

NAVARRO COUNTY PLANNING & DEVELOPMENT

601 N. 13th St. Suite 1
Corsicana, TX 75110



Phone: (903) 875-3311
www.co.navarro.tx.us

CONSTRUCTION - TEMPORARY PROJECT ADDRESS APPLICATION

this application is for property NOT within 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 and valid photo ID.
 3. Provide survey or "draw a map" portion with driveway marked with an "X".
 4. Include \$100.00 application fee. Cash, Check or Money Order (non-refundable). Make checks payable to "Navarro County".
- * Processing generally takes 7-10 business days for the new address to be assigned.

KEEP IN MIND:

THE TEMPORARY ADDRESS WILL EXPIRE AND BE REMOVED FROM OUR SYSTEM 1 YEAR FROM ISSUANCE. TO AVOID EXPIRATION, THE STRUCTURE MUST BE FINALIZED WHICH INCLUDES SUBMITTING ALL INSPECTION REPORTS TO OUR OFFICE.

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 will 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. 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, temporary structures or undeveloped property.

**** TO AVOID CRIMINAL PROSECUTION, ALL SEPTIC SYSTEMS MUST BE PERMITTED AND INSTALLED BY A LICENSED INSTALLER. POSSIBLE \$500.00 PER DAY FINE FOR VIOLATIONS.**

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****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: Description _____ 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 _____

6. Will the structure have connection to (check all that apply): Water Electric Septic No Plumbing

7. Will a driveway culvert be installed: Yes No Existing Culvert

NOTE: To avoid criminal prosecution, all septic systems must be permitted and installed by a licensed installer. Possible \$500.00 per day fine for violations.

SIGNATURE: _____

DATE: _____

***** Submit this application with \$100.00 permitting fee (CHECK, MONEY ORDER OR CASH (exact change only, non-refundable) with proof of ownership of the property by copy of contract or warranty deed and valid photo ID to address above or you may mail it in.**

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

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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 Navarro 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 Navarro requieren un permiso. Esto incluye sistemas sépticos nuevos, modificados o reparados.

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.

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 RIGHTOF-WAY,

En español: Soy consciente de que para la construcción de caminos de acceso y alcantarillas en servidumbres y derechos de paso del condado, debo presentar el PERMISO DE ACCESO PARA ENTRADA DE VEHÍCULOS EN DERECHO DE VÍA DEL CONDADO,

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.

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 no obtener los permisos correctos podría dar lugar a sanciones reguladas por la autoridad de permisos.

Signature

Date

DATE: _____

PARCEL ID#: _____

**INFORMATION FOR NAVARRO CENTRAL APPRAISAL DISTRICT
FOR MANUFACTURED HOUSING**

911 EMERGENCY ADDRESS: _____

CITY & ZIP: _____

MANUFACTURER: _____

DATE OF MANUFACTURE: _____

SERIAL NUMBER: _____

LENTH: (do not include tongue) _____ WIDTH: _____

COLOR: _____

SHALL INCLUDE PHOTOGRAPH OF PURCHASED HOME

DATE: _____

PROPERTY OWNER'S SIGNATURE

**NAVARRO COUNTY
PLANNING & DEVELOPMENT**

601 N. 13th Street, Suite 1
CORSICANA, TEXAS 75110



NAVARRO COUNTY
INSPECTION INFORMATION
TO BE FILED BY INSPECTOR
(ATTACH ALL INSPECTION REPORTS)

Permit #: _____

Builder IRC #: _____

Home Owners Name: _____

Address of Inspected Home: _____

NOTE; If a property lies in an ETJ it is required to contact the City Hall for appropriate building codes.

- 1) **FOUNDATION STAGE** (before placement of concrete)
a) **IN COMPLIANCE** with the Residential Code used in construction. []
b) **NOT IN COMPLIANCE** with the Residential Code used in construction. []

INSPECTION INFORMATION:

Name: _____ REGISTRATION #: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE (REQUIRED)

DATE

-
- 2) **FRAMING AND MECHANICAL SYSTEMS STAGE**
(before covering with drywall or another interior wall covering)
a) **IN COMPLIANCE** with the Residential Code used in construction. []
b) **NOT IN COMPLIANCE** with the Residential Code used in construction. []

INSPECTION INFORMATION:

Name: _____ REGISTRATION #: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE (REQUIRED)

DATE

-
- 3) **COMPLETION**
a) **IN COMPLIANCE** with the Residential Code used in construction. []
b) **NOT IN COMPLIANCE** with the Residential Code used in construction. []

INSPECTION INFORMATION:

Name: _____ REGISTRATION #: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE (REQUIRED)

DATE