

38 West Main Street, Forsyth, Ga 31029*478-994-7040

kfortner@monroecoga.org

Monroe County Address Application

Planning and Zoning addresses property throughout Monroe County (*not within the City Limits of Forsyth*). To receive an address, please follow the list below and email all the requested information along with this application to kfortner@monroecoga.org or deliver to the zoning office on the 2nd floor at 38 West Main Street, Forsyth, Ga 31029.

To obtain a correctly assigned address, this office must verify **where the driveway will be located**. Please follow the following steps to get this process started.

- 1) Please email a picture of the property. Monroe County Tax Assessors website can provide this information>>> type in the search engine exactly like this: qpublic.net/ga/monroe/
Picture taken of the **entire plat** of the property is acceptable.
- 2) Designate on the picture where the driveway will be placed. If our office can determine where the driveway is going—you can mark it on the picture any way you prefer.
- 3) Please make note of the map and parcel, tax identification number, adjacent address (where possible), property owner name, road, and the amount of acreage.

Once all these steps are followed and submitted to our office, you will get a return email stating that we are in receipt of your email. Once the address is assigned, you will receive an E911 Verification Form by email. This form will be for your records, we will have it filed for emergency purposes and for the Tax Assessors.

**Addresses received Monday-Thursday will be emailed back on Friday of that week. If received on Friday, it will be sent the following week. **

Please fill out the information below:

Date: _____

Property Owner Name: _____

Email: _____

(Either) Map & Parcel #, Tax Identification #: _____

(If possible) Adjacent Address: _____

Road Name: _____

Amount of acreage: _____

Phone Number: _____

Helpful Notes:

- Receiving an address is no charge from the county. **Reassignment once given will be \$30.00.**
- If you are within the City Limits of Forsyth, contact 478-994-7747.
- We cannot look up the property from deed book numbers or lot numbers.
- Knowing where you want your driveway is important, and if for any reason you decide you want to relocate it, please contact us immediately.