

Palo Pinto County 9-1-1 Addressing

911addressing@co.palo-pinto.tx.us

100 S.E. 6th Ave Suite 211

Mineral Wells, TX 76067

Tel. 940-659-1268 Fax.844-638-7721



**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.*

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

1. Please complete and submit the Address Request form. Filled Out w/ Owner Information:
<https://www.co.palo-pinto.tx.us/page/911AddressingCoordinator>
2. Supply a copy of an aerial of the property (obtained from the satellite image on most internet map sites or the appraisal district website), please mark approximate lot lines, driveway*, and home site(s).
3. 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.
4. If the lot or parcel of land **is on a corner of and intersection of two roadways**, 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.
5. If the address request is for a re-platted 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.
6. If you request an address and own more than one lot (lots adjacent), please follow the procedure in #2 above.
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 the driveway will open onto a State roadway, you must first get approval for the placement of the driveway from TX Dot.
9. Please send the above items to the email, or mail address shown, or deliver in person to the 911 Addressing Office at 100 SE 6th Ave Suite 211 Mineral Wells TX 76067, providing good contact information in case this office has any questions. In most cases the address will be completed in, 3 days, could take as long as 7, or once all proper documentation has been submitted and an accurate address can be determined.

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.

Sincerely,

Jennifer Fabian

911 Addressing Coordinator

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Palo Pinto County 911 Address Request Form

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: _____

PROPERTY OWNER NAME: _____ PHONE NUMBER: _____

CURRENT MAILING ADDRESS: _____ CITY/ZIP: _____

EMAIL ADDRESS FOR NOTIFICATION: _____

NATURE OF REQUEST

(*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.)

____ New construction of residential or commercial property

____ New driveway/Gate on existing property ____ Other: _____

PROPERTY INFORMATION

Property ID from Palo Pinto County Appraisal District R: _____ Example: **Property Year 2023** Property ID: R000021528

*If the appraisal district shows a different owner (other than the applicant) , please provide proof of ownership

Physical location with **road name** if known: _____

Property/Driveway will be marked by: _____

Nearest address, and direction if known: _____

If located in a Subdivision: Subdivision Name: _____ Survey: _____

Phase: _____ Lot: _____ Block: _____ Section: _____ Acres: _____

DESCRIPTION OF STRUCTURE

 Please provide a description of the structure, if any.

____ Manufactured home ____ Single Family Residence built/in process.

____ Barndo ____ Barn ____ Other _____

____ Commercial/Multi Units: Describe structure(s) & intended use. _____

Rental Property? ____ YES ____ NO

Septic: ____ NEW ____ EXISTING

(*For NEW/IMPROVMENTS contact Public Works Director for permitting)

OFFICE USE ONLY

Physical Address: _____ City/Zip: _____

Issued by: _____ Thru: fieldwork: Y N in-office: plats/lists gis/maps Notified: PPAD ____ PW ____

Date: _____ Who was notified: _____ By: In-person, Phone, Email