must be cut in on the property before the address can be generated). This form must be filled out if you are building a new home or placing a mobile home on your property. Leave this form at the Building Permit office. The assigned address must be posted on your home or at your driveway before a Certificate of Occupancy can be issued.

Homeowners Name: _____ Telephone: _____

Contractor's Name: _____ Telephone: _____

Road Name: _____ PIN # _____

Building Permit # _____ Parcel Identification Number
Lot # if applicable: _____

Directions to building site: _____

Name of nearest neighbor: _____

Description of new home: (example: 2-story gray house) _____

Attach a drawing of the proposed location of the structure and driveway. You can create this drawing on the Macon County Parcel Viewer. Go to the following link: gis.maconnc.org/Maps/default.htm. Read the disclaimer box, and click "Accept". On the upper right side of the map, select the "Photography" button. On the left side of the screen, you should see "Search". You can search your property by Parcel ID or Owner Name. Once you have put your information into the appropriate field, select "Search" button. If you used the "Parcel ID" search feature, it should auto-populate your property onto the map. If you used the "Owner Name" search feature and own multiple parcels of property, you may have to select/confirm your name as it is listed for the parcel of land you are searching for. Once the property you are searching for is correctly displayed on the screen, it should be highlighted. You can now click and drag the map to move around, or use your mouse scroll to zoom in and out. On the top-right of the screen, you will see a pencil button in the toolbar. Select this pencil to "draw" on the map. Once selected, you will see a new tool box opened on the left side of your screen. You can select "Line" or "Poly" to draw the area where your structure will sit on the property. It is suggested to use a contrasting color for your line or polygon so that is shows up best on the map. You do this by clicking on the "Color" or "Fill Color" selector on the left side of the screen once you select "Line" or "Poly". Once you have created a depiction of where your structure will go, make a drawing to depict where your driveway will be. You need to show where it will turn from the main road or street that your driveway comes off of. This step is imperative to getting the most accurate 911 Address. Once you are done sketching your structure site, and driveway location, select the "Printer" button on the top-right of the screen, beside the "Eraser" Icon. Select "Export Map" from the print popup. Once this downloads, you can print it as normal and include it with your Permitting Packet, or save it as a PDF and email it in with your packet.

This completed form along with the site plan are required for us to assign an address to your property.

If this home is not to be your permanent full-time residence, please list an out of town mailing address and telephone number where you can be reached.

Mailing Address: _____ Telephone: _____

(FOR OFFICE USE ONLY) NEW HOME ADDRESS: _____