

9-1-1 Addressing



Life Connected.

What needs an address?

- ❖ Structures (Homes, Businesses, Towers, etc.)
- ❖ Meters (Electrical & Irrigation)

What does not get an address?

- ❖ Vacant Land/Empty Property

How to Request an Address

Single Address Residential Projects:

- ❖ No action required. An address will be issued during the permitting process.

Single Family Master Planned Community Developments:

During the Final Plat review process:

- ❖ GIS will review street names for compliance within these guidelines:
 - Existing/Reserved street names may not be used.
 - All cul-de-sacs (and only cul-de-sacs) must end in a street type of "Court"
 - Mews street pavement shall be a minimum of 24' in width within a 30' ROW for emergency vehicle access. This alley must be named and have a street type of "Mews"
- ❖ Plat approval and residential addresses are issued.
- ❖ Address Letter and Address Plat provided once complete.
- ❖ Open lots do not receive addresses. To obtain addresses for Meters and Amenity Centers:
 - Meters: email gis@celina-tx.gov with the correct location of each meter marked on the plat. Identify each as electrical or irrigation. Submit permit request through MyGov.
 - Amenity Centers: Once the amenity center plans are emailed to submittal@celina-tx.gov for the review process, we can issue an address.
- ❖ **IMPORTANT!** You must email a copy of your CBU diagram to the USPS. Failure to do so will result in mail delivery issues for residents.
 - For Celina, TX Addresses: Tedrius.D.Caesar@usps.gov and cc gis@celina-tx.gov
 - For Prosper, TX Addresses: Stacy.K.Auten@usps.gov and cc gis@celina-tx.gov
 - a. For Aubrey, TX Addresses: Amanda.L.Austin@usps.gov & Stephanie.A.Short@usps.gov and cc gis@celina-tx.gov

Commercial or Multi-Family Developments:

During the Plan review process:

- ❖ Email gis@celina-tx.gov to request an address after site plan is final and approved.
- ❖ Multi-Family Building Numbers/Letters should flow from low to high beginning at main property entrance. Questions? Contact Public Safety at fire-prevention@celina-tx.gov
- ❖ Unit/Suite Numbering Requirements:
 - All ground level/first floor units must be in the 100s or 1000s.
 - 2nd floor: 200s or 2000s
 - 3rd floor: 300s or 3000s, etc.

Electrical & Irrigation Permit Addressing:

- ❖ Email gis@celina-tx.gov and copy Permits@celina-tx.gov with the following:
 - Site Plan or Plat showing the correct location of each meter.
 - Identify each meter as electrical or irrigation.
- ❖ Address is issued.
- ❖ Request a permit through MyGov.

ROW Permit Addressing:

- ❖ Use a “0000 street name” address in MyGov to request a ROW permit.
 - Do not include the directional prefixes (N, E, S, W) or types (Dr, Rd, St, etc). If this doesn’t populate in MyGov, please email gis@celina-tx.gov for assistance.
- ❖ [ROW Permitting Information](#)