



Burleson County Addressing

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

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

NEW 9-1-1 ADDRESS - APPLICATION INSTRUCTIONS (There is no fee for requesting an address)

NEW ADDRESS REQUEST ONLY – This form is to request a new address for a single residence, business, or structure. If you are needing to request addresses for a multi-unit establishment such as a RV park, mobile home park, tiny homes, or subdivision please contact the 911 address office at 979-567-2007 or by email at burl_add@burlesoncounty.org for information on how to get addresses.

SECTION 1 – all information in this section is required

APPLICANT INFORMATION Provide your name, an email address to receive your address notification letter, and a telephone number in case our office needs to contact you with questions.

SECTION 2

DRIVEWAY LOCATION INFORMATION IS REQUIRED: APPLICATIONS WITHOUT THIS INFORMATION WILL BE REJECTED

1) A driveway is where you enter your property from a named road and generally leads to a house, garage or other structure. If there is not an established driveway you will need to determine the proposed location of the driveway to complete this application. Long driveways with multiple structures may require a private road designation before an address can be issued. ALTERING THE LOCATION OF YOUR DRIVEWAY AFTER AN ADDRESS IS ASSIGNED WILL RESULT IN AN ADDRESS CHANGE.

2) All addresses are given at the point where your driveway intersects a named road such as a county road, private road, state highway etc. All driveways will need to intersect with a named road before an address can be issued. Provide the name of the road that intersects with your driveway.

3) If you are sharing this driveway with another structure that has an address please provide the address(es) of the other structures that share the driveway.

COMPLETE #4 OR #5 PRIOR TO SUBMITTING THE APPLICATION: APPLICATIONS WITHOUT THIS INFORMATION WILL BE REJECTED

4) Lat/long coordinates in decimal degrees that fall where your driveway intersects a named road. (*Coordinates from a survey plat will not work.*) For directions on how to get lat/long coordinates visit co.burleson.tx.us/page/gov.addressing

OR

5) Provide an aerial (overhead satellite) image of the property with the driveway entrance marked. (Less than 2MB image if emailed). This image should include identifiable landmarks such as homes, driveways, large trees, etc.

SECTION 3

PROPERTY INFORMATION

1) Property Type (Required) – is this property residential, commercial or other?

2) Property ID or Owner ID (Required) – this is available through the Burleson County Appraisal District, <https://www.burlesonappraisal.com/>. or your property tax statement.

Additional information such as subdivision name, lot(s) number(s) and a neighbor's address are not required but are helpful in locating your property for addressing.

SUBMIT THE APPLICATION

Address applications must be signed and dated in order to process your address request. The application can be submitted to burl_add@burlesoncounty.org.

Submit the addressing application along with the Permit Acknowledgment form. The Permit Acknowledgment form is required. Submitting the addressing application without the Permit Acknowledgment form will delay your request for a new address.

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 5 business days to receive your address.

Information on purchasing the green 911 signs is available at co.burleson.tx.us/page/gov.addressing and will be included in your address notification letter.



Burleson County 9-1-1 Address Application

100 W Buck St. Ste 303, Caldwell TX 77836

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

Please return the completed and signed form to burl_add@burlesoncounty.org. To expedite receiving your new address please provide your email address. The notification of your new address will be sent to the email address you provide. More information is available at - <https://www.co.burleson.tx.us/page/gov.addressing>.

NEW ADDRESS REQUEST ONLY | PLEASE READ ALL INSTRUCTIONS | THERE IS NO FEE FOR REQUESTING A NEW ADDRESS.

You must also complete the Permit Acknowledgment form.

SECTION 1: APPLICANT INFORMATION (* required)

* Applicant Name: _____

* Email: _____

* Phone number: _____

* Property Owner Name (if not applicant): _____

SECTION 2: DRIVEWAY LOCATION IS REQUIRED – see application instructions

Location can be provided with lat/long OR an aerial image. Applications cannot be processed without this information. You may be contacted to provide additional information if needed.

