



New Address Application

This form must be completed for all addressable structures in the City of Stephenville. In order for a property to officially receive a new address, this application must be filled out and submitted to the Stephenville Planning and Building Services Department. Addresses will be assigned by the city's GIS analyst in accordance with the City of Stephenville and NCTCOG's 911 addressing rules.

PROPERTY OWNER INFORMATION

Applicant Name _____ Phone _____

Mailing Address _____

Email or Fax _____

NATURE OF REQUEST

New construction of residential or commercial property

Other _____

PROPERTY INFORMATION

Street Name: _____
(Street that the front door of the structure is facing, including any prefix or suffix.)

Legal Description:

Addition _____ Lot No. _____ Block No. _____

Parcel VM ID. _____ Current Zoning _____

STRUCTURE DESCRIPTION (Optional)

TYPE New Home Existing Home Mobile Home Commercial/Apartment
 Shop/Barn Other _____

EXTERIOR Brick Stone Wood Siding Metal Siding Log Other _____

Applicant Signature: _____ Date: _____

Office Use Only	
New Address Assigned:	_____
VM ID _____	Notes/Other _____
GIS Analyst Signature: _____	Date: _____
IT Manager Approval: _____	Date: _____