

## **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](http://www.cctexas.com). Click on Business tab; select Development Services Department; 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 I.T. GIS Analyst (ITGISTeam@cctexas.com). Provide a copy of the plat that is to be recorded and has been approved by the Planning Commission and an email address.

The I.T. 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:**

The approved plat is submitted for recordation to Development Services. A one time Final Plat addressing fee of \$100 is assessed along with other Development fees and recording fees to be paid at time of submitting the plat for recording. Often 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 (UDC 8.1.11).

Nueces County Records department scans the recordation and publishes it on their website. The I.T. GIS Analyst acquires the recorded plat and assigns the official address of each property.

The I.T. GIS Analyst will assign addresses within three days after acquiring the recorded plat and an email is sent to notify the proper entities about the new addresses.

The Developer/Engineer is responsible for contacting the I.T. GIS Analyst to obtain address information.