



Jackson County Public Development & GIS Departments

Phone (706) 367-5908 FAX (706) 708-2506

Jackson County Public Development Department 67 Athens Street / Jefferson, GA 30549

Date: _____

New Addressing Request Form

Type of property: Industrial Residential [] Commercial []
Address Type: Suite Number, Water Meter, Cell Tower, Vacant Lot, Other, New House, New Manuf.Home, Lot Division, Lift Station, Apartment, Retail, Model Homes, Electrical Pedestal

Location of Property to Be Addressed Subdivision [] If applying for a subdivision see page 2

Street Name _____

Parcel # _____

Contact Information

Contact Person Name/ Requested by:

Required Printed Name: _____

Signature: _____ Date: _____

* Contact Address: _____

* City: _____ State: _____ Zip Code: _____

* Telephone Number(s) _____ Email: _____

* Cell Phone Number : _____

* Fax: _____

*Comments:

Date Received: _____
Completion Date: _____
Completed by: _____

OFFICE USE ONLY

NEW SUBDIVISION ADDRESSING APPLICATION CHECKLIST & INFORMATION

PLEASE NOTE: Jackson County GIS staff will not address a plat for a subdivision that is not a final approved plat by the governing jurisdiction. Signatures and final stamps will be required on the plat submitted to staff.

Subdivision checklist:

- _ Completed Page One of Application
- _ Large full sized legible printed copy of FINAL approved plats that has signature and stamps of governing authority
- _ Digital full sized copy of FINAL approved plats (Tiff files preferred)
- _ If the subdivision is being platted in more than one phase than a printed and digital copy of the master plan must be submitted, too.

TIMELINE: It is the desire of the Jackson County GIS and Public Development departments to provide a timely response to your request of addressing your subdivision. Once receiving everything we need from you it our goal to try and have your addresses completed or a time estimate back to you ***within five business days***. Factors that may increase the time to complete your request may involve the size and complexity of your project, not receiving what we need from you, or having multiple requests at the same time. *Addressing requests will be processed in the order they are received by the Jackson County Public Development Department.*