

Procedures and Policies for obtaining an E-911 Addressing

1. **Applicant should be the property/land owner**, if someone other than the owner is applying then an **Authorized Agent form** giving the party permission must be submitted with the application.
2. Address are based on the access point (driveway).
3. You must provide the parcel number, along with a map and/or detailed instructions on how to reach the property.
4. Right side of the road has odd numbers, left side even.
5. All numbers must be sequential to avoid confusion in an emergency.
6. Homeowner must post the 911 address numbers where they are clearly visible from the road. If the house is not visible from the road/street, then a post with the numbers on it should be located at the entrance to the driveway and be visible from both directions. Houses more than 50' from the road should post the number at the entrance to the driveway.
7. The address number should be at least 4" high by 2.5" wide and reflective for night visibility.
8. All individual buildings being used as a dwelling must have its own 911 address.
9. Multifamily dwellings will have one main physical address plus a unit number for each individual dwelling. In multi-story buildings unit numbers will start with the floor level (e.g. second floor apartment will be numbered 200, 201, 202, third floor – 300, 301, etc.)
10. You will need to mark the driveway with a stake and something that says this is your driveway.
11. Three or more parcels being accessed by the same ROW requires the ROW to be named as a road. Choose a few possibilities for naming to be approved by the Selectboard. (NO new names with GREEN in them).
12. You will receive an official address notification letter either by mail or by email which you provide on the application.
13. The U.S. Postal service, telephone company, electric company, assessor's office, town clerk's office, internet service providers, UPS, Fed Ex, Fire Department, and Police Department will be notified. You will be responsible for notifying anyone else of your new address.

When you have completed the application you may mail it to: Rita Johnson, E-911 Coordinator, Brattleboro Planning Department, Suite 202, Brattleboro, VT 05301, or bring it in person, or email to planning@brattleboro.org. Please allow 1 week/5 business days to receive your new address.