



*Public Works
Engineering Division*

CITY OF CONROE

ADDRESSING PROCEDURE INFORMATION

The following documents are provided as required by the City of Conroe for use in the above submittals:

- *Addressing Procedure for Platting and General Addresses (3-pages).*
- *Address Designation (1-page).*
- *9-1-1 Address Request Information Form (1-page).*

ADDRESSING PROCEDURE FOR PLATTING AND GENERAL ADDRESSES

This policy is effective July 26, 2007
Ordinance No. 1800-07

NEW SUBDIVISIONS (PLATTING)

For new residential/commercial subdivisions, a copy of the addressed Final Plat, bearing an original Montgomery County 911 stamp, is required to be included in the Final Plat submittal package.

The Developer, or his Engineer or Surveyor, shall provide Montgomery County 911 (MC 911) a completed 9-1-1 ADDRESS REQUEST INFORMATION form (below), (two (2) hard copies, and one (1) digital copy, of the final plat, at least ten (10) working days prior to the Planning Commission submittal date for Final Plats. The Planning Commission submittal schedule may be found on the Community Development page on the City of Conroe website: www.cityofconroe.org .

When 911 has completed addressing the plat/property, the Developer, Engineer or Surveyor will be contacted by MC 911 to have the stamped plat picked-up or mailed. MC 911 will keep one (1) hard copy and the digital copy, and return the stamped hard copy to the Developer, Engineer or Surveyor.

The Developer, Engineer or Surveyor may then submit the addressed copy of the Final Plat bearing an original stamp, with the Final Plat submittal package.

Please call 936-522-3100, or email engineering@cityofconroe.org , with questions.

GENERAL ADDRESSES (NO PLAT)

For any type of building permit issued by the City of Conroe, a copy of the addressed survey or site plan, bearing an original Montgomery County 911 stamp, must be included in the submittal of the permit application.

For the addressing of an individual residential lot, or small commercial establishment, not addressed previously during a platting process, the property owner or contractor shall provide Montgomery County 911 (MC 911) a completed 9-1-1 ADDRESS REQUEST INFORMATION form (below), two (2) hard copies of the survey or site plan, at his/her convenience. MC911 will address the property at that time, stamping a copy for the property owner, or contractor, and retaining a copy for its records.

The property owner, or contractor, may then submit the required addressed copy of the survey or site plan bearing an original stamp, in addition to the permit application, at the Permit windows in City Hall, located at 300 W. Davis Street, Conroe Texas.

