



Modification of Postal Address Application Packet

Section 101: Basis for Issuance of Postal Address.

The City usually assigns postal addresses for new developments at the time of platting the lots. In other circumstances for older developments it may be at the time of building permits. Circumstances may vary as to these types of issuance, but generally follow this pattern. When assigning new addresses for building it uses addressing guidelines as prescribed by the Capital Area Council of Governments (CAPCOG). The purpose of which is to standardize addressing within the Austin-Round Rock Metropolitan Statistical Area.

Section 102: Submission Requirements.

All schematics shall be drawn, and all signs shall be placed in accordance with the City adopted International Building Code (IBC) Standards. The following items shall be provided in order to begin review, as applicable based on the types of signage:

- A. Submittal of appropriate filing fees for the application. **\$50.00**.
- B. Copy of Deed.
- C. Location Map w/Aerial.
- D. Site plan that shows at a minimum all structures and driveways on the property. This shall indicate which structure needs an address (if multiple structures), and where the front door/primary access location is on the structure.

One (1) of each item shall be submitted in electronic format to planninganddevelopment@ci.elgin.tx.us

Section 103: Submittal Review.

This review is conducted by the City. This type of review will determine if all items have been submitted and to research the viability of allowing the proposed change. The City shall have ten (10) business days to review for applicable requirements. If the City determines additional information is needed, the applicant will be sent notice of the deficiency with appropriate references to the application, City Code requirements, or other agreements. One (1) copy of any additional information must be submitted for review to the City and it shall have ten (10) business days to review the additional information. This cycle continues until all comments and issues have been resolved by the applicant to the City's satisfaction.

Section 104: Issuance of New Address.

Provided the City has not denied the modification based on the CAPCOG standards, the City will issue a new address for the premises. A Certificate of New Address will be issued to the property owner indicating the new address for the premises. The City will provide this Certificate to the applicable County entity to modify their 911 addressing systems and to City Utilities. **It is the responsibility of the property owner to notify the United States Postal Service and any other non-City entities regarding the new address, such as electric, internet, phone, cable, gas, and this includes any non-City metered drinking water entity such as Aqua WSC or your local Municipal Utility District (MUD).**

MODIFICATION TO ADDRESS APPLICATION

Date: _____

SITE INFORMATION

Current Postal Address: _____

PROPERTY OWNER

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

Signature

Printed Name

Date

FOR OFFICE USE ONLY

Application Received Date: _____

Approved: _____ Denied: _____

Department Consideration Date: _____ Date: _____

