



Dickinson County Ordinance 93-3 requires that each new structure be assigned a physical address unless the new building is an accessory building on a property that already has an address assigned to it. To view the entire ordinance, go to [www.dc911.us](http://www.dc911.us).  
**It is recommended that property owners fill this form out and return as early in the building process as possible. There can be delays in sign installation due to seasonal and other factors.**

**Fee: \$50.00**

Return this form along with your check payable to:  
**Dickinson County 911**  
**1802 Hill Avenue, Suite B103**  
**Spirit Lake, IA 51360**  
 If you bring your payment to the Courthouse and the 911 Office is closed, you may leave it at the Sheriff's Office on the first floor.

**PROPERTY OWNER INFORMATION**

<b>Owner's Name:</b> _____	<b>Daytime Phone:</b> _____
<b>Mailing Address:</b> _____	<b>E-mail Address:</b> _____

**PROPERTY INFORMATION**

**Parcel ID Number (PIN):** \_\_\_\_\_ **\*\*REQUIRED** (This number can be found on your property tax statement or online at [dickinson.iowaassessors.com](http://dickinson.iowaassessors.com).)

<b>Does a driveway exist for this location?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If the driveway has not been installed, how is the location marked (flags, stakes, etc.)?</b>  (The driveway location MUST be clearly marked. If it is not, there will be a delay in assigning a number.)
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**Does this location share a driveway?**  Yes  No If YES, what is the 911 Number of the shared drive: \_\_\_\_\_

<b>Nearest Address Marker:</b> _____	<b>Nearest Intersection:</b> _____
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**SKETCH A MAP BELOW:** Show the location of your driveway in relation to nearest existing 911 marker or intersection. Include any notes you feel would help us locate your driveway. If you have any questions regarding what is required for this form, please contact the 911 Administrator at 712-336-3987 or by e-mail at [mike@dcem.us](mailto:mike@dcem.us).

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

<b>Assigned Address:</b> _____		<b>Notified:</b> _____ <input type="checkbox"/> Property Owner <input type="checkbox"/> City Hall (City Addresses Only) <input type="checkbox"/> Zoning (County Addresses Only) <input type="checkbox"/> Assessor's Office <input type="checkbox"/> GIS Department <input type="checkbox"/> Sign Maker <input type="checkbox"/> Sign Installer
<b>Date Paid:</b> _____	<input type="checkbox"/> <b>Cash</b> Receipt # _____	
<b>Date of Field Work:</b> _____	<input type="checkbox"/> <b>Check</b> Check # _____	
<b>Completed By:</b> _____		

## FREQUENTLY ASKED QUESTIONS ABOUT HOUSE MARKER SIGNS

### Why do I need an address marker?

Aside from address markers being required by Dickinson County Ordinance, they help first responders find your home in an emergency. Other people use the signs as well such as delivery companies (UPS, FedEx, etc.) and even your friends and relatives if they're trying to find your house for the first time. The main reason for the signs, however, is to get emergency responders to you as soon as possible.



### What happens if my sign gets stolen, damaged, or is simply worn out?

Call the 911 office at 712-336-3987. We'll take down your name and address and other information about your sign. If you only need a new post, we'll come out and replace the damaged post. If you need a replacement sign, we'll order a new sign and install it when it comes in. Call right away if you need a new sign, don't wait until there's an emergency!

### I don't like the signs; they're ugly and don't fit with my landscaping.

Again, the signs are there to help responders find your home in an emergency. Do not remove your house marker sign. Besides being a violation of County ordinance, it could cause delays in emergency personnel finding your home in the event of an emergency.

### Maintenance: Keep your sign visible!

Keep all plants, trees, bushes, etc. trimmed back so they don't cover up your sign. The sign needs to be clearly visible from the roadway from both directions.

### I need to temporarily remove the sign. What do I need to know about reinstalling it?

There are two ways to handle this: One, call the 911 office and we will come out and reinstall it for you (which we prefer); or two, you can put it back yourself. Remember: ALWAYS call Iowa One Call prior to driving a post into the ground. You are responsible for any damage you cause to underground utilities and on top of that, you could be seriously injured or worse if you strike underground electric or gas lines. When installing the sign, make sure it is installed perpendicular to the road and so it is visible and can clearly be read from both directions. Finally, if you have to temporarily remove the sign, please put it in a temporary location where it can still be seen from the roadway in case of an emergency.



### I pay property taxes. Why do I have to pay for a 911 sign?

Dickinson County 911 only uses 911 surcharge funds (no property or sales tax dollars) to maintain the 911 system including phones, radios and signs. The fee merely covers our cost to purchase the sign and have it properly installed.

### Can I make my own sign?

No. For the sake of uniformity, the only approved house marker sign is one that is obtained from the 911 office. There are standards in place for signs regarding color, letter size and reflectivity that we must adhere to. Imagine trying to find a house marker sign when they're all different sizes, colors, and installed differently.

**HELP US FIND YOU IN AN EMERGENCY: POST YOUR SIGN!**

[www.dc911.us](http://www.dc911.us)