1) Is there an established driveway? Yes No If “No”, an address will be given based on information provided on this form. If at any time after an address is issued it is discovered that a change in the driveway location has occurred a new address will be issued to keep the addressing database accurate.

2) What is the name of the road that intersects with the driveway: _____

3) Will you share this driveway with another addressed structure (home, barn, pasture, oil well, etc)? Yes No

If you answered YES to the previous question please provide the addresses of the other structures that share the driveway.

4) LAT: 30. _____ , LONG -96. _____ LAT/LONG coordinates in decimal degrees of property driveway (30.xxxxxx, -96.xxxxxx). Instructions to get lat/long may be found on the [co.burleson.tx.us/page/gov.addressing](https://www.co.burleson.tx.us/page/gov.addressing)

5) Aerial image attached? Yes No If you are unable to provide lat/long coordinates you may attach an aerial (overhead satellite) image of the property with the driveway location marked. Images must be less than 2MB if emailed.

Burleson County addresses by driveway AND structure, so if there is more than one structure, there may be more than one address for the property. Long driveways with multiple structures may require a private road designation before an address can be issued.

SECTION 3: PROPERTY INFORMATION (* required)

1) Property Type: Residence Commercial Other (please explain): _____

2) Property ID or Owner ID: _____ (available through <https://burlesonappraisal.com/> or property tax statement)

Subdivision Name: _____ Lot(s): _____

Neighbor(s) address _____

I certify that either I am the owner of this property or that I have been authorized by the owner of this property to request a new address or verify the existing address for this property.

Applicant Signature: _____ Date _____

For Burleson County addressing use only. Information on this form may be obtained from other sources. For this reason information on this form will not be released to the public.

FOR OFFICE USE ONLY

Address: _____ City: _____ Zip: _____

Date _____ New ___ Verified ___ VOA issued method _____ TBL ___ Valid ___ X/Y ___ 10/10 ___ PA ___



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This form must be submitted with your 911 APPLICATION before an address request will be processed.
Este formulario debe enviarse con su SOLICITUD 911 antes de que se procese una solicitud de dirección.

Please read each statement, initial each box, and sign and date below.

Lea cada declaración, escriba sus iniciales en cada casilla y firme y ponga la fecha a continuación.

I am aware that ALL septic systems in Burleson County require a permit. This includes new, modified, or repaired septic systems.

En español: Soy consciente de que TODOS los sistemas sépticos en el condado de Burleson requieren un permiso. Esto incluye sistemas sépticos nuevos, modificados o reparados.

more info available at <https://www.co.burleson.tx.us/page/gov.environmental>

I am aware that if I am connecting to an existing septic system I need to contact the environmental office regarding transferring the ownership of that system.

En español: Soy consciente de que si me estoy conectando a un sistema séptico existente, debo comunicarme con la oficina ambiental para transferir la propiedad de ese sistema.

more info available at <https://www.co.burleson.tx.us/page/gov.environmental>

I am aware that for the construction of driveways and culverts on county easements and rights-of-way I must submit the ACCESS PERMIT for DRIVEWAY ON COUNTY RIGHT-OF-WAY.

En español: Soy consciente de que para la construcción de entradas de vehículos y alcantarillas en servidumbres y derechos de paso del condado, debo presentar el PERMISO DE ACCESO para la VÍA DE ACCESO EN EL DERECHO DE VÍA DEL CONDADO.

more info available at <https://www.co.burleson.tx.us/page/living.permits>

I am aware that development in a floodplain requires a floodplain permit.

En español: Soy consciente de que el desarrollo en una llanura aluvial requiere un permiso de llanura aluvial.

more info available at <https://www.co.burleson.tx.us/page/living.permits>

I am aware that failure to acquire the correct permits could result in penalties as regulated by the permitting authority.

En español: Soy consciente de que la falta de adquisición de los permisos correctos podría dar lugar a sanciones según lo regulado por la autoridad de permisos.

Signature _____

Date _____