



# DICKSON GIS

201 W Chestnut Street, Dickson, TN 37055 615-441-9502



### Instructions:

- 1) The driveway must be marked or roughed in with the applicant's name posted.
- 2) The corners of the structure must be marked out with flags or stakes.
- 3) If you have site plans or drawings, e-mail them to: **DICKSON\_GIS@CITYOFDICKSONTN.GOV**
- 4) The GIS office will have (7) working business days to assign the address if all the above information has been completed. The reason for marking the driveway/structure is that all the points are gathered by using GPS, and the address assigned is based on the GPS points.

Date of Application: \_\_\_\_\_

\_\_\_\_\_

Name and Address of person requesting address



Daytime Phone#: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Street Name for Property: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Map: \_\_\_\_\_ Group: \_\_\_\_\_ Parcel: \_\_\_\_\_

Gate Code or Key Location to access the property, the property will be locked up as it was found when the staff leaves. If the property is inaccessible, your application will be placed on HOLD until you can make arrangements to provide staff access.

\_\_\_\_\_

Person Living / Business at new location: \_\_\_\_\_

Please give directions to the property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List addresses near your property: Left: \_\_\_\_\_ Right: \_\_\_\_\_ Across: \_\_\_\_\_

Latitude/Longitude of Driveway: \_\_\_\_\_

Latitude/Longitude of House Center: \_\_\_\_\_

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\*\*\*Do not write below this line, for staff use only\*\*\*

Date/Person receiving application: \_\_\_\_\_

**ADDRESS ASSIGNED TO PROPERTY:**

\_\_\_\_\_

ESN: \_\_\_\_\_ Inside City Limits of: \_\_\_\_\_

Assigned by: \_\_\_\_\_ How Notified: \_\_\_\_\_ Date: \_\_\_\_\_

**Addresses issued will be null and void if any of the following occur:**

**Start Work:** Must begin within 6 months of address issuance. Failure to begin construction within this time frame will result in your having to reapply for an address.

**Work Suspension:** If work stops for too long (e.g., a year or longer), the address becomes invalid, and the owner will have to reapply and/or have the address validated.

**Transfer of property ownership:** addresses become invalid if the property sells/transfers ownership without the construction of the structure. The new property owner must reapply and/or ask for the original address to be validated based on the driveway and structure GPS coordinates being marked by the new owner.

**Changing Driveway and/or Structure Location:** If, after being issued an address, the driveway location or structure location changes, you must notify the issuing agency to determine if the address needs to be changed. Moving your driveway's physical access point can change your official address because an address is often defined by where a structure connects to the street, requiring coordination with your local 911/Emergency services to update maps and assign a new number, especially if it significantly alters access or street connection, which requires permits and municipal approval for safety and routing.