

Sumner County 911 GIS/Mapping
255 Airport Road, Gallatin, TN Office
615-451-1200

Address Request Form

- The Owner/Requestor is responsible for complying with all applicable laws and regulations.
- The property cannot be accurately addressed unless the **driveway is indicated either on the plan/plat or coordinates provided**. If the driveway specification is later found to be inaccurate; the property may require an address change.
- Your request **MUST** include a copy of the site plan/plat.
- The plat/plan must include: (1) Driveway/entrance location (marked and labeled "Driveway" (2) Map and parcel number w/lot number (if applicable)
- The structure will be addressed using the driveway location and corresponding street. If there are/will be multiple structures on the property, the site of the structure to be addressed will need to be specified with either GPS coordinates or provision on the site plat/plan showing the entire parcel.
- You can complete this form and email to ecd@sumnercountyttn.gov or submit the online form at <https://ecd.sumnercountyttn.gov/address-request/> and upload the supporting documentation.

Owner's information: (Who owns the property?)

First Name: _____ Last Name: _____

Address: _____

Daytime Phone Number: _____ Alternate Phone Number: _____

E-mail: _____

Information Needed For Addressing (*Required Information)

*Tax Map _____ Group _____ *Parcel _____ Lot _____ Acres _____

Subdivision (if applicable): _____

*Road/Street Name: _____

*Will the site share a driveway with another building? YES _____ NO _____

*Driveway is marked/noted on attached plan/plat? YES _____ NO _____

Supply the nearest address as if standing at the road facing towards the property:

Left address: _____ Right address: _____

Address across from property: _____

Structure Coordinates: Latitude _____ Longitude _____

Driveway Coordinates: Latitude _____ Longitude _____

Requestor's Information: (*Required Information)

*Requestor's Name (print): _____

*Requestor's Phone Number: _____ *E-mail: _____

*Requestor Signature _____ Date: _____

OFFICIAL USE ONLY BELOW THIS LINE

Address Assigned to Property:

Numerical: _____ Street: _____

Date Address Assigned: _____

Initials of GIS or NG911 Personnel: _____