

# E911 ADDRESSING

## The Lifeline of the Community

Lindsey Cobleigh, CZO – Land Use  
Administrator, City of Elephant Butte



# Introduction of the Presenter

My name is Lindsey Cobleigh, and I work for the City of Elephant Butte. October will be six years that I have served the City of Elephant Butte. I have filled numerous roles over the years; Utility Clerk, Court Clerk, Fire Admin Assistant, Land Use Assistant, Land Use Administrator, Code Enforcement Officer, and City Clerk/HR.

Currently I am the Land Use Administrator and City Clerk. In my spare time I am still an active Volunteer for the Elephant Butte Fire Department as well. Between my roles with the city and first responding, the importance of proper addressing has become extremely important to me.

My first NMLZO conference was the Fall of 2021; making this conference my 7<sup>th</sup> one! I obtained my CZO in April 2024 at the Spring Workshop in beautiful Las Vegas. At this same meeting I was placed as an interim City Representative Board Member. (Huge honor!) With this conference I was nominated to submit a letter of intent for Vice President, it would be an honor to serve the league in this capacity.

It's an honor and a privilege to serve this subsection of the Municipal League by hopefully bringing some light to a subject we all work with.

Lindsey Cobleigh, CZO

## § 150.02 PURPOSE.

The Addressing Ordinance is designed to promote health, safety, and the general welfare of the community, including but not limited to the efficient delivery of emergency services when needed

### 150.04 REQUIREMENTS FOR ASSIGNING TO AND EXHIBITING AN ADDRESS ON A PIECE OF LAND.

(A) The owner of a lot located within the City of Elephant Butte shall determine the address number and street name assigned to the lot by consulting the address book located in the office of the City Clerk. This shall be the only number used to indicate the physical address of the lot.

(B) Within 30 days of the beginning of construction of any building on the lot, the owner shall provide a sign indicating the street number assigned to the lot on said lot in 3 x 6 inches high digits, either free standing, on a fence, or on the street-facing side of the building so that the digits are visible at night in the headlights of a passing car.

(C) Lots upon which buildings exist as of the effective date of this subchapter shall provide a sign such as indicated in division.

(D) Exhibition on any lot of a meet number other than the 1 assigned by the city address book is forbidden.

## City of Elephant Butte Code 150.02, 150.04

First and foremost, assigning proper addresses to properties is in place for the general welfare of the community.

We have only one person in the City who assigns and verifies addresses as to not create confusion.

As you can tell our addressing code is very bare bones without a lot of meat to it. Administratively I have added to the verification process of addressing over the past four years that I have been in Land Use.



# Who needs an E911 Address and what is it?

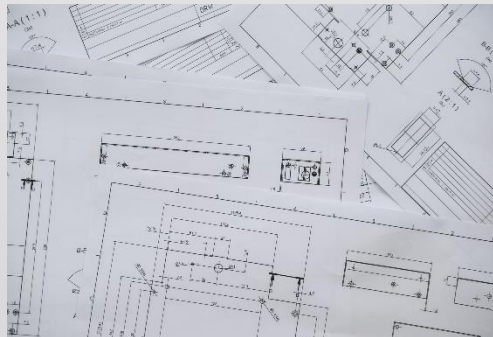
- All residents within the incorporated city limits need an assigned E911 address.
- An E911 address is an assigned address that matches all original platting for the incorporated city.
- An E911 address is designed to improve public safety in locating incoming 911 calls. The assigned physical address tells emergency dispatch exactly where you live.
- An E911 Address is assigned by verifying the legal description of the property; subdivision, unit, block, and lot number.



# Departments that are Affected by E911 Addressing Standards

- **Utilities:** Utility Clerk, Public Works, and all Utility Companies
- **Land Use:** Code Enforcement, Development
- **Fire/EMS:** Dispatch Authority-911, Local Fire/Rescue Department, EMS – Hospital

Utilities	Land Use	Fire/EMS
Utility Billing	Code	Dispatch Authority
Public Works	Development	Fire/Rescue
Other Utility Companies	Life Safety	EMS




# Process to Assign an E911 Address

- Receive in the completed form from the property owner.
- Verify the documented legal description matches what is on the proof of ownership paperwork. I.E., tax bill, mortgage statement, warranty deed.
- Cross reference the legal description with the addressing binder for the incorporated city limits as well as the plat map.
- Draft an assignment verification letter for the owner, utilities, and county GIS department.



