



# Burleson County 9-1-1 Address Addressing

100 W Buck St, Caldwell, TX 77836

Phone: 979-567-2007 – Email: [burl\\_add@burlesoncounty.org](mailto:burl_add@burlesoncounty.org)

**9-1-1 ADDRESS - APPLICATION INSTRUCTIONS** - There is no fee for requesting an address

## SECTION 1

**APPLICANT INFORMATION** Provide your name, an email address to receive your address notification letter, and a telephone number in case our office needs to contact you with questions.

## SECTION 2

**DRIVEWAY and STRUCTURE LOCATION APPLICATIONS WITHOUT THIS INFORMATION WILL BE REJECTED**

- 1) Is there an established driveway? A driveway provides access from a named road onto your property and typically leads to a house, garage, or other structure. If no driveway currently exists, you must identify the proposed driveway location to complete this application. Properties with long driveways serving multiple structures may need a private road designation before an address can be assigned. Changing the driveway location after an address has been issued may require your address to be changed.
- 2) All addresses are assigned at the point where your driveway meets a named road, such as a county road, private road, or state highway. A driveway must intersect with a named road before an address can be issued. Please provide the name of the road that connects to your driveway.
- 3) If you are sharing this driveway with another structure that has an address please provide the address(es) of the other structures that share the driveway.
- 4) Provide the latitude and longitude coordinates, in decimal degrees, at the point where your driveway meets a named road. (*Coordinates from a survey plat will not work.*)
- 5) Provide the latitude and longitude coordinates, in decimal degrees, of the structure for which you are requesting an address.

For instructions on obtaining latitude and longitude in decimal degrees, please visit: [burlesoncountytexas.gov/page/gov.addressing](http://burlesoncountytexas.gov/page/gov.addressing)

## SECTION 3

### PROPERTY INFORMATION

- 1) Property Type (Required) – is this property residential, commercial, ag/pasture or other?
- 2) Property ID (R#) (Required) – this information is available through the County Appraisal District or your property tax statement.
- 3) Description of Structure (Required) – Provide information about the structure such as structure type (mobile home, brick, etc.), main color, trim color, etc.
- 4) Number of Stories (Required) – If the structure has more than one level, please circle or write in the correct number.

Additional information such as subdivision name, lot(s) number(s), neighbor's address, and Precinct are not required but are helpful in locating your property for addressing.

Submit the addressing application along with the Permit Acknowledgement form. The Permit Acknowledgement form is required. Submitting the addressing application without the Permit Acknowledgement form will delay your request for a new address.

## SUBMIT THE APPLICATION

Address applications must be signed and dated in order to process your address request. The application can be submitted to [burl\\_add@burlesoncounty.org](mailto:burl_add@burlesoncounty.org)

Even with this information the addressing office may still need to contact you to request additional information. Generally all contact is through email. Please add [burl\\_add@burlesoncounty.org](mailto:burl_add@burlesoncounty.org) to your contact list to ensure you receive all communications from this office. This office makes every effort to issue addresses in a timely manner but please allow up to 24 business hours to receive your address, excluding holidays and weekends.



# Burleson County 9-1-1 Addressing Application

100 W Buck St, Caldwell, TX 77836

Phone: 979-567-2007 – Email: burl\_add@burlesoncounty.org

Please return the completed and signed form to burl\_add@burlesoncounty.org.

NEW ADDRESS REQUEST ONLY | PLEASE READ ALL INSTRUCTIONS | THERE IS NO FEE FOR REQUESTING AN ADDRESS.

