

Branch County Addressing Guidelines: New Building Construction
(Effective August 2007)

1. Print or pick up a copy of the 9-1-1 address request form located on the Branch County website or at the Branch County 9-1-1 center.
2. Fill out the address request form with all the requested information and return it to the Branch County 9-1-1 Center.
3. The GIS Coordinator will go over the information you provide on the address request form. A temporary address will be assigned using this information and the current Branch County Aerial Imagery. Once construction has been completed GPS fieldwork will be done to verify the structure has been properly addressed, and at that time will be given a permanent address.
4. An addressing fee of \$10.00 will be charged to obtain a temporary address. This fee will be applied to the purchase of a green, reflective address sign to be posted for emergency response personnel. This sign can be picked up after the GIS department has verified the location of the new structure and a permanent address has been assigned.
5. If no information can be provided prior to construction it will be necessary to conduct GPS fieldwork to identify the temporary worksite address that needs to be assigned. A separate appointment will need to be scheduled in order to do this.
6. If you are not able to come into our office due to time/distance constraints we will make every attempt to assign a new address over the telephone or via mail. This is, providing we have enough information and resources to do so.
7. Any further questions can be directed to Nick Haffele (GIS Coordinator). The GIS office is located in the Branch County 911 Center. The phone number for the GIS office is 517-279-2352.

*Branch County Emergency Management/Geographic Information Systems only has the authority to assign a physical address number. The assignment of the physical address number does not give the owner actual building rights or constitute a change in the zoning of that property.