



Burleson County Addressing

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

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

ADDRESS APPLICATIONS INSTRUCTIONS

ALTERING THE LOCATION OF YOUR DRIVEWAY AFTER AN ADDRESS IS ASSIGNED WILL 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.

APPLICANT INFORMATION

- If you are not the named property owner on the Burleson County Appraisal District website you must provide a copy of the recorded deed.
- Provide an email address to receive your address verification letter

DRIVEWAY LOCATION

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 lat/long coordinates or an aerial screenshot your application cannot be processed.

- Lat/long coordinates in decimal degrees that fall where your driveway meets the main named public road. (*Coordinates from a survey plat will not work.*)

OR

- Aerial screenshot of the property with the driveway entrance marked. (Less than 2MB image)

PROPERTY INFORMATION

- Property ID – this is available through the Burleson County Appraisal District, <https://www.burlesonappraisal.com/>. This will help the addressing office locate the property.
- Property Type – is this property residential, commercial or other?

ADDRESS VERIFICATION

- Complete APPLICANT INFORMATION, PROPERTY INFORMATION, and ADDRESS VERIFICATION
In cases where you have an address but it was not assigned through the 911 addressing office your address may not be correct. This may happen if you live in a subdivision that assigned addresses prior to mapping by 911. You may be required to provide additional information including driveway location.

SUBMIT THE APPLICATION

- The application can be submitted to burl_add@burlesoncounty.org. You may also submit the application in person or by mail. Information is located at the top of the application.

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. 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 or contact the addressing office.



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 by email or at 979-567-2007 to verify we will be available to make signs.

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.



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 the email address listed at the top of this page. To expedite receiving your new or verified address please provide your email address. The addressing notification letter will be sent to the email address you provide. More information is available at - <https://www.co.burleson.tx.us/page/gov.addressing>.

THERE IS NO FEE FOR REQUESTING A NEW ADDRESS OR FOR VERIFICATION OF AN EXISTING ADDRESS. See instructions for sign fees.

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email:** _____

Property Owner Name (if not applicant): _____

A copy of the recorded deed is required if the property is not in the applicants name on the Burleson County Appraisal District website <https://burlesonappraisal.com/>

DRIVEWAY LOCATION (new address request only)

DRIVEWAY LOCATION IS REQUIRED 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.

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.

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.

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

Public Road Name at Driveway: _____

Will you share this driveway with another residence? Yes No **if YES please provide the address of the other residence(s) using this driveway:** _____

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.

PROPERTY INFORMATION (* required)

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

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

Subdivision: _____ **Section:** _____ **Block:** _____ **Lot:** _____

Neighbor(s) address _____

ADDRESS VERIFICATION (also complete applicant information and property information)

Address to Verify: _____

In cases where an address was not assigned through the 911 addressing office your address may not be correct. You may be required to provide additional information including driveway location.

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 <input type="checkbox"/>	Verified <input type="checkbox"/>	VOA issued method _____ TBL <input type="checkbox"/> Valid <input type="checkbox"/> X/Y _____ 10/10 _____ Log _____