

Clay Walker, Mayor

# DENALI BOROUGH

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## OFFICE USE

Date Form was Received:

Date Address Letter was mailed:

## ADDRESS REQUEST FORM

Use this form to request a new address to be assigned to your property. Addresses are based on physical access to property.

### INSTRUCTIONS

- 1) Complete the Applicant, Property Owner (If applicable), and Property Information sections
- 2) Answer General Questions.
- 3) Attach an Address Site Plan (*a diagram page is provide if desired. Plans can include hand drawn sketches, marking up a plat, marking up a snapshot of google maps.*)

**Submittal Requirements** (*see the street address site plan examples attached*)

- Building location (marked with a box for each building)
- Access location (marked with X)
- Building entrances - if building has multiple entrances like a duplex (marked with X's)
- Driveway (draw single line)
- Road Centerline
- Lot Lines
- Scale

### Applicant:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Best Contact Method: \_\_\_\_\_

### Owner (If different from applicant):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Best Contact Method: \_\_\_\_\_

**Property Location / Legal Description:** (Fill out all known information)

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_

Alaska State Land Survey (ASLS) # \_\_\_\_\_ U.S. Survey (USS)# \_\_\_\_\_

Plat # \_\_\_\_\_

Highway/Road \_\_\_\_\_ Mile Post \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section(s): \_\_\_\_\_

¼ section: \_\_\_\_\_ Meridian: \_\_\_\_\_

Latitude/Longitude (optional) : \_\_\_\_\_

*If you live off a road system and access your property by rivers or trails please provide information about how you access your property below.*

Geographic Location (nearest community, river, creek or drainage, trail, mountain, etc...): \_\_\_\_\_

**General Questions**

1. How would you like your official address assignment letter? (This is the letter you will provide to places showing your official address assigned by the borough.)

EMAIL

POSTAL MAIL

2. Are there additional household members other than the applicants who will be needing an address assignment letter? If yes, please list names.

3. Would you like an address number sign provided by the borough? (This sign would be placed at the entrance to your driveway along the named street)

YES

NO

You have the option to make or buy your own sign and we recommend the numbers be reflective so emergency response can easily see the numbers at night.

**NOTICE TO APPLICANT:**

Addresses are assigned based on physical access to the property and not legal access. If the physical access point is not the legal access then assigning an address to a physical access point does not make it legal. The reason the Denali Borough assigns addresses based on physical access is so emergency response can find it.

The Land Planner has determined the above requested information is the minimum necessary in order to process a new address assignment request. Should all or part of this requested information not be provided then the Land Planner may be unable to process the request.

I understand that an address will be assigned and that it will be based on the information provided by the applicant. It is understood that if the information provided by the applicant is found to be in error, a change in address may be required. By signing below, I agree to hold the Denali Borough and its officer/employees harmless in the event of such an address change. I also understand that the issuance of an address is not to be interpreted as the Borough making a non-legal access road a legal access road.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

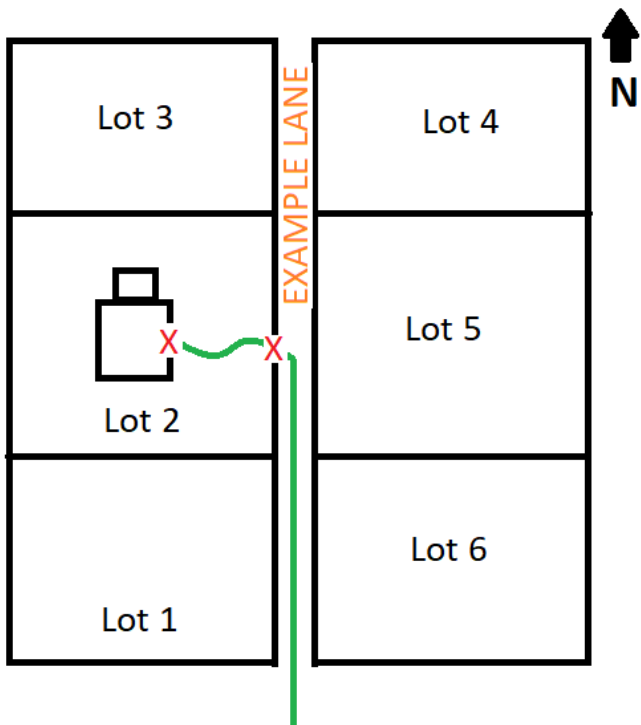
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### ***STREET ADDRESS SITE PLAN EXAMPLES***

