



Navarro County Planning & Development
Osha Joles
911 Addressing Coordinator
ojoles@navarrocounty.org

DEVELOPMENT PERMIT / 911 ADDRESS REQUEST

*****this application is for property NOT in the Richland Chambers Lake 5,000' Zoning area*****

INSTRUCTIONS

1. Please complete ALL portions of this application. If # 2 - 4 are not completed, this will delay your permit.
2. Attach your proof of ownership of the property by copy of the warranty deed or contract (I am unable to make copies for you at this time).
3. Provide survey or "draw a map" portion with driveway marked with an "X".
4. Include \$100.00 application fee. Cash (**EXACT CHANGE**) Check or Money Order Only. Make checks payable to "Navarro County". Submit application by mail to the address above. Processing generally takes 7-10 business days for the new address to be assigned.

NOTE

- * We only provide addressing for the unincorporated areas of Navarro County. If you are located within one of the incorporated cities, you will need to contact that city for permitting/addressing.
- * If the driveway will open onto a State roadway, you may need approval for the placement of the driveway from TxDot.
- * If the property is only accessible thru someone else's property, you must include a copy of the granted easement with the survey showing the easement.
- * Addresses are issued based on the location of the primary driveway. Please note that moving your driveway will result in a new address and you will need to contact this office to report the move and obtain a new address.
- * We do not provide addressing for open land or undeveloped property. There must be a specific structure of some type. We can provide you with a general reference address, but it will not be kept on file.

**** TO AVOID CRIMINAL PROSECUTION, ALL SEPTIC SYSTEMS MUST BE PERMITTED AND INSTALLED BY A LICENSED INSTALLER.**

If you are unable to finish the requested information for any reason, or if you have any questions, please do not hesitate to contact me.



Osha Joles
911 Addressing Coordinator
ojoles@navarrocounty.org

DEVELOPMENT PERMIT / 911 ADDRESS REQUEST

*****this application is for property NOT in the Richland Chambers Lake 5,000' Zoning area*****

Application Information:

Name: _____ Phone # _____ Email: _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

How do you wish to receive your new address notification? Standard USPS mail Pick up at office

New Address / Structure Information:

Type of Construction:

Residential -

New Construction _____
(sq ft of heated/cooled area)

Mobile Home (new/used) _____
(dimensions)

Commercial: Name/Type of Business _____

Other _____
(describe)

Estimated Cost of Construction \$ _____

1. Road name used to access your structure: _____

2. Address of nearest neighbor: _____

3. Is there currently a structure on the property? Yes No

4. If the building site is in a planned subdivision please provide the following information:

Subdivision Name _____ Lot Number _____

5. Tax parcel information (from Navarro Central Appraisal District - www.navarrocad.com)

Tax Property Account Number _____ Acreage of Lot _____

NOTE: To avoid criminal prosecution, all septic systems must be permitted and installed by a licensed installer.

SIGNATURE: _____

DATE: _____

***** Submit this application with \$100.00 permitting fee (CHECK, MONEY ORDER OR CASH (exact change only) and proof of ownership of the property by copy of contract or warranty deed to address above or you may mail it in. NOTE: I am unable to make copies of your warranty deed for you at this time.**

DRAW A MAP BELOW



PLEASE SHOW THE FOLLOWING INFORMATION:

- _____ location of your home (or proposed home) and new or existing driveway
- _____ the closest intersection to your driveway
- _____ location of the nearest neighbors and their house numbers