



Burleson County Addressing

100 W Buck St, Suite 303, Caldwell, TX 77836

Phone: (979) 567-2007 – Email: burl_add@burlesoncounty.org

ADDRESS APPLICATIONS INSTRUCTIONS

DID YOU KNOW? ALTERING THE LOCATION OF YOUR DRIVEWAY AFTER AN ADDRESS IS ASSIGNED CAN RESULT IN AN ADDRESS CHANGE.

There is no fee for requesting an address for property in Burleson County.

COMPLETING THE APPLICATION

Be sure to sign and date the *9-1-1 Address Application*. Applications must be signed and dated in order to process your address request.

All addresses are given at the point where your driveway meets the main named road. If you do not provide information on your application as GPS coordinates or an aerial screenshot there will be a delay in receiving the requested address.

- GPS coordinates in decimal degrees that pin point the center of the driveway to the property from the main road. Coordinates from a survey plat will not work.
- Aerial screenshot of the property with the driveway entrance marked.
- Property ID – this is available through the Burleson County Appraisal District, <https://www.burlesonappraisal.com/>. This will help the addressing office locate the property.
- Provide an email address to receive your address verification letter

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 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. If you have not received an email from the addressing office within that time frame please check the spam/junk folder for your email provider.

Green reflective signs are available for purchase at the addressing office.

Sign cost: \$12 for a single sided sign (numbers on one side of the sign)
 \$14 for a double sided sign (numbers on both sides of the sign)

Signs can be purchased in person only. We will not make signs unless payment is made in person.

WE ACCEPT CHECKS OR MONEY ORDERS ONLY. NO CASH. NO CREDIT CARDS.

Addressing office hours: 9am-4pm, Monday – Friday, closed for lunch 12pm-1pm. Due to training or other circumstances the office may be closed at times. Please contact the addressing office at 979-567-2007 to verify we will be available to make signs.

Thank you!