### SECTION 1: APPLICANT INFORMATION (\* required)

\*Applicant name: \_\_\_\_\_

\*Email address for notification: \_\_\_\_\_ \*Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Current owner (if not applicant): \_\_\_\_\_

### SECTION 2: DRIVEWAY LOCATION is REQUIRED – see application instructions

1) Is there an established driveway? Yes  No

2) What is the name of the road that connects with the driveway? \_\_\_\_\_

3) Will you share this driveway with another addressed structure (home, barn, pasture, oil well, etc)? Yes  No

*If you answered Yes to question 3 please provide the addresses of other structures that share your driveway.*

4) Coordinates (Latitude/Longitude) of **Driveway**: \_\_\_\_\_

5) Coordinates (Latitude/Longitude) of **Structure**: \_\_\_\_\_

### SECTION 3: PROPERTY INFORMATION (\* required)

1) \*Property type: Residence  Commercial  Ag/Pasture  Other (please explain): \_\_\_\_\_

2) \*Property ID (R#): \_\_\_\_\_ Acres: \_\_\_\_\_

Subdivision name: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Section: \_\_\_\_\_ Block: \_\_\_\_\_

3) \*Type/Description of structure: \_\_\_\_\_ 4) \* Number of stories: \_\_\_\_\_

Nearest neighbor(s) address: \_\_\_\_\_ Precinct, if known: \_\_\_\_\_

I have attached all additional required information and documents as listed in the instructions.

By submitting this form, I certify that I am the owner of this property or have been authorized by the owner to request a new address or verify an existing address. I understand that the assigned address number is based on the exact location of the property's driveway. If the driveway is relocated, I am responsible for notifying the Burleson County Addressing Department, and I acknowledge that a new address number may be issued.

Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_

OFFICIAL USE ONLY			
Address:		City:	Zip:
Processed by:	Data entered:	New <input type="checkbox"/> Verified <input type="checkbox"/>	AD ID#:
Applicant notified:		Coordinates of address point:	
CAD / USPS notified:			
Other entities notified:			



## Burleson County Addressing

100 W Buck St, Suite 303, Caldwell TX 77836

979-567-2007 | burl\_add@burlesoncounty.org

This form must be submitted with your 911 APPLICATION before an address request will be processed.  
*Este formulario debe enviarse con su SOLICITUD 911 antes de que se procese una solicitud de dirección.*

### Please read each statement, initial each box, and sign and date below.

*Lea cada declaración, escriba sus iniciales en cada casilla y firme y ponga la fecha a continuación.*

Initials

**I am aware that ALL septic systems in Burleson County require a permit. This includes new, modified, or repaired septic systems.**

*En español: Soy consciente de que TODOS los sistemas sépticos en el condado de Burleson requieren un permiso. Esto incluye sistemas sépticos nuevos, modificados o reparados.*

more info available at <https://www.burlesoncountytx.gov/page/gov.environmental>.

Initials

**I am aware that if I am connecting to an existing septic system I need to contact the environmental office regarding transferring the ownership of that system.**

*En español: Soy consciente de que si me estoy conectando a un sistema séptico existente, debo comunicarme con la oficina ambiental para transferir la propiedad de ese sistema.*

more info available at <https://www.burlesoncountytx.gov/page/gov.environmental>.

Initials

**I am aware that for the construction of driveways and culverts on county easements and rights-of-way I must submit the ACCESS PERMIT for DRIVEWAY ON COUNTY RIGHT-OF-WAY.**

*En español: Soy consciente de que para la construcción de entradas de vehículos y alcantarillas en servidumbres y derechos de paso del condado, debo presentar el PERMISO DE ACCESO para la VÍA DE ACCESO EN EL DERECHO DE VÍA DEL CONDADO.*

more info available at <https://www.burlesoncountytx.gov/page/living.permits>.

Initials

**I am aware that development in a floodplain requires a floodplain permit.**

*En español: Soy consciente de que el desarrollo en una llanura aluvial requiere un permiso de llanura aluvial.*

more info available at <https://www.burlesoncountytx.gov/page/living.permits>.

Initials

**I am aware that failure to acquire the correct permits could result in penalties as regulated by the permitting authority.**

*En español: Soy consciente de que la falta de adquisición de los permisos correctos podría dar lugar a sanciones según lo regulado por la autoridad de permisos.*

Signature \_\_\_\_\_

Date \_\_\_\_\_