



**Webb County Planning Department**  
**E-911 Address Application**

Issue ID: \_\_\_\_\_

Date application received: \_\_\_\_\_

Received by: \_\_\_\_\_

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**SECTION 1. Application Request**

**Contact Person for this application:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Brief description of reason for this application:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**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?: \_\_\_\_\_

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**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.**

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**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.**

<p><b><u>Structure No. 1</u></b></p> <p>Use: <input type="checkbox"/> <b>Dwelling</b> <input type="checkbox"/> <b>Non-Residential</b></p> <p>Occupancy: <input type="checkbox"/> <b>Occupied</b> <input type="checkbox"/> <b>Vacant</b></p> <p>Description of Structure: _____</p> <p>E-911 Address(if known): _____</p> <p>Occupant Name(s): _____</p> <p>Relationship to Owner: _____</p> <p>Date of Placement: _____</p> <p>Telephone located within structure/dwelling: _____</p> <p>_____ (Required for E-911 services &amp; addressing)</p> <p><b>Structure is <u>currently</u> connected to the following:</b></p> <table><tr><td><input type="checkbox"/> water</td><td><input type="checkbox"/> electricity</td></tr><tr><td><input type="checkbox"/> water well</td><td><input type="checkbox"/> permitted septic tank</td></tr><tr><td><input type="checkbox"/> organized sewer</td><td><input type="checkbox"/> gas</td></tr></table>	<input type="checkbox"/> water	<input type="checkbox"/> electricity	<input type="checkbox"/> water well	<input type="checkbox"/> permitted septic tank	<input type="checkbox"/> organized sewer	<input type="checkbox"/> gas	<p><b><u>Structure No. 2</u></b></p> <p>Use: <input type="checkbox"/> <b>Dwelling</b> <input type="checkbox"/> <b>Non-Residential</b></p> <p>Occupancy: <input type="checkbox"/> <b>Occupied</b> <input type="checkbox"/> <b>Vacant</b></p> <p>Description of Structure: _____</p> <p>E-911 Address(if known): _____</p> <p>Occupant Name(s): _____</p> <p>Relationship to Owner: _____</p> <p>Date of Placement: _____</p> <p>Telephone located within structure/dwelling: _____</p> <p>_____ (Required for E-911 services &amp; addressing)</p> <p><b>Structure is <u>currently</u> connected to the following:</b></p> <table><tr><td><input type="checkbox"/> water</td><td><input type="checkbox"/> electricity</td></tr><tr><td><input type="checkbox"/> water well</td><td><input type="checkbox"/> permitted septic tank</td></tr><tr><td><input type="checkbox"/> organized sewer</td><td><input type="checkbox"/> gas</td></tr></table>	<input type="checkbox"/> water	<input type="checkbox"/> electricity	<input type="checkbox"/> water well	<input type="checkbox"/> permitted septic tank	<input type="checkbox"/> organized sewer	<input type="checkbox"/> gas
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<input type="checkbox"/> water well	<input type="checkbox"/> permitted septic tank												
<input type="checkbox"/> organized sewer	<input type="checkbox"/> gas												
<p><b><u>Structure No. 3</u></b></p> <p>Use: <input type="checkbox"/> <b>Dwelling</b> <input type="checkbox"/> <b>Non-Residential</b></p> <p>Occupancy: <input type="checkbox"/> <b>Occupied</b> <input type="checkbox"/> <b>Vacant</b></p> <p>Description of Structure: _____</p> <p>E-911 Address(if known): _____</p> <p>Occupant Name(s): _____</p> <p>Relationship to Owner: _____</p> <p>Date of Placement: _____</p> <p>Telephone located within structure/dwelling: _____</p> <p>_____ (Required for E-911 services &amp; addressing)</p> <p><b>Structure is <u>currently</u> connected to the following:</b></p> <table><tr><td><input type="checkbox"/> water</td><td><input type="checkbox"/> electricity</td></tr><tr><td><input type="checkbox"/> water well</td><td><input type="checkbox"/> permitted septic tank</td></tr><tr><td><input type="checkbox"/> organized sewer</td><td><input type="checkbox"/> gas</td></tr></table>	<input type="checkbox"/> water	<input type="checkbox"/> electricity	<input type="checkbox"/> water well	<input type="checkbox"/> permitted septic tank	<input type="checkbox"/> organized sewer	<input type="checkbox"/> gas	<p><b><u>Structure No. 4</u></b></p> <p>Use: <input type="checkbox"/> <b>Dwelling</b> <input type="checkbox"/> <b>Non-Residential</b></p> <p>Occupancy: <input type="checkbox"/> <b>Occupied</b> <input type="checkbox"/> <b>Vacant</b></p> <p>Description of Structure: _____</p> <p>E-911 Address(if known): _____</p> <p>Occupant Name(s): _____</p> <p>Relationship to Owner: _____</p> <p>Date of Placement: _____</p> <p>Telephone located within structure/dwelling: _____</p> <p>_____ (Required for E-911 services &amp; addressing)</p> <p><b>Structure is <u>currently</u> connected to the following:</b></p> <table><tr><td><input type="checkbox"/> water</td><td><input type="checkbox"/> electricity</td></tr><tr><td><input type="checkbox"/> water well</td><td><input type="checkbox"/> permitted septic tank</td></tr><tr><td><input type="checkbox"/> organized sewer</td><td><input type="checkbox"/> gas</td></tr></table>	<input type="checkbox"/> water	<input type="checkbox"/> electricity	<input type="checkbox"/> water well	<input type="checkbox"/> permitted septic tank	<input type="checkbox"/> organized sewer	<input type="checkbox"/> gas
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**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

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**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. 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:* \_\_\_\_\_