

Avery County Mapping and E-911

PO Box 305, 200 Montezuma St.
Newland, NC 28657
Phone:828-733-3017

Misty Brewer, Property Addressing Coordinator
avery.address.coord@ncmail.net



NEW ADDRESS REQUEST FORM

NOTICE: PLEASE BE AWARE OF THE FOLLOWING REQUIREMENTS.

- 1.) THIS FORM **MUST** BE COMPLETED IN ORDER TO RECEIVE A BUILDING PERMIT.
- 2.) THE FUTURE DRIVEWAY LOCATION **MUST** BE STAKED AT APPROXIMATE CENTERLINE OF DRIVEWAY. STAKE **MUST** BE CLEARLY MARKED.
- 3.) IF THREE (3) OR MORE ADDRESSED STRUCTURES EXIST ON A ROAD, THAT ROAD MUST BE ASSIGNED A ROAD NAME. **ALL** ROAD NAMES MUST HAVE THE PRIOR APPROVAL OF THE ADDRESS COORDINATOR.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR A PHYSICAL ADDRESS TO BE ISSUED.

CONTACT PHONE #: _____

NAME OF PROPERTY OWNER: _____

MAILING ADDRESS: _____

ROAD NAME:: _____

LOCATION: (PROVIDE AS MUCH INFORMATION AS POSSIBLE, PLEASE.) _____

OVER OR UNDER A HUNDRED FEET FROM ROAD? _____

OFFICE USE ONLY:		
PERMIT #: _____	DATE ISSUED: _____	<i>INSPECTIONS</i>
PIN #: _____	DATE ASSIGNED: _____	<i>MAPPING</i>
STRUCTURE PHONE #: _____	DATE ADDRESSED: _____	<i>ADDRESSING</i>
NEW ADDRESS: _____		
STRUCTURE DESCRIPTION: _____		<i>APPRAISAL</i>
DATE OF FIELD VISIT: _____	ADDRESS POSTED?: (Y/N) _____	

PLEASE LET US KNOW WHEN A NEW PHONE NUMBER IS ASSIGNED TO YOUR STRUCTURE!