

Caribou County Address Application



Applicant Name: _____ Phone #: (____) _____ - _____
Date Requested: ____/____/____ E-Mail (for verification map): _____
Current Mailing Address: _____
Parcel Number of Property: _____
Current Address on Parcel (if any): _____
If Change of Address Give Reason: _____
Owner Name *If not the same as applicant*: _____
Owner Address *If different from mailing address*: _____

Please check one: New Address (\$300) Change (\$200)
Intended Use: Residential Commercial Industrial Agricultural Recreational
Subdivision of Proposed Residence *if applicable*: _____
Location of the Structure: Please provide the following

1. GPS Coordinate (decimal degrees) _____
 2. Nearest cross streets _____
 3. Please attach a map to visually describe the location of the structure(s) and the access route to the property from a main road (A screenshot in Google maps will work for a map). An example is provided on page 2. You may also visit the GIS department of the Caribou County Courthouse in Soda Springs for assistance in obtaining the correct coordinates.
- **The location for the new address needs to be clearly flagged in the center of the proposed structure if the address assigner will be obtaining the GPS location of the structure.**

Fee Schedule

New Assignments: \$300 Re-Address at Owner's Request: \$200

Note

- The fee associated with the new address pays for the time and material it takes to issue and implement a GPS location into the Caribou County E911 system. It also includes an initial marker installed with the proper signage needed to meet county code.
- By obtaining an address, it does NOT imply a building right. Please check with P&Z for building rights!
- All applications must adhere to the criteria in Chapter 13.56 of the Caribou County Code.
- If sending application via US Postal Mail please make payment to Caribou County and mail application to:
Caribou County GIS Department
159 S Main St.
Soda Springs ID, 83276
- New address will not be given till paid.

Signature: _____ Date: _____

Official Use Only

New Address: _____

Date Completed: _____ Address Assigner: _____

Location Established By: GPS Imagery on map

Example Location Map

An example of a location map is provided below. Please make sure to show access to the main road and nearest cross streets if available. Please also show neighboring addresses if available. The GPS point must be from the center of the building or proposed house. **This example page does not have to be included in the application and is essentially for reference if needed.**

- **How to obtain coordinates through Google Maps on a laptop/computer:** Open Google maps. Right-click the place or area on the map. This will open a pop-up window. You can find your latitude and longitude in decimal format at the top (Figure 1). Then left click on the coordinates and they will automatically copy. Please attach a screenshot below like Figure 2 with this application.

Figure 1

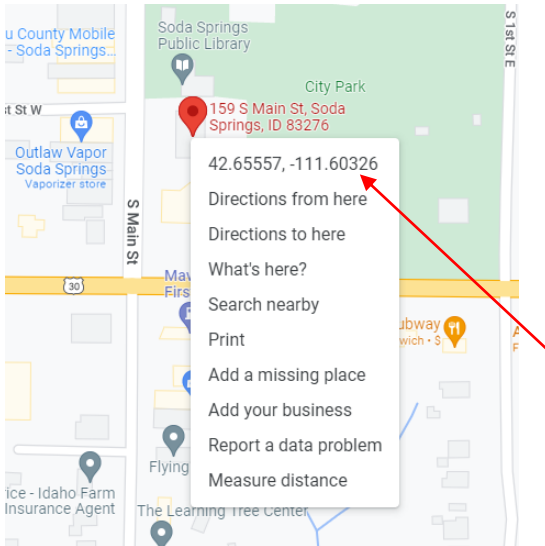
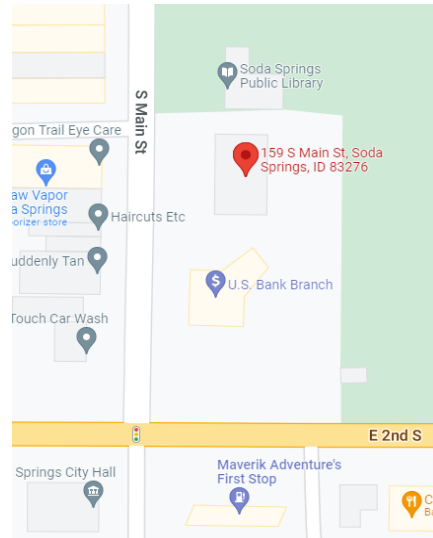


Figure 2



- **How to obtain coordinates through Google Maps on a smart phone:** Open Google maps, zoom to location, push and hold till a dropped pin or coordinates appear. Then take a screenshot and place with this application.

