



## Address Request Checklist

All properties outside the Extra Territorial Jurisdiction (ETJ) are assigned a 911 address by the Potter Randall 911 Emergency Communications District (PR911). Please refer to the map at [Potter Randall 911 \(arcgis.com\)](http://arcgis.com) to see if you are out of the ETJ or lie within the ETJ. If the property is within the ETJ (the shaded area), contact the City of Amarillo Building Safety department for an address at **(806) 378-3041**.

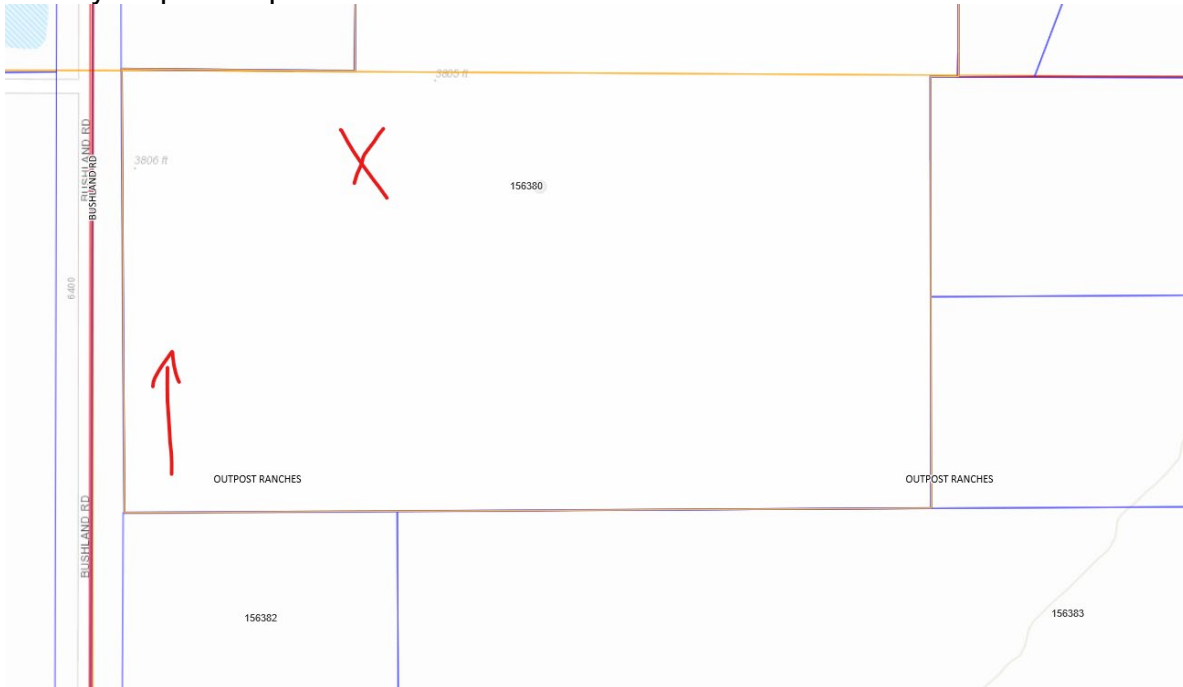
### PLEASE PROVIDE THE FOLLOWING:

- **Property ID:** 6 Digit number assigned by Potter Randall Appraisal District (PRAD). Click on this link [Potter-Randall Appraisal District \(prad.org\)](http://prad.org) to find your ID. If a property ID is not available, please provide the Latitude and Longitude Coordinates. These can be obtained from Google Maps by right clicking on the property. *The numbers will look like this (35.20596, -101.84161).*
- **Legal Description:** (Subdivision, Lot and Block)
- **Site drawing:** This will need to show the lot to be addressed in relation to other lots in the area, include a North arrow, and the approximate location of the proposed structure/dwelling on the property. If this is a large lot (over 2 acres) with a long driveway, a vicinity drawing must also be included. This will be a Bird's Eye view showing the proposed structure on the property. You can use the link above to get the aerial.
- If the property is located on a corner lot, please indicate which street the house is facing and where the driveway is located.
- In all cases, the dimensions of the lot are required. If a survey has been done on the property, please include a copy.
- **All address requests must be submitted by the property owner. If contract work is being performed, the property owner's contact telephone number and email shall be provided.**

