

Town of Londonderry
100 Old School Street
S. Londonderry, VT 05155
802 824 3356

E911 Address/Private Road Name Request Form

Property Owner Information

Name: _____

Mailing Address: _____

Preferred contact method: email _____ Phone _____

Important Information for Property Owners

Issuance of a E911 address or a private road name is contingent upon having an approved access permit from the select board.

Private Roads

- A driveway shall become a private road when there are three or more addresses on it.
- A driveway having one or two address on it may be defined as either a driveway or as a private road if there is potential for future development.
- All property owners on a driveway changing to a private road must be contacted by the road name requester about the road naming process before select board approval of a name is granted.
- There shall be no identical and similar sounding road names within the Town.
- Private Road names must be approved by the Select Board. The Town will purchase and install the first road sign. If a replacement road sign is needed, please contact the Town E911 coordinator.
- Every official road name shall have a corresponding standard suffix that is in a accordance with the USPS standards. (see attached)

Displaying Address Number

- Address numbers must be a minimum of 3 inches high, 2-1/2 inches wide and reflective.
- A number shall be placed on the front of every addressed structure.

- Mailboxes shall be marked with the house number. Where mailboxes are not in front of the house or structure to be marked, a number shall be displayed on the structure, if it is visible from the road.
- If the structure is not visible and no mailbox is beside the driveway leading to the structure, a sign or number post shall be erected by the property owner to display the number. This sign or number post could display the number either vertically or horizontally.
- Shared driveways shall be marked both at the beginning of the driveway and where the driveway splits to each specific structure.
- Address numbers shall be placed high enough that it will not be obscured by the snow during an average winter.

Parcel Information

Parcel ID: _____ Tax Map #: _____

Road name where access permit was granted: _____

OR

Description of location of Private Road to be named: _____

If requesting a Private Road Name provide your name choice: _____

Provide a letter of agreement for the requested road name signed by all impacted property owners. The letter must include the names and mailing address of all impacted property owners.

On a separate piece of paper sketch or provide a map of your property, including access points and building locations. If requesting a Private Road Name include all the properties that will use the Private Road for access.