BOUNDARY COUNTY
NEW PHYSICAL ADDRESS REQUEST FORM

P.O BOX 419, Bonners Ferry, Idaho 83805 - Phone: 208.267.7212

To receive a new physical address for your property, please complete this form and submit to Boundary County GIS. Information gathered will be used solely for the purpose of developing the county-wide addressing system and will not be used for any other purpose. By submitting this form, you agree to allow access to private property by employees of Boundary County for gathering GPS coordinates to allow accurate mapping of the access point and related structure. **Address numbers are assigned based on the Access Point, or where a driveway intersects a Named Road.**

NOTE: If a road/driveway access' three (3) or more properties and has not previously been assigned a Road Name, a Request for a New Private Road Name must be completed per **The Boundary County Uniform Address and Street Naming Ordinance.**
This Ordinance and more information can be found at:
http://www.boundarycountyid.org/site-page/requesting-new-address

PROPERTY USE:

☐ Bare Land Only	☐ RV – Recreation	☐ City of Bonners Ferry	☐ City of Moyie Springs

LANDOWNER/PROPERTY INFORMATION:

Landowner:	Phone #:	Email:		
Mailing Address:	City:	State:	Zip:	
Subdivision:		Lot #:	Block #:	
Parcel Number:	Section:	Township:	Range:	Acres:

DRIVEWAY MARKER:

Road Name:	Describe Marker:
Where is it located:	Date Placed:

This form may be submitted at any point, and the request will become active after the following steps are completed.
(Mark "n/a" where not applicable)

1. IF the access is within Boundary County and not within the City Limits of Bonners Ferry or Moyie Springs:
   a. Are you planning to build a structure within the next year? ☐
   b. If YES, please contact Bounday County Planning & Zoning at (208) 267-7212.
2. IF the access is with the City Limits of Moyie Springs:
   a. Has a Site Permit been issued by the City? ☐
   b. If NO, please contact the City of Moyie Springs at (208) 267-5161 Permit #: ☐
3. If the access (driveway/private road) enters directly onto a County Road:
   a. Has an Access/Approach Permit been issued by Boundary County Road & Bridge? ☐
   b. If NO, please contact Boundary County Road & Bridge at (208) 267-3838 Permit #: ☐
4. If the access (driveway) enters directly onto a State Highway:
   a. Has an Approach Permit been issued by the Idaho Transportation Department? ☐
   b. If No, please contact ITD at (208) 772-1297 Permit #: ☐

DRIVEWAY MARKING:

- Place driveway markers next to the road.
- Mark center of driveway or both sides of the driveway.
- Write applicant's name on the driveway markers.
- Marker should be visible to a person visiting the site for the first time.

REQUIRED MAP DETAILS:

Driveway location, width, intersection, road name.

SITE SKETCH:

Use subdivision map or assessor map to draw property details. A separate at-scale drawing may be submitted.