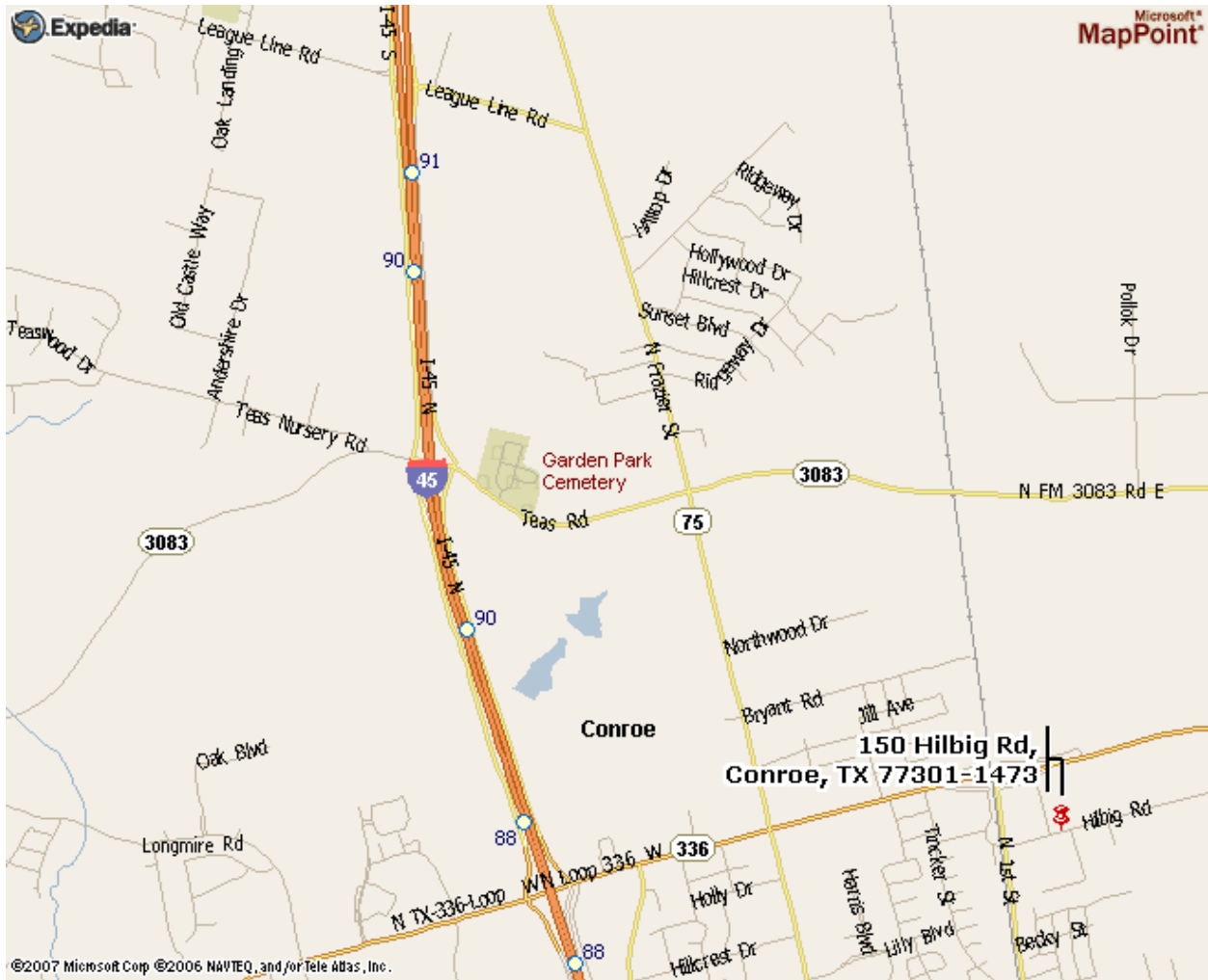
Please call 936-522-3601, or email permits@cityofconroe.org , with questions.

The address for Montgomery County 911 is:

**Montgomery County 911
150 Hilbig Street
Conroe, TX 77301-1473**

The office of Montgomery County 911 is located on Hilbig Street, between Holloman Street and Criminal Justice Dr., south of N. Loop 336, in Conroe, TX.

The phone number for Montgomery County 911 is: **936-523-5911**.
Please request “addressing” when phoning for information.



Montgomery County 911 Location Map

ADDRESS DESIGNATION

Montgomery County Emergency Communications District (MCECD-911) is designated to assign address numbers within the City Limits of Conroe, Texas. Their location and contact information is listed below:

**Montgomery County 911
150 Hilbig Road
Conroe, Texas 77301**

**Phone: 936-523-5911
Fax: 936-539-9111**

Assignment of numbers is based on a range system beginning with an origin located at the intersection of the two railroad systems. Numbering takes into consideration the existing numbers within the immediate vicinity and is assigned in compliance with National Emergency Number Association (NENA) standards.

Numbers are typically assigned for subdivisions prior to final plat approval, and verified prior to the time of the issuance of the building permit at the Building Inspection Division of the Community Development Department. If an address has not already been assigned through the platting process, then the applicant must request an address assignment through Montgomery County 911 using the attached 9-1-1 Address Request Information form and return a certified copy prior to permit issuance.

Number or Address assigned shall be displayed on all new buildings so that the number is plainly visible.

- a. For single family residential, the number shall be 3 inches in height.
- b. Commercial units with one building shall have numbers a minimum of 3 inches. A complex having more than one building shall have numbers on each building, a minimum of 6" high.
- c. Multi-family residential units having more than one building shall have numbers a minimum of 6 inches high.

9-1-1 ADDRESS REQUEST INFORMATION

Date: _____ Initial: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone #: _____

- What street do you need addressed? _____
- What is the name of your subdivision? _____
- Where are you located on the street? _____
- Lot and Block # (if applicable) SECTION: _____ BLOCK: _____ LOT: _____
- Last Name and address of nearest neighbor(s): _____

▪ Does the neighbor live N/S/E/W of your house, and how far away? _____

▪ Driving directions to your house: _____

▪ Description of residence: _____

▪ Is your house visible from the road? _____

▪ Nearest intersecting street: _____

▪ Misc. Notes: _____

CN: _____	Address Assigned: _____
RA: _____	Date Assigned: _____
MP: _____	
9-1-1 Map: _____	Key Map: _____