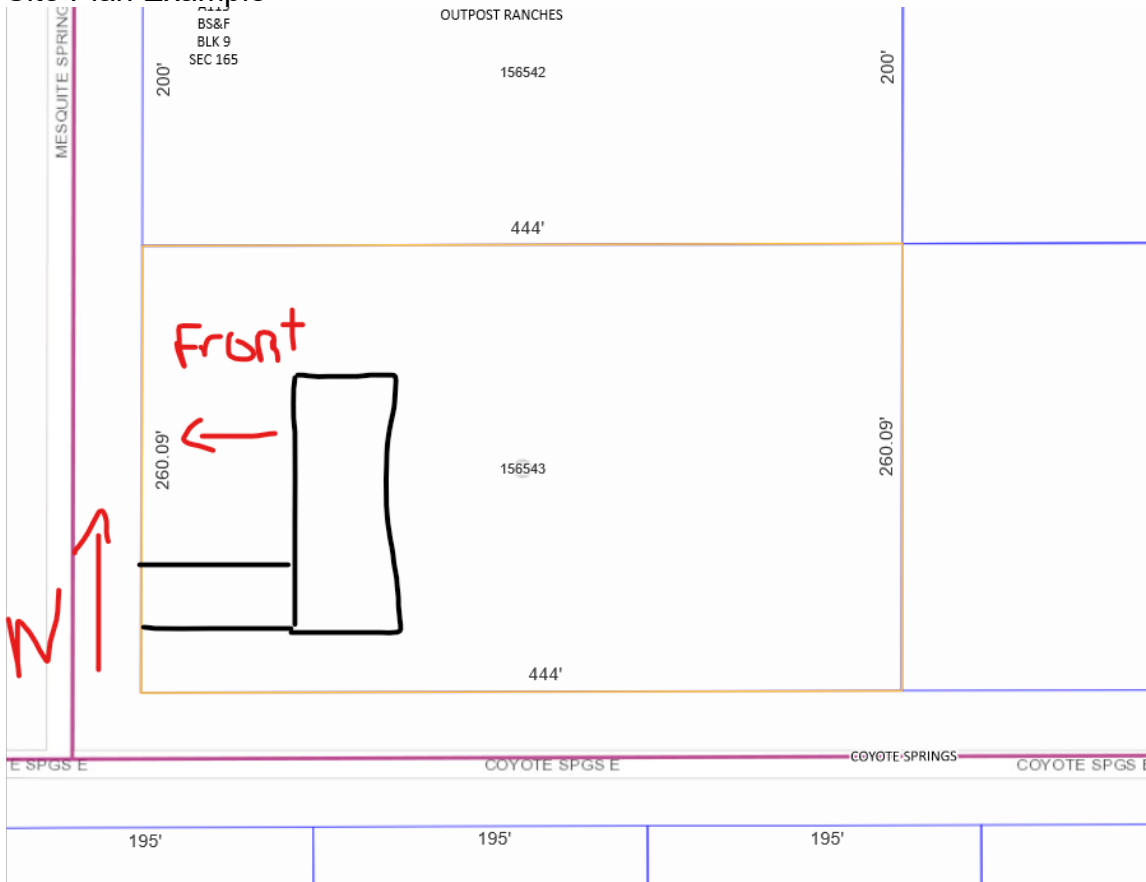
**If you are just needing an address validated, please contact our office at the number below.**

**If you have any questions, please call 806-374-9800 option 2 and ask to speak with GIS personnel with your concerns.**

### Vicinity Map Example



### Site Plan Example





**Potter-Randall 9-1-1  
Emergency Communications District**

405 SW 8th Ave                                  Amarillo, TX 79101-2215  
PH: 806-374-9800 opt. 2                      Fax: 806-372-5424  
Email: maps@pr911.org

**9-1-1 Address Request Application**

Instructions:

- 1) Complete the application
- 2) Attach a site drawing displaying the lot needing addressed in relation to other properties. Include a North arrow as well as the approximate location of the proposed structure as mentioned in the Address Request Checklist.
- 3) Submit the application and attachments to maps@pr911.org

**Property Owner Information (required)**

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Name/Company: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Address                                  City                                  ST                                  Zip

**Applicant Information (if differernt than Property Owner Information)**

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Name/Company: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Address                                  City                                  ST                                  Zip

**Property Information**

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Subdivision: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Block: \_\_\_\_\_  
Property ID: \_\_\_\_\_

**Project Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_