

Town of Belmont

613 Back Belmont Road*Belmont, ME 04952
(207)342-5722*www.belmontme.org*

911 Address Application

Permit #

Fee Paid/Date

Applicant Name:

Applicant Current Address:

City/State/Zip:

Map:

Lot:

Applicant Phone Number:

Development/Structure Information (Please check all that apply):

1. New Parcel
2. New Building
 - Residential
 - Commercial (specify business name) _____
 - Industrial
 - Other (specify) _____
3. Added Use in Existing Building
 - Additional Residence
 - Additional Business
 - Other Additions (specify) _____

Location Information:

1. The Road/Way to my development/structure serves:
 My development/structure ONLY other developments/structures (including other undeveloped properties)
2. If The Road/Way Serves more than one property:
 Road Name development/structure located: _____
 No official name
 I am proposing a name for an unnamed road/way: _____
3. Detailed directions to developemnt/structure (landmarks, nearest intersections, neighbors):

Applicant Statement:

**I certify that all information submitted on this application is true and correct.
I further understand that it is my responsibility to know and comply with local ordinances.**

Applicants Signature

Date

Office Use Only

Application Approval or Denial:

Denied

Reason for Denial:

Approved

Address Assignment:

911 Addressing Officer Signature

Date

COPIES TO:

- CUSTOMER
- POST OFFICE
- TAX ASSESSOR

Applications should be completed in its entirety and returned to:

**Town of Belmont
Attention: Amber Poulin
613 Back Belmont Road
Belmont, ME 04952**

**The 911 Addressing Officer, Amber Poulin, can be contacted at (207)342-5722
or assessor@belmontme.org with questions or concerns.**

ADDRESS DISPLAY INSTRUCTIONS

All houses and businesses must have a correct number *which is posted in a way that is visible from the street*. If a number is not visible, police, fire or ambulance services may be delayed in reaching the scene. Visible numbers also aid non-emergency services and deliveries such as mail, repair, parcels, etc.

Display your assigned address number on the front of your house or business in a place where it is clearly visible. Use appropriately sized numbers which can be read from the road – at least 4” in height. If you have roadside mailbox, Postal regulations require that you place the number on each side of the box. If your house or business building is more than 75 feet from the road, the number must be displayed on a post or mailbox at roadside and on the same side of the road as the structure. Use numerals only, not words. Numbers should be in a color which contrasts with the color of the material on which they are mounted.

****The Town of Belmont will provide and install the blue address signs at no cost.****

Apartment buildings should have a building identification plainly visible on the outside of the building or on a sign. Each individual apartment should have its number posted on or near the door.

If you own the property identified which has an “E-911Address”, but do not live there (i.e. rent or lease it out), you are responsible to ensure that the number is appropriately displayed at that location.

If your property is located on a fire lane or in a trailer park where mail is delivered to a centralized location, the occupant name and/or number should be displayed on the assigned mailbox. Apartment complex and trailer park “common names” may also be used as part of the mail address in addition to the street address.

When a new address is assigned the following agencies will be notified by the 911 Addressing Officer

1. 911
2. Local Fire Department
3. Local Post Office
4. Local Municipal Government

It is your responsibility to:

1. Display your number where it is clearly legible from the road.
2. Contact Department of Motor Vehicles (DMV) to notify of address change.
3. Use the address change forms supplied with bills and magazines to notify utility companies, credit card companies, mortgage holders, magazine publishers, licensing authorities, etc. about your change of address.
4. Change your telephone billing address and telephone directory listing by calling your local telephone company and requesting bills and directory be changed to reflect your new address.
5. If you have an alarm system, contact the alarm company to advise them of your address.
6. It is not necessary to change your property deed with this address change.