



**Marion County
Board of County Commissioners**

Public Safety Communications ♦ 911 Management

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-671-8460
Fax: 352-671-8798

911 Management Address Application

1. Tell us where your property is:

Parcel ID Number _____ Section _____ Township _____ Range _____

Subdivision & Phase/Unit _____ Block _____ Lot(s) _____

2. What type of work are you doing?

(Circle one from this group.) Single Family Residence Mobile/Manufactured Home

Commercial Building Vacant Other _____

(Circle one from this group.) New Replacement

List the former structure's address here _____

Resident name _____ Structure phone _____

3. Site Plan Information (site plan must be complete – no exceptions):

All structures must be indicated. All addresses must be identified for existing structures. All roads bordering your property must be identified. Indicate front door. The property dimensions indicated on your site plan must match your legal description. (If you only have a part of the parcel above, include a copy of your deed.)

On what road does your driveway come out? _____

Structure is 50' or more from frontage road OR

_____ Access to, or vision of, front door is/will be obstructed in some way (fence, ditch, etc.) OR

_____ Corner lot — Which street does your front door face?: _____

4. Mail the information to the following address:

(Address) _____

(Daytime phone, including area code) _____

NOTE: Incomplete or illegible items delay address processing and may result in permit hold, C/O hold, non-issuance or change of address for your structure.

5. OFFICE USE ONLY

ARN# _____ Work Type _____ By _____ Date _____

Address _____ MMV _____

Community _____

Letter Type (R / C / V / T) _____ Map Used _____

“Meeting Needs by Exceeding Expectations”

How to complete the 911 Management Address Application

Section 1: Fill in all of the blanks in this section.

- A copy of the site plan is required to plot **every** legal description supplied. If it doesn't match, staff will attempt to contact you by phone. If unsuccessful, notes and/or a permit hold will be placed against the permit.
- If replacing a home or your present address needs verification, all current phone numbers assigned to that structure **MUST** be listed.

Section 2: Check one work type AND one structure type.

- Identifying structure type is how your address is referenced. This also prevents duplicate addressing and re-addressing of structures or parcels where the address is already known. Indicate if a **NEW** structure is being added or an existing one is being **REPLACED**.
- If "Other" is selected, identify what type of work is being done (well, electric, pole barn).

Section 3: The site plan must be complete to receive a 911 signoff.

- Indicate all streets surrounding your property.
- Indicate the **FRONT** of your structure.
- Show all structures (barns, apartments, guest houses, etc.)
- Your property dimensions **MUST MATCH** the legal description of current record.
- If there is a change in the legal description, include a copy of your deed showing the new legal description.

Section 4: Complete the return/mailing information.

All contact information must be completed, including your *name, company name, and full address* (city, state, zip code). If applying for a permit, your address and posting requirements will be listed on your job card. *Include your phone number in case there are questions regarding the application.*

Section 5: Leave this section blank.

If you have any questions, please call our office at 352-671-8460. For TDD, please call 352-671-8799. Thank you!