



# 911 Addressing Coordinator

P.O. Box 411  
Palo Pinto, Texas 76484

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## PALO PINTO COUNTY 911 ADDRESS REQUEST

Information gathered is used to help emergency service personnel respond to 911 calls. This form must be completed for all habitable structures in the unincorporated areas of Palo Pinto County. Please note that the naming of road or assignment/re-assignment of an address is a ministerial act. Palo Pinto County, its employees or agents, do not warrant or assure that any road or easement is public or private nor what parties or landowners have a right to use said easement.

**DATE OF REQUEST:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **CITY/ZIP** \_\_\_\_\_

**EMAIL ADDRESS OR FAX FOR NOTIFICATION:** \_\_\_\_\_

(\*After receiving notification of address, please post it on your home, mailbox, and/or gate, using 4" reflective numbers to aid in emergency response. You shall provide a copy of this completed form to the post office to establish mail delivery.)

### 1. NATURE OF REQUEST

- New construction of residential or commercial property
- New driveway on existing property (\*Addresses are determined by the location of your driveway. If the location of your driveway changes you **must** contact this office to determine if a new address may be required.)
- Other: \_\_\_\_\_

### 2. PROPERTY INFORMATION

Physical location with road name if known: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Phase: \_\_\_\_ Lot: \_\_\_\_ Block: \_\_\_\_ Section: \_\_\_\_ Acres: \_\_\_\_ Survey: \_\_\_\_\_

Neighbor's name, address, and direction if known: \_\_\_\_\_

Property will be marked by: \_\_\_\_\_

### 3. DESCRIPTION OF STRUCTURE Please provide a description of the structure, if any, for which the address is being requested:

<b>TYPE</b>	<b>EXTERIOR</b>	<b>COLOR/TRIM</b>
<input type="checkbox"/> Mfg Home sw dw	<input type="checkbox"/> Brick	_____
<input type="checkbox"/> Frame home	<input type="checkbox"/> Wood	<b>NUMBER OF STORIES</b> 1 2 3
<input type="checkbox"/> Brick veneer	<input type="checkbox"/> Siding	<b>LOCKED / SECURED GATE</b> Y N
<input type="checkbox"/> Commercial	<input type="checkbox"/> Other _____	_____
<input type="checkbox"/> Barn	<input type="checkbox"/> Distinguishing features _____	_____
<input type="checkbox"/> Expected Date of Construction _____		

(\*Please notify this office upon completion of the structure)

**SEPTIC**  N/A  Existing  New (\*For NEW you **must** contact Public Works Department for permitting)

-----OFFICE USE ONLY-----

**PHYSICAL ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

Issued by \_\_\_\_\_ thru- fieldwork: measure gps in-office: plats/lists gis/maps

ESN \_\_\_\_\_ MSAG Comm \_\_\_\_\_ MSAG/rd segment verified \_\_\_\_\_ Exchange: \_\_\_\_\_ Notified PPAD \_\_\_\_\_ PW \_\_\_\_\_

**Date input into gis** \_\_\_\_\_ **Date and who notified** \_\_\_\_\_ **By: phone email fax mail**