



# Discussion of Addressing in Lea County

# Lea County Addressing Application

<b>Environmental</b> Office: (575) 391-2983 Fax: (575) 391-8764		<b>Road Department</b> Office: (575) 391-2940 <b>Planning and Zoning</b> Office: (575) 396-8696
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**Lea County Application**

Date Submitted: \_\_\_\_\_ Application No. \_\_\_\_\_

**APPLICANT INFORMATION**

<b>Property Owner</b>	<b>Contractor</b>
Name: _____	Name: _____
Number: _____	Number: _____
Fax: _____	Fax: _____
Email: _____	Email: _____

Person Completing this form: \_\_\_\_\_ Signature: \_\_\_\_\_  
(PRINT)

**PROPERTY INFORMATION**

**\*\*\*Required fields\*\*\***  
**\*\*\* A COPY OF THE PROPERTY OWNERS DRIVERS LICENSE AND WARRANTY DEED TO THE PROPERTY (or a letter from the property owner) WILL BE REQUIRED TO PROCESS THIS APPLICATION. \*\*\***

Existing Address     New Address     Secondary Address     Multiple Addresses     Non-Habitable

Request is for:     House     Mobile Home     Modular Home     RV Spaces     Water Well

Residential     Commercial     Other: \_\_\_\_\_    \*\*\*Bedrooms: \_\_\_\_\_    \*\*\*Lot Size: \_\_\_\_\_

\*\*\*Lea County Parcel No: \_\_\_\_\_    \*\*\*Owner No: \_\_\_\_\_

Coordinates of Structure: Longitude: \_\_\_\_\_    Latitude: \_\_\_\_\_

Parcel Located:     ETJ (Extra Territorial Jurisdiction)     Outside ETJ (Extra Territorial Jurisdiction)

Subdivision: \_\_\_\_\_    Section: \_\_\_\_\_    Township: \_\_\_\_\_    Range: \_\_\_\_\_

Existing Address: \_\_\_\_\_    \*\*\*Roadway Name: \_\_\_\_\_

Private Road     County Maintained Road     State Highway

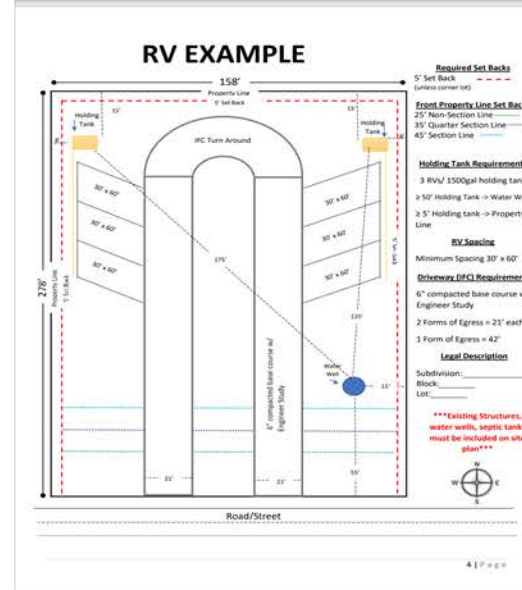
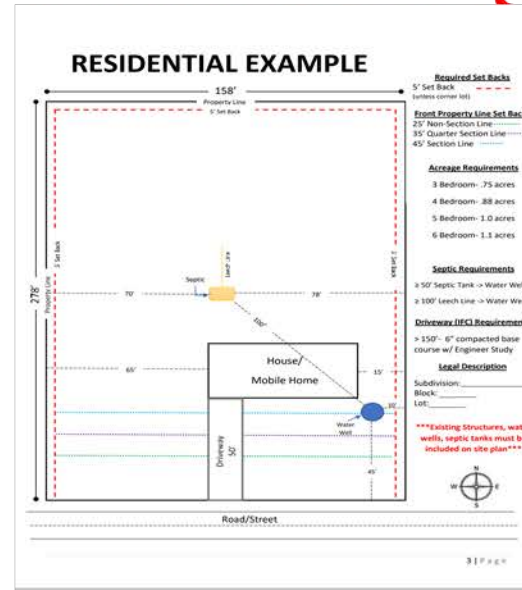
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**FOR DEPARTMENT USE ONLY**

Official 911 Address: \_\_\_\_\_    Flood Hazard Area: \_\_\_\_\_    Zone: \_\_\_\_\_    Set Back: \_\_\_\_\_

Addressing Approved By: _____	Date: _____
Planning/Zoning Approved By: _____	Date: _____
Floodplain Approved By: _____	Date: _____
Liquid Waste Approved By: _____	Date: _____
Driveway Approved By: _____	Date: _____
IFC Approved By: _____	Date: _____

This process will require a minimum of 10 days to complete.



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**DRIVEWAY PERMIT**

APPLICATION FOR PERMIT TO CONSTRUCT DRIVEWAY ON PUBLIC RIGHT-OF-WAY

Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

APPLICATION is hereby made by \_\_\_\_\_, for permission to construct driveway at the following described location:

Work will commence on or about \_\_\_\_\_, 20\_\_\_\_ and be completed on or about \_\_\_\_\_, 20\_\_\_\_.

