

Address Request Checklist

- All lots within Amarillo City Limits and the 5 mile ETJ are assigned addresses by the Building Safety Department

- A site drawing is required (aerial photos will not be accepted), showing the lot to be addressed in relation to other lots in the area. If this is a large lot outside of the city, there also needs to be a vicinity drawing, showing the nearest cross streets and giving enough information to accurately locate the lot. If the property has frontage on two roadways (corner), please indicate on the drawing which roadway the driveway connects to (required).

- We need the legal description. This includes the lot, block & addition for platted lots, or section, block & survey for lots that will not be platted.

- Any other information that will help locate the lot, such as neighboring addresses, P.R.A.D. tax parcel number, etc. will speed up your application.

- A survey will often meet all of these requirements.

- If the lot is less than 5 acres, it will need to be platted by the Planning Department, and the plat must be approved, before an address can be issued. A survey, done by a state registered surveyor, will be required. 378-6290

- Most bare land addresses larger than a single residential building lot will be in the form of an address range. If you need an address for a specific building, you will need to submit a dimensioned site plan, showing the size & location of the building on the lot.

- In all cases, the dimensions of the lot are required. All addressed lots must have access to a public street or highway: this may be through a recorded easement or by plat. Contact information for the person requesting an address is required; email is the preferred method. The names of the owner and resident, if different, are needed.

**If you have any questions, please call 806-378-3041
and ask to speak with a Plans Examiner concerning addressing.**

Please be advised of our intent to better serve our customer base with a more efficient means of processing addresses within the City of Amarillo and the 5-mile Extra Jurisdictional Territory (ETJ) for Metered Electrical Services.

Currently with **single family dwellings** we are providing addresses for each electric metered service regardless of the number of electric metered services at one address.

Example (existing process)

1234 Polk St: **single family dwelling**, requests a second electrical metered service for a shop. 1234 Polk St, now changes to 1234 Polk St "A" and the Shop metered service is addressed as 1234 Polk St "B". This requires additional steps and creates oversight by contractors, homeowners, Utilities, first responders, and City of Amarillo zoning.

The process creates multiple addresses on a single-family dwelling address. Multiple addresses on one lot of a block is reserved for multi-family dwelling zoning.

To lightly adjust the process, we will increase efficiency and output of City staff, save customers money, and remove substantial confusion of our zoning laws.

Multiple separate metering will still be accepted for our customers needs. One address will be assigned as per our zoning laws. The additional electric metering needs will simply have "a permit" to the address and tagged electric metering for "shop". The field labeling for this equipment will be inspected as it has been for decades as per the National Electrical Codes adopted by the City of Amarillo.

Example (new process)

1234 Polk St: single family dwelling, requests a second electrical metered service for a shop. 1234 Polk St remains the same, the additional electric meter will be noted simply as "shop meter" in this case without assigning a 2nd address. Again, field labeling is required by the National Electrical Codes. *The permit triggers the inspection, the inspection verifies compliance.*

Address Request Application

Name of property owner: _____

Name of resident or business: _____

Phone number: _____

Email: _____

Legal Description

Lot: _____ Block: _____ Addition: _____

If the lot is not platted: # of acres ____ NOTE: lots under 5 acres must be platted

Section: _____ Block: _____ Survey: _____

P.R.A.D. Tax Account Number: _____

Project description: _____

Street name: _____

Nearest cross street: _____

Is the cross street to the: ____ North ____ East ____ South ____ West

Signature of property
owner/agent/tenant: _____

**Please Return the form via FAX to 806-378-3085 or EMAIL to building@amarillo.gov
If you have questions please call 806-378-3041**