



OTERO COUNTY NEW MEXICO

911 Address Application

Assessor's Office—Rural 911 Addressing
1104 N White Sands Blvd., Suite B
Alamogordo, NM 88310
(575) 437-5310

Please return completed application to the Assessor's Office at 1104 N White Sands Blvd., Suite B, or email Brenda Garcia at brenda.garcia@co.otero.nm.us

Requestor Status

- Select one: ☐ I am a current owner of this property.
☐ I am NOT the owner of this property, but I rent or lease the property.

Address Type

- Select one: ☐ Residential ☐ Single-Family Housing
☐ Multi-Family Housing (townhomes/duplex/triplex/apartment complex)
☐ Additional Residence with separate primary entrance (apartment, studio, etc.)
☐ Business, Commercial, or Industrial
☐ Mobile Home _____
☐ Other, describe: _____

Improvement Location

- Select one: ☐ Improvement is already at this location.
☐ Improvement is NOT currently at this location. For emergency service reasons, we do NOT address vacant lots without definite development plans.

Projected Start Date: ____ / ____ / ____

Projected Completion Date: ____ / ____ / ____

Address Numbers

Otero County Provides you with your address numbers initially, free of charge, to help residents meet posting requirements (see next page) to help emergency services locate your new address, should the need arise. These are highly reflective numbers that are ideal for locating in daytime and nighttime conditions.

Select one:

- ☐ Once assigned, applicant will pick up emergency numbers assigned, and is aware of the posting requirements.
☐ Applicant will have a representative pick up the numbers for them, and is aware of the posting requirements.
Representative: _____
☐ Applicant has decided not to pick up the emergency numbers, but is aware of the posting requirements.

CONTINUES ON NEXT PAGE

FOR COUNTY USE ONLY:

Date Submitted: ____ / ____ / ____ Received By: _____

- Contains: ☐ Both pages of application are complete.
☐ Map Sketch is complete with : ☐ Building footprint (solid line)
☐ Driveway or access connecting road to building (dashed line)
☐ Location of the proposed front door (circle)

911 ADDRESS APPLICATION CONTINUED —PLEASE PRINT LEGIBLY

Date: ____ / ____ / ____ Assessor Account Number(s): _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) ____ - ____ Alternate Phone: (____) ____ - ____

Email: _____

Name of persons occupying property: _____

Location of property for which an address is to be assigned (Legal Description):

Name of the road(s) abutting the property: _____

Easement for access: ☐ Yes, recorded in _____
☐ No, applicant understands legal access is unclear/undefined/undocumented.
☐ None needed, adjacent to a public road.

Staff Easement Notes: _____

On the map provided to you, please sketch the required items on the map. Your application will be considered incomplete without this.

By signing, this application, I understand that I am requesting the assignment of an address for emergency location purposes (and other addressing assignments that follow). This does not guarantee proper legal access across the lands identified. The responsibility lies with the owner/user to secure proper access. Otero County reserves the right to change road names and addresses should the need arise. I also understand the address posting requirements, as per Otero County Ordinance No. 15-08 (see excerpt below).

I do hereby affirm the above information and attachments (drawing and easement documentation) to be true.

Signature: _____

Date: _____

Copied from Otero County Ordinance No. 15-08: Section 6 Compliance

All owners of structures shall display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner;

- A. Number on the structure: where the structure is within fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on the front of the structure in the vicinity of the front door or entry.
- B. Number at the Street Line: where the structure is over fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, mailbox, or on some structure at the property line adjacent to the walk or access drive to the numbered structure.
- C. Size and color of Number: numbers shall be a minimum of four (4) inches high and be of contrasting color to its background.
- D. Old Numbers: every person whose duty is to display the assigned number shall remove any different number which might be mistaken for the number assigned in conformance with this ordinance.
- E. Interior location: all resident and other occupants are request to post their assigned number and road name on their telephone for emergency reference.

FOR OTERO COUNTY USE

Permanent Address / Temporary Address expiring ____ / ____ / ____ Fire District: _____

This site has been officially assigned the address of: _____

Finalized: ____ / ____ / ____ Approved By: _____