

Caribou County Address Application



Please check one: New Address (\$300) Change (\$200) Date Requested: ____ / ____ / ____

Applicant Name: _____ Phone #: (____) ____ - _____

Current Mailing Address: _____

Owner Name *If not the same as applicant*: _____

Owner Address *If different from mailing address*: _____

E-Mail (for verification map): _____

Parcel Number of Property: _____

If Change of Address:

Give Reason: _____

Current Address on Parcel (if any): _____

Intended Use: Residential Commercial Industrial Agricultural Recreational

Subdivision of Proposed Residence *if applicable*: _____

Location of the Structure: Please provide the following

1. GPS Coordinates (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

- 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

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.
- New address will not be given till paid.
- By obtaining an address, it does NOT imply a building right. Please check with P&Z for building rights!

Signature: _____ Date: _____

Official Use Only

New Address: _____

Date Completed: _____ Address Assigner: _____

Location Established By: GPS Google maps Imagery on map at office

Additional Notes: _____

Example Location Map

This example page does not need to be included in the application and is essentially for reference if needed.

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. The GPS coordinates need to be as close as possible to the entrance of the structure. You don't have to physically be at the location of the structure to get the coordinates if you choose this option.

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 like Figure 2 below with this application.

Figure 1

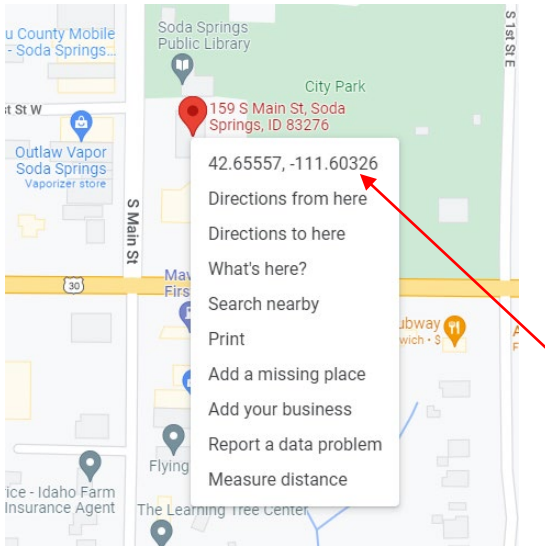
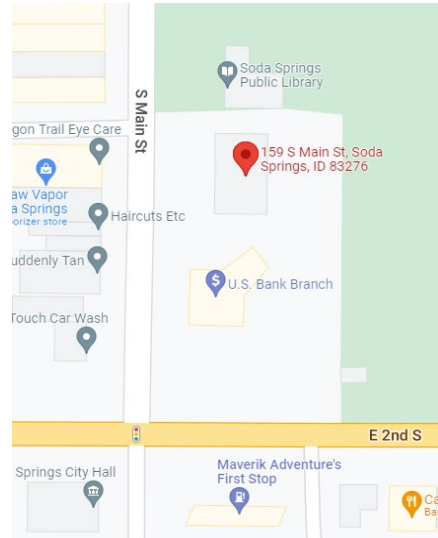


Figure 2



- **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 attach with this application.

