

**POPE COUNTY  
E911 RURAL ADDRESSING APPLICATION**

Pope Rural Addressing Coordinator  
130 E. Minnesota Ave, Suite 107  
Glenwood, MN 56334  
Office: (320) 634-7897

**Print and fill out each blank completely. If not completely filled out, the form may be returned which will delay the processing time.** Once this office receives the application and the **\$147.00 fee**, the processing time is normally 7-10 days. **Make checks payable to: POPE COUNTY.**

**\*\*\*\*\*PLEASE FILL OUT FORM COMPLETELY\*\*\*\*\***

**OCCUPANT(S):** (Person(s) who will reside at this location)

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Current Mailing address:** \_\_\_\_\_ **State:** \_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone: Home:** (\_\_\_\_) \_\_\_\_\_ **Other:** (\_\_\_\_) \_\_\_\_\_

**PROPERTY INFORMATION**

**Tax Parcel # (REQUIRED):** \_\_\_\_\_ **Township:** \_\_\_\_\_ **Section:** \_\_\_\_\_  
(Example: 00-0000-000)

**YES** \_\_\_ **NO** \_\_\_ Have you recently purchased this property?

If Yes what is the name of the previous owner: \_\_\_\_\_

**YES** \_\_\_ **NO** \_\_\_ Is there any buildings on the property? Please describe: \_\_\_\_\_

What are you building on this property? \_\_\_\_\_

**YES** \_\_\_ **NO** \_\_\_ Will you receive mail at this location?

**YES** \_\_\_ **NO** \_\_\_ Is the primary approach to your driveway built? *If no we will not be able to assign an address until we have been notified that this has been built, as your address is specific to the location of the driveway.*

**YES** \_\_\_ **NO** \_\_\_ Is this a shared driveway. (Does another address use the same driveway entrance)

If Yes, list address(s) on shared driveway: \_\_\_\_\_

**Driveway is accessed from:** \_\_\_\_\_ **Building Direction from Road:** N E S W  
(Road Name driveway comes off) (Circle One)

Give Address of closest neighbor and the direction they are from your driveway.

Direction	Name and E911 Address

\*On the back of this form draw **detailed** directions to the property to be addressed\*

**RETURN THIS FORM AND \$147 FEE TO:** (Make checks payable to Pope County)

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**FOR OFFICE USE ONLY (Do not write in this area)**

Date Application Received	Payment Received:	Check <input type="checkbox"/>	Cash <input type="checkbox"/>
New Address Assigned:			
Date Owner Notified:	<b>REC</b> <input type="checkbox"/> <b>PROWEST</b> <input type="checkbox"/> <b>GSOC</b> <input type="checkbox"/> <b>HWY</b> <input type="checkbox"/> <b>FLAGGED</b> <input type="checkbox"/> <b>INSTALLED</b> <input type="checkbox"/>		
Notes:			