



## **911 Address Request Instructions**

*\*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.*

### **Steps to Request an Address:**

- 1 Fill out the Address Request Form with owner info:  
<https://www.co.palo-pinto.tx.us/page/911AddressingCoordinator>
- 2 Send a map or aerial picture of your property (Google Maps, appraisal district, etc.). **Mark your driveway, lot lines, and house site.**
- 3 If you have a survey, include it. Mark your driveway and house placement, showing measurements from a fence line or landmark is helpful.
- 4 Corner lots or re-plats: Send a sketch/site plan showing the driveway, house, and lot lines (old and new if re-platted).
- 5 Multiple lots (side by side):  
-If you only need one address, send one map showing all lots together with your driveway marked.  
-If you need an address for each lot, submit a separate request form for each lot.
- 6 Easement access: If your property is only accessible through someone else's land, you must include a copy of the granted easement along with your survey.
- 7 Driveway onto a State Road: You must get approval from TXDOT for driveway placement before an address can be assigned.

**Submit everything by email (-preferred), mail, or in person at/to the address in header.**

*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

**Palo Pinto County 9-1-1 Addressing**  
[911addressing@co.palo-pinto.tx.us](mailto:911addressing@co.palo-pinto.tx.us)  
100 S.E. 6<sup>th</sup> Ave Suite 211  
Mineral Wells, TX 76067  
Tel. 940-659-1268 Fax.844-638-7721



## 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** **Please attach all supporting documents that apply to you**

*(\*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: (ex: GPS Coord ) \_\_\_\_\_

Property/Driveway is/will be marked by: \_\_\_\_\_

Nearest address, and direction if known: \_\_\_\_\_

**If located in a Subdivision:** Subdivision Name: \_\_\_\_\_ Phase: \_\_\_\_\_

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

### DESCRIPTION OF STRUCTURE

 Please provide a description of the structure, if any.

\_\_\_\_ Manufactured home      \_\_\_\_ Single Family Residence built/in process.

\_\_\_\_ RV Spot      \_\_\_\_ Barn      \_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Commercial/Multi Units: Describe structure(s) & intended use. \_\_\_\_\_

Rental Property? \_\_\_\_ YES or \_\_\_\_ 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 Date: \_\_\_\_\_

Notified: PPAD \_\_\_\_ PW \_\_\_\_ Who was notified: \_\_\_\_\_ By: In-person, Phone, Email