



CHAVES COUNTY APPLICATION ADDRESS REQUEST

OWNER'S NAME: _____

OCCUPANT'S NAME: _____

OCCUPANT'S CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

CURRENT PHONE NO: _____

LEGAL DESCRIPTION: _____

MOBILE HOME _____ WOOD FRAME _____ BRICK _____ OTHER _____

RESIDENTIAL _____ COMMERCIAL _____ OTHER _____ WHEN _____

SOURCE OF DRINKING WATER: PRIVATE (Well) PUBLIC

ELECTRIC COMPANY PROVIDING SERVICE: CVE Excel

I understand that I am responsible for installing the post and address sign that I have received from the Planning and Zoning office and that I must call 1-800-321-ALERT before placing the address post in front of my property.

I understand that I must obtain a Mobile Home Placement Permit before I place a manufactured home on this property; or obtain a Building Permit before I construct any building on this property.

Signature: _____ Date: _____

REQUIRED DOCUMENTS & SIGNATURES:

- (1) A COPY OF THE RECORDED DEED OR CONTRACT
- (2) A SITE PLAN – see sample

(For Departmental Use Only)

New Address: _____ Municipality: _____

Recording Info of Title: _____ Bk _____ Pg _____

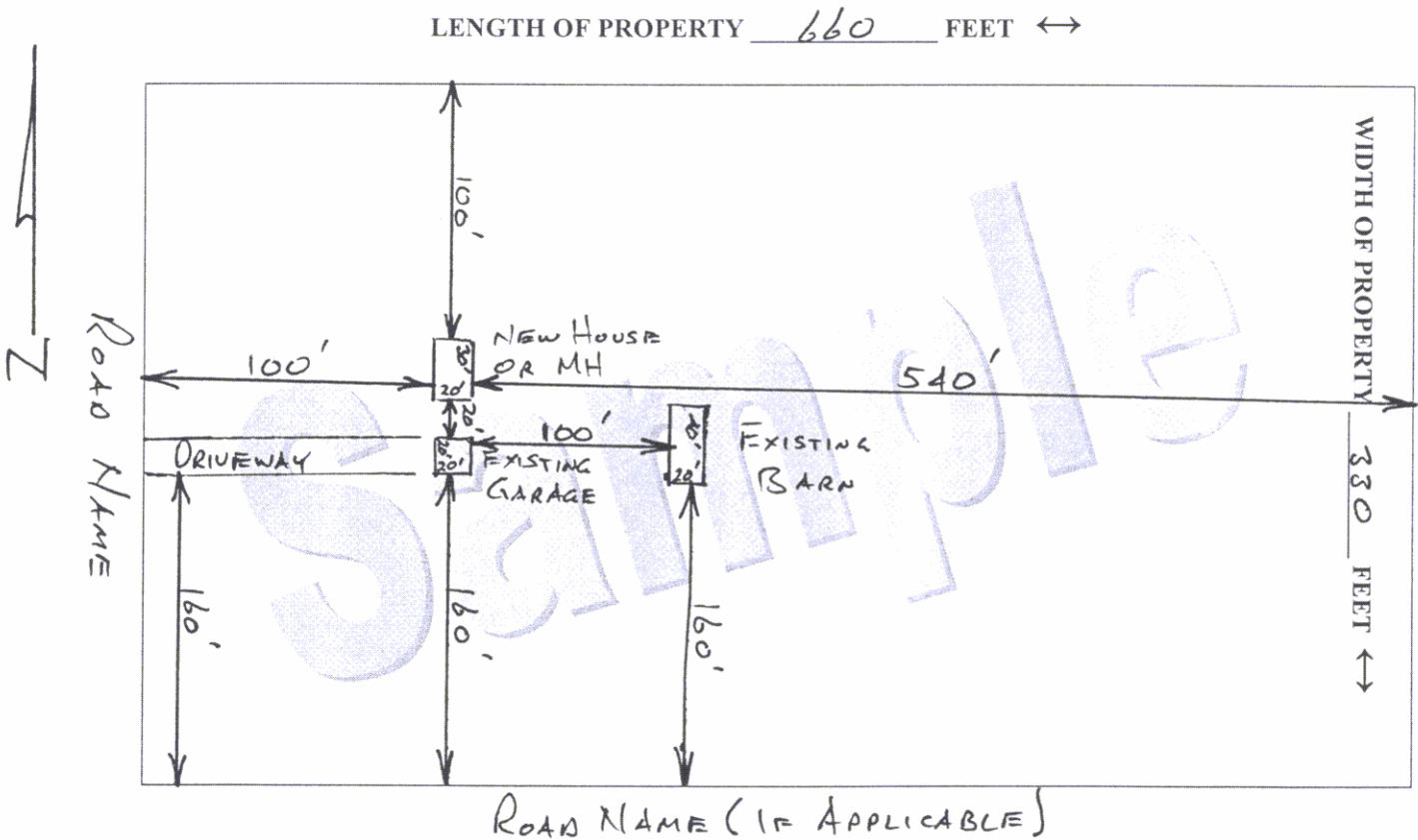
Parcel Number: _____

DOCUMENTS NEEDED FOR BUILDING PERMITS, ADDRESS REQUEST FORMS, AND MANUFACTURED HOME PLACEMENT PERMITS

1. COPY OF THE DEED OR CONTRACT FOR THE PROPERTY THAT HAS BEEN RECORDED IN THE COUNTY CLERK'S OFFICE.
2. SITE OR PLOT PLAN (see sample)

THE FOLLOWING ITEMS MUST BE MARKED ON THE SITE PLAN:

- Length & width of the property
- Distance from ALL buildings to the property lines
- Length, width, and purpose of ALL buildings on the property
- Location of the driveway
- Distance from the driveway to the property line
- Name of all streets that border the property
- North arrow, pointing to the North



SAMPLE SITE PLAN ONLY

Use an 8½" x 11" paper for your site plan

CHAVES COUNTY PLANNING & ZONING
#1 St. Mary's Place
Roswell, NM 88203
(575) 624-6606

Rural addressing in Chaves County was initiated in 1985 and was originally installed by the County. This was done so that every County resident outside the City of Roswell would be able to benefit from Enhanced 911 emergency services. Enhanced 911 service is now active in our County, but cannot function without clearly visible address signs.

On September 28, 1994, the Chaves County Commission passed Revision Number 1 to Chaves County Ordinance 19 (the Rural Addressing Ordinance), which states, in part:

"It shall be the responsibility of Chaves County to designate each new address for any lot, building, or house requested by an applicant within the unincorporated areas of Chaves County and to place the original address as outlined As the address numbers, sign post, or placard need to be replaced, it shall be the responsibility of the occupant or owner to replace the address"