Gate, Cattle guard, or additional fence will be required which applicant agrees to furnish and hereafter maintain in good repair and closed to livestock. If this permit is granted, the undersigned applicant agrees to comply with all conditions, restrictions, and regulations of the Lea County Board of Commissioners. Lea County Subdivision Regulations, Section 19-3, state the requirements for driveways constructed on public right-of-way.

By: \_\_\_\_\_  
(Owner or Lessee)

Contact Name: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Recommended By: \_\_\_\_\_  
 Nick Marinovich  
 Road Superintendent

5 | Page

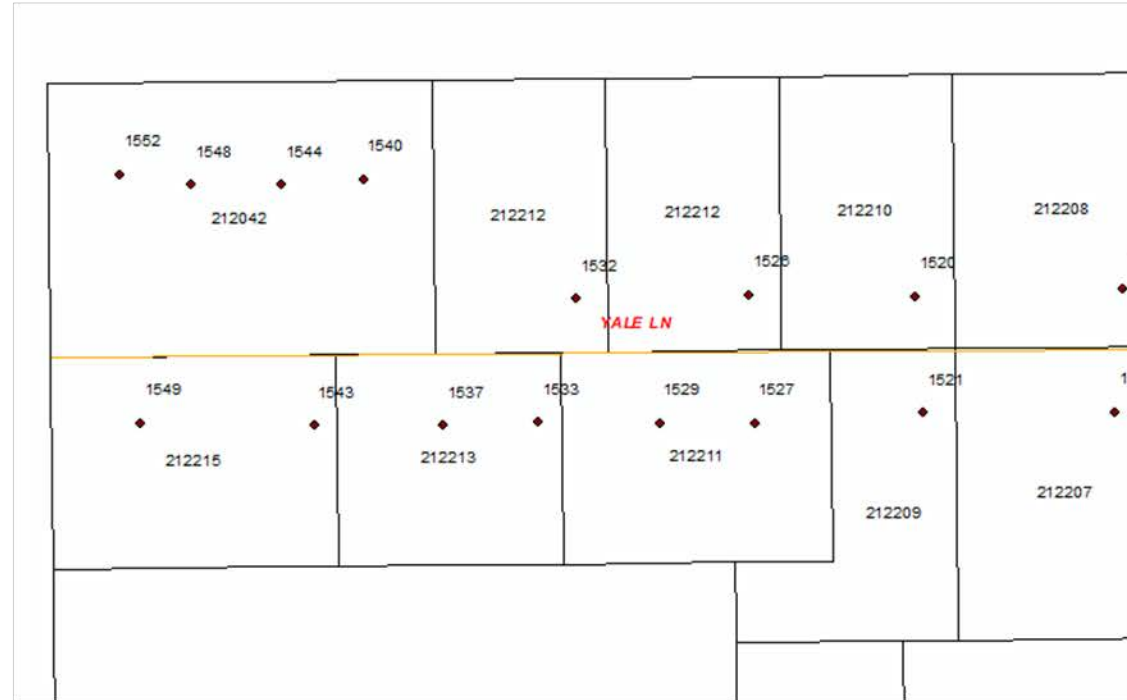
# Requirements to Release an Address

- Identify property owner
- Lot size/acreage
- Number of homes on lot
- Number of bedrooms per home
- New/existing E-911 address
- Setbacks/property line setbacks
- Sub-division/has property already been legally sub-divided
- Site plan with required measurements
- Approved Addressing Letter



# Addressing Inquiries

- Incorrect addressing schemes
  - Conflicts with addresses
  - Addresses out of order
  - Wrong side of the street/road
  - Incorrect compass directions
  - Duplicate addresses
  - Shipping/delivery Issues



- Resolution?
  - Highest governing body approval to change/fix existing incorrect addresses within county jurisdiction.
  - Direction from Commission to meet with city officials to receive authority in correcting addressing concerns. (Jal, Eunice, Lovington, Tatum)



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, May 12, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net); Public Information Officer [mrussell@leacounty.net](mailto:mrussell@leacounty.net) and County Manager [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) by: **Tuesday, May 3, 2022**

*County Manager Approval required for all time sensitive issues that do not meet the above deadline.*

<b>DATE SUBMITTED</b> mm-dd-yyyy: 	<b>SUBMITTED BY</b> Name, Title, Dept: Lorenzo Velasquez
<b>SUBJECT:</b> Addressing	<b>ATTACHMENT(S):</b> None
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> N/A	<b>ACTION REQUESTED:</b> Discussion Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> N/A

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:  
Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.

**SUMMARY:**

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
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<b>SUBMITTER'S RECOMMENDATION(S):</b>	<b>Submitter's Signature</b> Department Director, Etc.
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<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
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<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
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<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
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<b>Item No.</b> <u>0301</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____	Denied: _____	Other: <u>Discussion</u>
Resolution No. _____	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____