

WHEN DO I NEED A NEW ADDRESS?

You may need a new address for:

- Construction/establishment of new residence or business
- moving a mobile home onto your land
- mail delivery or utility service on vacant property

In Riley County, addresses are assigned to cemeteries, cell towers, utility substations, schools, churches, parks and many other types of facilities.

In the case where multiple homes/businesses are located along a private driveway, the County may proceed with naming of the private road and re-assigning addresses along the private road.

HOW DO I GET A NEW ADDRESS?

If you are building a new structure, you must first apply for a building permit with Riley County Planning & Development. That department will then forward your application to Riley County IT/GIS for address assignment for the building permit.

You will need to include a map with the following:

- Outline of your property
- Location of where the driveway intersects the road
- Distance of the driveway from your property line
- Location of the new building on your parcel

The GIS Website, gis.rileycountyks.gov, may be helpful in showing the above requirements on a map.

*****if a new driveway, contact Riley County Planning regarding the Road Entrance Approval process*****

If an address is needed for mail delivery, utility service or for a reason when a building permit is not required, the above maps are still required along with the **Application for New Address** that can be requested from Riley County IT/GIS.

REASONS TO DISPLAY YOUR ADDRESS

Emergency Response. A visitor, child or an injured person may be unable to give clear directions to your property when calling 911, or new emergency personnel may be unfamiliar with your area. Therefore, it is very important for you to post your address where your driveway intersects a public roadway.

Identification for Services. Phone, electric, gas, cable and delivery companies all rely on an address to find your property. The U. S. Postal Service also makes mail delivery based on the address we assign.

CAN I PICK MY OWN ADDRESS?

Your address is assigned using a master grid system that covers the entire County and is based on the location of your driveway that you provide on your building permit or on the Application for New Address Form, and must be assigned by Riley County IT/GIS in order to be an **officially recognized** address.

NEW ADDRESS NOTIFICATION

When a new address is officially issued, Riley County will notify the following agencies:

Riley County Appraiser
Riley County Clerk
Riley County Emergency Management
Riley County Police Department
Phone Company
Township Trustee
U S Post Office

FUN FACTS ABOUT ADDRESSING

The Riley County Addressing System was discussed by the Riley County Commission several times during 1976. They formally adopted county-wide addressing by resolution on November 18, 1977. This resolution authorized Riley County Public Works to begin erecting street signs throughout the county and to establish an addressing system. Initially, addresses were only assigned to rural subdivisions and areas close to Manhattan City Limits. In 1987, the implementation of E911 (Enhanced 911), was the driving force for **all** rural homes to receive an address and for the U. S. Postal Service to discontinue the use of Rural Route/Box #'s.

Riley County's addressing scheme consists of 800 addresses per mile. This system was adopted due to the historic fact of a chain being 66' and 80 chains in a mile. By dividing this distance by 10, a new address is assigned every 6.6 feet. Odd addresses are located on the west side of N-S roads and on the south side of E-W roads and vice versa for even addresses.

STATISTICS AS OF JUNE 30, 2017

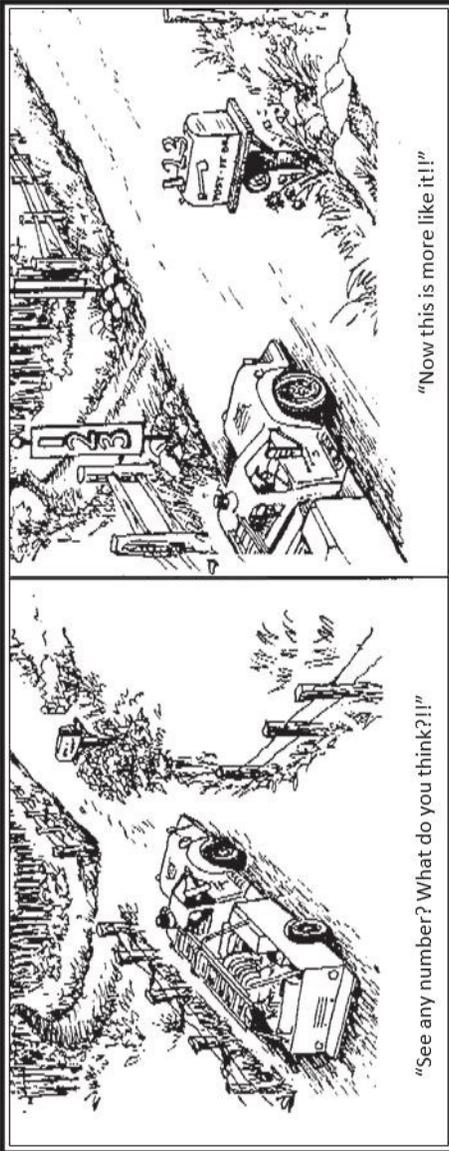
Addresses in Use (City/County).....33,099

New Addresses Issued in 2017 (City/County).....183

FEES

There are no fees associated with the application and assignment of a new address.

IS YOUR ADDRESS EASY TO READ?



For More Information Contact:



Riley County IT/GIS
115 N 4th St
Manhattan, KS 66502

Phone: 785-537-6314
staylor@rileycountyks.gov

GUIDE TO NEW ADDRESS ASSIGNMENT