As time passes, address signs require maintenance or replacing due to fading or other damage. The County cannot replace signs for every county resident, but they can purchase the materials used for the replacement of address signs and offer those materials to residents at the County's cost:

Post	\$7.00 ea
Placard	\$1.50 ea

It is important to remember that without the enhanced service, dispatchers have to talk to someone to find the location of an emergency. If the caller is unable to communicate with the dispatcher, sending help could take a long time. However, with the enhanced service, the dispatcher has your address information in the computer within seconds of your 911 call, **even if you never say a thing**. This can only happen if you have been assigned a physical address by the County. And if the address sign is not clearly discernable, emergency services personnel could lose precious minutes searching for the location of the emergency.

Please contact the Chaves County Planning and Zoning Department for replacement numbers for your address sign when numbers are faded or otherwise damaged. Our phone number is (575) 624-6606. Thank you.

Grant Pinkerton, Director
Planning and Zoning

APPLICATION FOR DRIVEWAY PERMIT

TO: CHAVES COUNTY BOARD OF COUNTY COMMISSIONERS
PO BOX 1817
ROSWELL NM 88202-1817

APPLICATION is hereby made by _____ (Name) _____ (Address)

the applicant, for permission to locate, install and maintain a _____

entering on to the following described public road: _____

THE UNDERSIGNED APPLICANT RESPECTFULLY SHOWS:

- 1. That it is understood by the applicant that the location, construction and maintenance of driveways and culverts are under the supervision of the Chaves County Road Department at all times...
2. That the applicant will at all times indemnify and save harmless the County of Chaves and all governmental subdivisions...
3. That if by reason of any change in the location, construction or grade of the public road upon which any portion of said culvert/driveway is constructed...
4. That the approval of the proposed construction of said culvert/driveway as applied for or aforesaid shall not be construed as granting any title or easement to any property of the County of Chaves.
5. That it is understood by the applicant that Chaves County Ordinance No. 44 by reference shall be incorporated into this permit...
6. Witness whereof said applicant has caused these presents to be executed by its duly authorized officers on this ____ day of _____, 20__.

(Please enclose sketch) BY: _____

TITLE: _____

APPROVAL OF THIS PERMIT IS HEREBY GRANTED (OR DENIED) THIS ____ DAY OF _____, 20__.

CHAVES COUNTY ROAD SUPERINTENDENT

BY: _____