

BANKS COUNTY ADDRESSING INFORMATION
Questions & Answers

History of Our Addressing

- Prior to the middle 1990's, Banks County was addressed using Route Numbers and Box Numbers.
- In the mid-1990's, Banks County readdressed to aid emergency units in quickly locating residents. This is when a private company was hired and we began using Street Numbers and Street Names.
- After the County readdressed using Street Numbers and Street Names, Banks County E-911 began maintaining the addressing.
- Only a few short years after this, Banks County E-911 and the Banks County Building Official partnered together to maintain the addressing. The Building Official in the County and each City representative take requests for new addresses and begin the permit process and notify our office when they are ready to acquire the new address. This helps to ensure that we have an account for all structures going into the County.
- Banks County E-911 makes all road signs. Banks County Road Department and/or the proper City erect those signs.
- Banks County 9-1-1 number signs may be purchased at most hardware stores.

Why Are Addresses So Important?

- Each road being addressed correctly and addressing that follows the same standard county wide - helps to ensure that 911 and emergency units do not have to waste valuable time deciding which way the road is addressed. And, they don't have to remember that one road is figured one way and another is different causing the potential for numbers to be incorrect. For example – odd on left, even on right, all metering done based on increments of twenty and all roads begin at 100 and get higher towards the end of the road. Another example – This way, the unit doesn't turn on the road knowing that in most parts of the county the even is on the right and discover that on this road the odd is on the right. Remember, by the time they figure this out they may be past the home and have to take time to turn around and come back to the correct address (especially at night). Seconds and minutes matter in an emergency!
- Posting your house numbers properly (minimum of three (3) inch reflective lettering at end of driveway and on home if there is more than one addressed structure on the driveway) also helps you to help emergency units in locating you in either day or night. Seconds and minutes can save lives!
- Proper road signs / street signs make it much easier for units to locate a road when someone needs help. Without them the units must be instructed on how to get to the road on every call – for example: sometimes this might mean telling them to turn on the unnamed road between the water tower and 1700 ABC Road. If this were the case we would be taking a chance on the units being able to locate 1700 ABC Road, as they may not have it posted or posted where it can't be seen. There is no time to waste in directing someone to a road without a sign or an unnamed road.
- The County Addressing Resolution says that any private driveway over 300' in length or with 2 or more structures where the structures are not visible may need a private road name. When we have new growth we make this recommendation if it applies and it helps responders tremendously. Think of this, the emergency units are en-route to you at night (your address is 104 ABC Road) and they turn on ABC Road and see 102 and keep going expecting to see 104 next but then realize that 112 is next. By this point they must turn around and go back and it may take several more minutes to realize that you are behind 102 and sharing their driveway. What if your family member is choking or something very serious is happening; do you want this to happen in the middle of an emergency? Think of it this way: As the emergency responder; you are pulling into a driveway that has three houses on it. You know that in one of those houses is a person possibly having a serious medical event. The numbers are hard to read because it is late at night. No one is outside waiting to flag you down. Which house do you go to? How long did it take you to ask yourself these questions and answer them? Can you imagine having to do that while driving and talking on the radio to obtain patient information? More importantly, as the patient would you want this delay to happen in the middle of your emergency?

How Do I Get An Address? How Is Addressing Completed?

- Call your local Building Official. The County Official phone number is 706-677-4272. He or she will let us know when you are ready for your address.
- A meter is mounted in the E-911 / EMA Director vehicle. We use this meter to collect your address.
- Each road should begin at 100. The only exception to this is roads that begin in another County or roads that lost part of the beginning to another road name (for example Old Hwy 441 N).
- A measurement (in feet) is taken from the beginning of the road to the driveway of the home on the road or from the closest 9-1-1 number to the new home. That measurement is divided by twenty (20) and the sum is added back to 100 or the closest 9-1-1 number to get the house number. The only adjustment may need to be to make it an odd number for the left side or an even number for the right side.

- Odd numbers should be on the left side of the road and even numbers should be on the right side of the road when numbering starts at the beginning of the road.
- All roads should be numbered consecutively beginning with 100 and increasing to the end of the road.
- All new addresses and address changes are copied to all emergency services, utilities, tax/tag offices and postal services.
- You will receive a letter from our office with a Residential Information Form after we finish your new address. We ask that you fill that form out and return it to our office.

