



GEM COUNTY DEVELOPMENT SERVICES

109 S. MCKINLEY AVE.
EMMETT, IDAHO 83617

NEW ADDRESS REQUEST FORM

WWW.GEMCOUNTY.ORG

If this is for a new driveway, an Approach Permit must be approved by the County Road Department, and included with this form, before an address will be issued.

DATE: ____/____/____

PROPERTY OWNER NAME: _____

OWNER CURRENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OWNER PHONE NUMBER: (____) _____ - _____

EMAIL: _____

REASON FOR ADDRESS REQUEST: _____

LOCATION OF PROPERTY TO BE ADDRESSED*: _____

(YOU MUST INCLUDE A PARCEL MAP SHOWING EXISTING OR PROPOSED DRIVEWAY LOCATION OFF OF COUNTY ROAD on Page 2.)

TAX PARCEL NUMBER: _____

DOES THIS PROPERTY SHARE A DRIVEWAY OR PRIVATE ROAD WITH OTHER PARTIES?

___ Yes ___ No

Approach Permit attached

Property Owner Signature

===== STAFF USE ONLY =====

ADDRESS REQUEST: APPROVED _____ DENIED _____

NEW ASSIGNED ADDRESS IS: _____

Address assigned by

Date assigned

_____ Copy to Assessor

ALL INFORMATION MUST BE PROVIDED IN ORDER TO SUBMIT APPLICATION

Provide a map of the residences surrounding your property. The map must include the following:

1. The location of the driveway to the property you are requesting the address for (if existing);
2. The addresses, including number and road names, of the nearest homes on both sides of the street;
3. The approximate distance of the driveways (distances between each drive and their distances from your drive) for all adjacent homes;
4. Label all roadways. Please show the road your mailbox will be on and what roadway your front door will face.

Please allow 5-7 business days upon submittal of a complete application for your new address. Staff will notify the applicant by mailing a copy of this approved form, unless otherwise directed.

(You can use the space below to draw your map)

