



## 911 Addressing Coordinator

P.O. Box 411  
Palo Pinto, Texas 76484

[911Addressing@co.palo-pinto.tx.us](mailto:911Addressing@co.palo-pinto.tx.us)

Phone: (940) 659-1268  
Fax: (844) 638-7721

Lot owner:

Below are address request instructions; these are general, and not all are applicable in every situation:

1. Please complete and submit the Address Request (attached or found on the Palo Pinto County Texas website: [http://www.co.palo-pinto.tx.us/default.aspx?Palo-Pinto\\_County/911Coordinator](http://www.co.palo-pinto.tx.us/default.aspx?Palo-Pinto_County/911Coordinator) ).
2. If the lot or parcel of land is on a corner of and intersection of two roadways, please submit a site plan or sketch showing the placement of the driveway\*, as well as the home, on the lot so that the correct address can be determined.
3. If the driveway will open onto a State roadway, you must first get approval for the placement of the driveway from TxDot.
4. If the address request is for a replatted lot in a platted subdivision, please submit a site plan or sketch showing the placement of the driveway\* as well as the home on the new lot, with OLD lot lines also displayed, so that the correct address can be determined.
5. If you request an address and own more than one lot (lots adjacent), please follow the procedure in #4 above.
6. If you have a survey, please include a copy with the application, again, sketching in both the driveway location\*, disclosing footage from a fence line or some other landmark to the drive, and home placement (if applicable).
7. If the property is only accessible thru someone else's property, you must include a copy of the granted easement with the survey showing the easement.
8. If you are able to supply a copy of an aerial of the property (obtained from the satellite image on most internet map sites), please mark approximate lot lines, driveway\*, and home site.
9. Please send the above items to the fax, email, or mail address shown, or deliver in person to the 911 Addressing Office at 520 Oak St in Palo Pinto, providing good contact information in case this office has any questions. In most cases the address will be completed in 3 days, but could take as long as 7.

If you are unable to furnish the requested information for any reason, or if you have any questions, please do not hesitate to contact me.

Thank you.

\*Rural addresses are issued based on the location of the primary driveway. Please note that moving your driveway will result in a new address and you will need to contact this office to report the move and obtain a new address.