

**Branch County Address Assignment Guidelines-Effective May 2006**

1. Call the Branch County Emergency Management/Geographic Information Systems office to set up an appointment to meet at the proposed addressed site. Appointments will be available on Thursdays only based on what available times are left.
2. GPS (Global Positioning Systems) information will be taken during this appointment at the location of the proposed address site. This will be done to ensure the accuracy of the county-wide addressing scheme.
3. Point information will be processed for use in assigning a new address. The party requesting a new address will be notified within one business day of the appointment of their new address.
4. If documentation of the new address is required it can then be picked up at the 911/Central Dispatch building during normal business hours. This building is located at 141 E. Chicago Rd Coldwater, MI 49036 (near the airport). We can be contacted Monday thru Friday from 8AM-4PM to set up an appointment.

\*Branch County Emergency Management/Geographic Information Systems only has the authority to assign a physical address number. The assignment of the physical address number does not give the owner actual building rights or constitute a change in the zoning of that property.