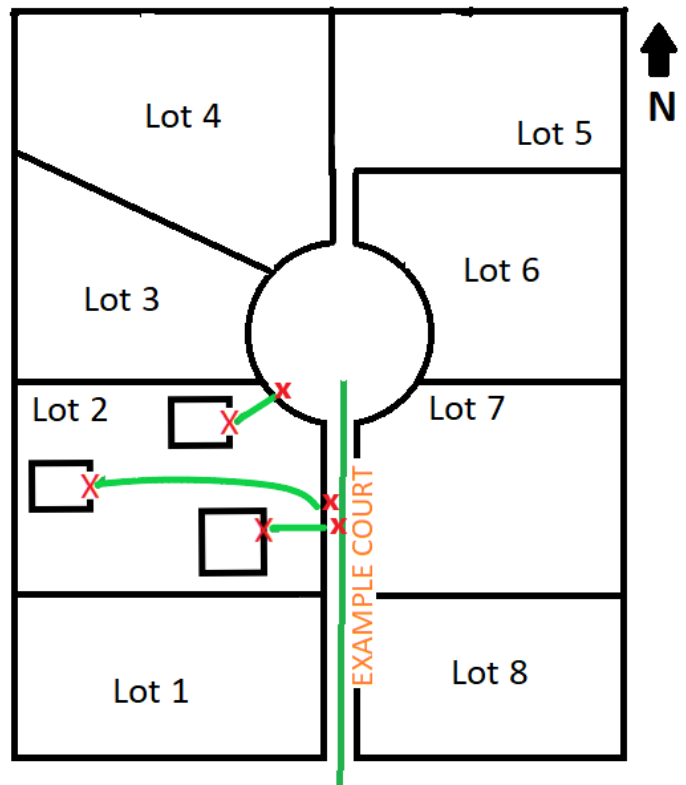
#### **EXAMPLE 1**

Simple single address



#### **EXAMPLE 2**

One lot, multiple structures



*If desired, use this diagram sheet to provide a drawing of the Address Site Plan to help us better understand the parcel location and access point. A snapshot of an aerial image with markups is ok too.*

|   |   |                       |                            |
|---|---|-----------------------|----------------------------|
| <div style="border: 1px solid black; width: 100%; height: 100%;"></div> | <p style="text-align: center;">Vicinity Map</p> |                       |                            |
| <p><b>DENALI BOROUGH PLANNING OFFICE</b></p>                            |   | <p><b>Diagram</b></p> |                            |
| Date Prepared:  | Applicant's Name:                               |                       |                            |
| Scale: 1" =   | Section(s)                                      | Township              | Sheet OF<br>Range Meridian |
| DB FILE #   |   |                       |                            |

**DENALI BOROUGH CODE**

**9.14 Uniform Addressing System.**

**9.14.080 Address Assignment Initiation**

A. Street address assignments and corrections may be initiated as follows:

1. Applicant Initiated. To request a new street address or address correction, a property owner or their representative shall submit a street address application approved by the Land Management Department and an addressing site plan. The Land Planner will review the application and assign or correct the street address using the principles and methods in this chapter and based on information provided in the application. If access to an improvement changes significantly (e.g., a new driveway access is constructed off a different named road) or access point moves by more than 5.28 feet, the owner shall initiate a correction. If the owner does not initiate a correction then the borough may initiate a correction.
2. Borough Initiated. If the Land Planner concludes that an existing street address assignment could delay, or actually has delayed, an emergency response to a E911 call location, the borough may require a street address assignment or correction in conjunction with the local fire, emergency medical, or law enforcement AHJ. In order to minimize the disruption of the owner's or resident's commercial and personal business the effective date of an addressing change under this subsection may be delayed up to one year.

**9.14.090 Limitations**

Assignment of addresses does not grant or deny legal or physical access to a property. The borough is not required to verify information provided by the owner or owner's representative. It is the owner's sole responsibility to establish legal and physical access to their property.

**9.14.100 Posting of assigned street addresses.**

A. The property owners or occupants of a dwelling unit or commercial unit who have been assigned a street address have the responsibility to obtain and display in a prominent manner the correct numeric characters corresponding to the assigned address in accordance with the following:

1. The characters shall be a minimum of two and one-half inches in height and made of durable and clearly visible materials which provide a distinct contrast to the background on which the numbers are posted in night and day conditions. Reflective backgrounds are preferred.
2. The street address sign(s) shall be placed at conspicuous locations which are visible from the thoroughfare that the assigned street address references. Where the structure is not visible from the thoroughfare, the street address sign shall be placed at the intersection of the driveway and the named road providing access. If necessary, to prevent confusion, additional street address signs may be placed at forks along the access road and near the entrance to the structure. [Ord. 20-20 § 2.]

**9.14.110 Review of addressing actions.**

An owner or owner's representative may request and shall receive review by the borough mayor of any addressing action under this chapter by filing a request within 90 days of notification of a street address assignment. The borough mayor may grant any relief that is in accordance with this chapter, or if new information is presented, may remand the matter to the land planner for further consideration.