



# CALDWELL COUNTY 9-1-1 ADDRESSING

Tuesday, October 01, 2013

## HOW TO OBTAIN A 9-1-1 ADDRESS

### 1. Request an address:

- a. In-person: 610 San Jacinto St., Lockhart
- b. Online: form can be found at [www.caldwellcad.org/911.htm](http://www.caldwellcad.org/911.htm), then emailed to [address.info@caldwellcad.org](mailto:address.info@caldwellcad.org),
- c. Call: 512-398-5550 x215

### 2. Information needed:

- a. Property legal description, 5-digit property tax ID, prop owner name, surrounding addresses, physical location (i.e.: road name, mile marker)
- b. Driveway location:
  - distance in feet from prop corner or beginning of road
  - GPS coordinates
  - landmarks: large trees, pond, etc.
  - what side of the road?
  - name of road at entry
- c. Reason for address: new house, ag, septic/building/driveway permits
- d. Description of any structures going on property
- e. Current mailing address/email and phone number

### 3. Addressing Process:

- a. distance to driveway(ft) divided by 5.28 (1/1000 mile) = address number
  - example:  $6,550\text{ft} / 5.28 = 1240.5$ 
    1. left: 1241; right: 1240

### 4. Dispersing Address

- a. Postal service and Appraisal District are notified of address by 9-1-1
- b. Property owner is responsible for changing address with all other entities
- c. For additional documents or information contact **Jaelyn Archer**, 512-398-5550 x215



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