



Town of Pownal Addressing Assignment Policy

Purpose: To provide the Code Enforcement Officer, Road Commissioner, Fire & Rescue, Town Clerk, & property owners a clear guideline as to how addresses are given out.


Approved at the September 9, 2019 Select Board's Meeting the following policy:

Outlined below are the steps to follow when being issued a new address.

1. A driveway permit must be pulled first! This permit must be submitted before any other permit will be accepted for a new property. All other permits will be denied until the driveway is accepted outlined in step 2.
2. Request a driveway inspection from the Code Enforcement Officer and the Road Commissioner. They will approve the entrance of the driveway.
3. Stake out where the driveway will be. This is for Public Safety purposes.
4. After the driveway is staked out an address will be issued.
5. Once the address is issued it gets logged immediately in GIS by the Clerk or Deputy Clerk.
6. When the Certificate of Occupancy is issued the Code Enforcement Officer updates GIS for the exact location of the built structure.



Jonathan Morris, Selectman



Date



George Anderson Jr., Selectman



Andrew O'Brien, Selectman