

*New Address Issued: _____



CITY OF TEXAS CITY

Engineering & Planning
7800 E. F. Lowry Expy
Texas City, Texas 77591
409.643.5936

NEW ADDRESS REQUEST FORM

Response time is 5 business days from receipt of request.

Person completing form: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

Property Owner Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email: _____

Where is the property located? _____

GCAD Property ID: _____

Legal Description of Property: _____

Why are you requesting this address? _____

(The GCAD Property ID is important in locating the property. It must be included on each application. If you do not know the Property ID please contact the Galveston County Appraisal District at 409-935-1980.)

Please select the type of address needed:

☐ Residential ☐ Commercial ☐ Irrigation/Water Meter ☐ Electrical Meter

☐ Gas Meter ☐ Other _____

☐ Requested for Owner ☐ Requested by Contractor/Non-Owner ☐ Other

If requested by contractor or other please provide the name and address of company and relationship to the owner/property:

Signature: _____ Date: _____

Printed Name: _____

Please attach a sketch of your property on the back of this page. If a site plan exists, it may be submitted in lieu of the sketch. An aerial view will also be accepted. Once completed, submit to Engineering & Planning at the address located at the top of this form or send via email to AddressRequest@texascitytx.gov

FOR OFFICE USE ONLY

Address Issued: _____

Issued By: _____ Date Issued to Applicant: _____

Submitted To: ☐ MyGov ☐ GCAD ☐ USPS ☐ 911 ☐ Water ☐ Utilities ☐ Public Works