

911 ADDRESS REQUEST FORM

GUADALUPE COUNTY ROAD & BRIDGE
310 IH 10 W.
Seguin, TX 78155

Local (830) 379-9721
Metro (830) 303-4188 press #7 then #1
Fax (830) 372-3249

Instructions:

1. Complete all steps.
2. Directions to the site and a map are mandatory.
3. Most address will be determined based on driveway location on the public/private road. The driveway must be marked if it doesn't already exist.
4. Addresses are assigned by 4:00 p.m. on Fridays.

NOTE: If all of the steps are not completed this may cause a delay in the address assignment.

Request By:	Company Name:	Contact Person:
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Purchased Date (if a recent purchase, include previous owner's name):

STEP 1: Owner's name and address	Property Owner's Name:		
	Renter's Name:		
	Current Mailing Address (number and street):		
	City, State, Zip Code:		Phone (area code and number):
	Guadalupe Appraisal District Property Identification Number (PID):		

STEP 2: Description of Property/structure	Subdivision Name:	Unit #:	Blk:	Lot:
	Total Acres:			
	Street or Road location:			
	Describe the structure to be addressed (example: residence, mobile home, commercial building):			

STEP 3: Intended Use	What is the intended use for the property and for the structure(s):
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STEP 4: Directions to structure	Directions to property and structure to be addressed:

STEP 5: Map to property	Draw directions to the property and structure on reverse side.
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STEP 6: Sign and date	<p>Future change of intended use of the property could result in other County requirements for property use and a revaluation of the property in its entirety. Failure to meet all applicable regulations could constitute in civil or criminal penalties.</p> <p>Property Owner's Signature: _____ Date: _____</p>
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FOR OFFICE USE ONLY

ASSIGNED ADDRESS:	
Post Office Carrier:	Zip Code:
Address Assigned By:	Date:

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