

PROCESS FOR SUBDIVISION STREET NAMES AND BLOCK NUMBERS

STEPS TO CHECK ON STREET NAMES:

Developer/Engineer is responsible for checking street names to avoid duplication, partial names, spelled-a-likes and sound-a-likes.

Check Street Names on the Internet by going to the City's web page at www.cctexas.com. Click on Government tab; select City Departments; then Development Services; then select Digital Maps under General City Maps, choose City Wide Street Dictionary.

The City Street Dictionary is a PDF file requiring Adobe program.

STEPS FOR BLOCK RANGES:

Block ranges needed for street signs may be obtained from the Development Services GIS Analyst (826-3574). Provide a copy of the plat that is to be recorded and has been approved by the Planning Commission and an email address.

The Development Services GIS Analyst will determine the block ranges for each street and email a reduced copy of the plat with the block ranges labeled.

STEPS FOR ADDRESSES:

Corrected plat is to be submitted for recordation to Special Services. Often times plat tracing is submitted and street names are not correct. If not corrected delays are encountered.

Plat is recorded after 75% of the requirements are verified by Construction Inspection.

Copies of the plat are made within one day of recordation and the official address of each property is assigned by the Development Services GIS Analyst.

The Development Services GIS Analyst will assign addresses within three days after receiving the recorded plat copy and an email will be sent to notify the proper entities about the new addresses.

The Developer/Engineer is responsible for calling the Development Services Data Clerks to obtain address information.