



# Wirt County 911 Addressing & Mapping

PO BOX 70 - 38 Juliana St. - Elizabeth, WV 26143  
(304) 275-3766 - Fax (304) 275-3767

- **Will my private drive get a road sign?**

In general, any driveway providing access to two or more dwellings should be named. This driveway is referred to as a "private drive." If you have a private drive that was named, a driveway sign must be placed to easily identify the drive. These signs must conform to Department of Highway standards, if placed on the state right of way.

Private drive signage will be provided by the County for the private drives as long as funding permits.

- **I found a card on my door, what is it for and what do I need to do?**

When we complete field work in an area and do not know the current structure information, we will place a "leave behind card" (see photo). The purpose of this form is for you to complete the information and mail it back to us. If you have questions, please call our office at 304-275-3766.

A photograph of a "Leave Behind Card" form. The form is titled "Wirt County 911 Addressing & Mapping" and "Wirt County 911, for questions call 304-275-3766". It contains several fields for information collection: "MAILING ADDRESS", "CITY", "STATE", "ZIP", "PHONE # (H/F)", and "CELL". There is also a section for "PROPERTY INFORMATION" and a "DATE" field. The form is designed to be filled out by a resident and then mailed back to the county office.

- **My address doesn't show up in my GPS unit or in mapquest?**

GPS units such as Tom Tom and internet sites such as MapQuest have datasets that we cannot update on our own. Our county's data has been submitted to these companies. It takes an extended period of time for these updates to take effect. Please be patient until they get the data updated. **As a quick reminder, you may want to update your GPS unit regularly to insure you have the most current data.**

- **I live in town and am having trouble getting deliveries. What do I need to do?**

Part of the 911 addressing project included matching your previous address to your current 911 address. This process was done for all structures receiving rural delivery. However, there was no protocol for the 911 Addressing & Mapping office to match a post office box number to a structure that did not receive rural delivery.

If you have a post office box and would like to receive packages from non-USPS vendors such as FedEx or UPS (United Parcel Service), please complete the **PO Matching Form** and provide it to the postmaster in the zip code where your post office is located. Please be sure to keep a record of your submission. It takes 2-4 weeks for the USPS to finalize this in their system.

If you need further details, please contact our office.

If you are trying to get mail from the USPS (United States Postal Service) and do not currently have rural delivery, please contact our office.