If I Have An Address Change, How Long Will I Be Given To Complete The Change?

- The Postal Service will require you to fill out an address change form and then they will allow you one (1) year for your mail to accurately reflect the new address.
- The 911 Center will maintain both your old and new address for a period of no less than one (1) year to ensure we can locate you at whichever address shows up when you dial 911. This is also done to allow time for the Post Office, Alltel, Power Companies and citizens to change needed documents showing the address and allow everyone time to get use to the changes.
- One year will be allowed to post the correct numbers following the Banks County Numbering Ordinance.
- You can help to move the process along by following all steps as quickly as possible remembering it only helps us to better help you. Remember to fill out a change form with the Post Office, post your numbers as required, fill out the back of your bills giving them the new address and change legal documents such as driver’s license. And, to help us help you further you are encouraged to complete a Premise Information Form for 911 to let us know vital information, this will also let us know that you have completed the change.
- All new addresses and address changes are copied to all emergency services, utilities, tax/tag offices and postal services.

Here Are Some Questions and Answers That May Help You.

- Q: If this is a “911” address, why does it have to change my mailing address?**
A: *The Postal Service uses the same physical addresses as 911 unless you have a box at the Post Office. And, they obtain this physical address from 911. You will not have to change your mailing address if you have a P.O. Box for mailing. However, you need to know your correct physical address as well. Your physical address is what is changing and the Postal Service, Phone Company, Tax Offices, Utilities and all Emergency Services will be given your new physical address. The Postal Service will also allow you one (1) year to complete your changes.*
- Q: What if I refuse to comply and refuse to a change of my address?**
A: *If you refuse to comply, you are only harming yourself. All Emergency Services, Postal Services, Utilities and the Phone Company will use your corrected address. Therefore, if you deliberately call in the wrong address when in an emergency - you will run the risk of units having trouble locating you. As stated before, 911 will maintain both the old and new physical address in the 911 database for a period not to exceed one (1) year. We are unable to maintain it for any longer due to the high number of addresses we maintain in this database.*
- Q: Do I have to fill out a Premise Information Form?**
A: *No, this is only for your benefit and helps us to better help you. If you do not fill one out, 911 will still maintain your basic address information in the database. All information in the 911 database is only released to authorized personnel, not for personal use.*
- Q: What if I have two (2) driveways, which one are you addressing?**
A: *We will address the driveway that you use the most. If your driveway enters/exits two times (a ‘u’ shape) we will address the one closest to your mailbox, front door or garage.*
- Q: I have multiple houses on my driveway, who do I call if I want to name it a private drive?**
A: *County residents should call the Building Official’s Office (706-677-4272). City residents should call the administrative phone number at the proper City. Private road names cannot be a person name and the Director will make sure they do not duplicate another road name in the system as this can be very dangerous.*
- Q: Why does 911 have anything to do with mailing addresses or addressing in general?**
A: *Because long ago the importance of Emergency Service Units being able to quickly reach locations in need was realized. Remember, the responding unit is looking for a driveway rather than the front of the house (that may be across a 4 acre field for example). And, because 911 dispatches for these units, 911 is the best avenue to ascertain and maintain addresses that units respond to. This is where the term 911 Address comes from. In some Counties and Cities they have an Addressing Department that works closely with 911; Banks County does not have one of these departments. 911 in general shortens response time for all Emergency Services by being able to provide a ‘one-stop’ information center to units responding and citizens calling for help.*
- Q: If I have my numbers posted in reflective lettering on my mailbox at my driveway, do I need a sign as well?**
A: *If your mailbox is visible, at the end of a one home driveway, the numbers are reflective and the numbers are a minimum of 3 inches, you may choose not to purchase a sign for the end of the driveway. Just remember that the most important thing is that units are able to see the numbers both at day and at night and from either direction they may be responding from.*
- Q: If I have more questions, whom do I call?**
A: *You may call Director Deidra Moore, Banks County E-911/EMA at 706-677-3163 or the Clerk, Susanne Franklin at 706-677-3130 between 8:00am and 5:00pm, Monday through Friday. You may also leave a message at this number, all calls are important and I will get back with you as soon as possible if I miss you.*