Issue ID: _____

Webb County Planning Department
E-911 Address Application

Date application received: _____ Received by: _____

SECTION 1. Application Request

Contact Person for this application:

Name: _____ Phone: _____

Brief description of reason for this application: _____

_____

_____

SECTION 2. Property Information.

Subdivision Name | Phase/Unit | Block | Lot/Tract

_____ _____ _____ _____

If not in a Subdivision, provide the legal description of property or describe its location in reference to the City of Laredo: _____

_____

EXISTING: Total number of structures currently located on property: _____

How many are dwellings/residences?: _____ How many are non-residential?: _____

PROPOSED: How many additional structures are proposed by this application?: _____

How many are proposed dwellings?: _____ How many are proposed non-residential?: _____

SECTION 3. Property Ownership and Applicant Information.

Provide the full name, address, telephone number and email of each property owner and/or applicant. Identify the applicant's relationship or role in the application in the boxes below.

Owner: ☐ ***Divided*** ☐ ***Undivided***		***Applicant:*** ☐ ***Divided*** ☐ ***Undivided***	
Name:	_____	*Name:*	_____
Mailing Address:	_____	*Mailing Address:*	_____
City, State, Zip:	_____	*City, State, Zip:*	_____
Telephone:	_____	*Telephone:*	_____

If there are more property owners and/or applicants, make a copy of this sheet and attach to application.

SECTION 4. Existing Property Improvements & Occupancy.

If there are no existing structures on the property, check box ☐ and initial here: _____ **then, skip to Section 5, Attachments.**

If there are existing structures on the property, identify the existing uses, occupancy and utilities connected to each structure in the spaces below. If there are more than four (4) existing structures, make a copy of this sheet and add the additional structures to application.

NOTICE: If a dwelling or residence is occupied by someone other than the property owner, the relationship between the property owner and occupant is required for each dwelling.

Structure No. 1	***Structure No. 2***
Use: ☐ ***Dwelling*** ☐ ***Non-Residential***	*Use:* ☐ ***Dwelling*** ☐ ***Non-Residential***
Occupancy: ☐ ***Occupied*** ☐ ***Vacant***	*Occupancy:* ☐ ***Occupied*** ☐ ***Vacant***
Description of Structure: _____	*Description of Structure:* _____
E-911 Address(if known): _____	*E-911 Address(if known):* _____
Occupant Name(s): _____	*Occupant Name(s):* _____
Relationship to Owner: _____	*Relationship to Owner:* _____
Date of Placement: _____	*Date of Placement:* _____
Telephone located within structure/dwelling: _____ *(Required for E-911 services & addressing)*	*Telephone located within structure/dwelling:* _____ *(Required for E-911 services & addressing)*
Structure is currently connected to the following:	***Structure is currently connected to the following:***
☐ water ☐ electricity	☐ water ☐ electricity
☐ water well ☐ permitted septic tank	☐ water well ☐ permitted septic tank
☐ organized sewer ☐ gas	☐ organized sewer ☐ gas
Structure No. 3	***Structure No. 4***
Use: ☐ ***Dwelling*** ☐ ***Non-Residential***	*Use:* ☐ ***Dwelling*** ☐ ***Non-Residential***
Occupancy: ☐ ***Occupied*** ☐ ***Vacant***	*Occupancy:* ☐ ***Occupied*** ☐ ***Vacant***
Description of Structure: _____	*Description of Structure:* _____
E-911 Address(if known): _____	*E-911 Address(if known):* _____
Occupant Name(s): _____	*Occupant Name(s):* _____
Relationship to Owner: _____	*Relationship to Owner:* _____
Date of Placement: _____	*Date of Placement:* _____
Telephone located within structure/dwelling: _____ *(Required for E-911 services & addressing)*	*Telephone located within structure/dwelling:* _____ *(Required for E-911 services & addressing)*
Structure is currently connected to the following:	***Structure is currently connected to the following:***
☐ water ☐ electricity	☐ water ☐ electricity
☐ water well ☐ permitted septic tank	☐ water well ☐ permitted septic tank
☐ organized sewer ☐ gas	☐ organized sewer ☐ gas

SECTION 5. Attachments

To complete the application process, ALL Applications MUST present a **picture ID** and **ownership documents**.

E-911 applications MUST also submit the following:

- Copy of deed or other conveyance instrument evidencing ownership of property subject to the application
- If not identified in the ownership document (above), the legal description, survey or other instrument that clearly identifies the property subject to the application

SECTION 6. Acknowledgements

INSPECTIONS: **All requests are subject to an on-site inspection,** including all existing and proposed development. **No permit will be issued until all adequate and necessary inspections have been performed**. The property owner or representative must accompany inspection personnel. It is the property owner's and/or applicant's responsibility to provide access to the property and to all structures within the property. I acknowledge that the Webb County Planning Department may use an aerial drone for the purpose of inspecting my property in furtherance of my application or in the investigation of a violation. All animals must be restrained for the safety of the inspection personnel. Inspections will not be performed where animals are not properly restrained. **Initial:_____**

By my signature, I attest that the information I have submitted in this application is true and correct. I acknowledge that I am submitting this application as a government record and that it is being relied upon by government officials for the purpose of determining eligibility of a utility hook-up. I further understand that making false statements in this application is a crime.

Owner/Applicant:

_____
Signature *Date*

Printed Name: _____

Owner/Applicant:

_____
Signature *Date*

Printed Name: _____