# E911 Address Assignment vs Address Verification

 City of Elephant Butte  
PO Box 1080  
Elephant Butte, NM 87935  
(575)744.4892

Date Rec.: \_\_\_\_\_  
Rec. By: \_\_\_\_\_

***E911 Address Assignment Request***

Property Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Reason for Address Assignment Request: \_\_\_\_\_

Signature(s) of Property Owner(s): \_\_\_\_\_

*Property Owner must provide proof of ownership with completed address assignment request.*

**OFFICE USE ONLY**

Address Assigned to Property Owner: \_\_\_\_\_

Information Provided to Property Owner: \_\_\_\_\_

Information Provided to Utility Department(s): \_\_\_\_\_


Information Provided to Sierra County Assessors/GIS Office: \_\_\_\_\_

Assigned by: \_\_\_\_\_ Date: \_\_\_\_\_  
Lindsey Cobleigh, CZO - Land Use Administrator

*Legal E911 Address Assignment Request – Please allow 48hrs review of all documents.*

Verification of  
already previously  
assigned address.

Assignment of a new  
development.

 City of Elephant Butte  
PO Box 1080  
Elephant Butte, NM 87935  
(575)744.4892

Date Rec.: \_\_\_\_\_  
Rec. By: \_\_\_\_\_

***E911 Address Verification Request***

Date Requested: \_\_\_\_\_

Requested By: \_\_\_\_\_

Staff: \_\_\_\_\_ Owner(s): \_\_\_\_\_

Contact Phone Number(s) \_\_\_\_\_ Email: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Unit: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Purpose of Address Verification Request: \_\_\_\_\_

Signature: \_\_\_\_\_

Pick-Up \_\_\_\_\_ Email \_\_\_\_\_

*Must provide proof of ownership with completed address verification request.*

**OFFICE USE ONLY**

Address Verified to Property Owner: \_\_\_\_\_

Information Provided to Property Owner: \_\_\_\_\_

Information Provided to Utility Departments: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
Lindsey Cobleigh, CZO - Land Use Administrator

*E911 Address Verification Request – For Existing Addresses Only.*

# Verification of Property Location

## 100 Inca Street

- Subdivision: Elephant Butte Estates
- Unit: 10
- Block: 3
- Lot: 9

## 100 Inca Court

- Subdivision: Elephant Butte Estates
- Unit: 10
- Block: 1
- Lot: 32

I received a phone call stating, “We are in the process of getting plans together to develop a multi-family unit on Inca at Espina.” Fairly simple statement, right? Check your mapping, check your plats. I immediately asked, “Inca Street or Inca Court as they both sit on Espina Street.”

- These two properties are across the street from each other. Both sitting on a corner lot, both sitting on “Inca”. One is Inca Street, and one is Inca Court with the cross street being Espina Street.
- Inca Street has city wastewater services available while Inca Court does not.
- When verifying and assigning an address it is imperative to start with the legal description.



# Similar Sounding Street Names

## 204 Calle del Ranchero

- Subdivision: Elephant Butte Estates
- Unit: 5
- Block: 2
- Lot: 7

- Be mindful of streets that also sound alike; I.E., Calle del Ranchero and Calle del Rancho, Calle del Corte and Calle Corta.
- Numerous times I have received calls telling me an address they are needing zoning regulations for, and the address is not even a registered address in Elephant Butte.

## 204 Calle del Rancho

- Subdivision: Sierra Linda
- Block: 1
- Lot: 114A

# Same Street Name, Different Street Types

## 102 Knox Drive

- Subdivision: Sun City
- Unit: 1
- Block: 2
- Lot: 73A
- Zoning District: R-1-B

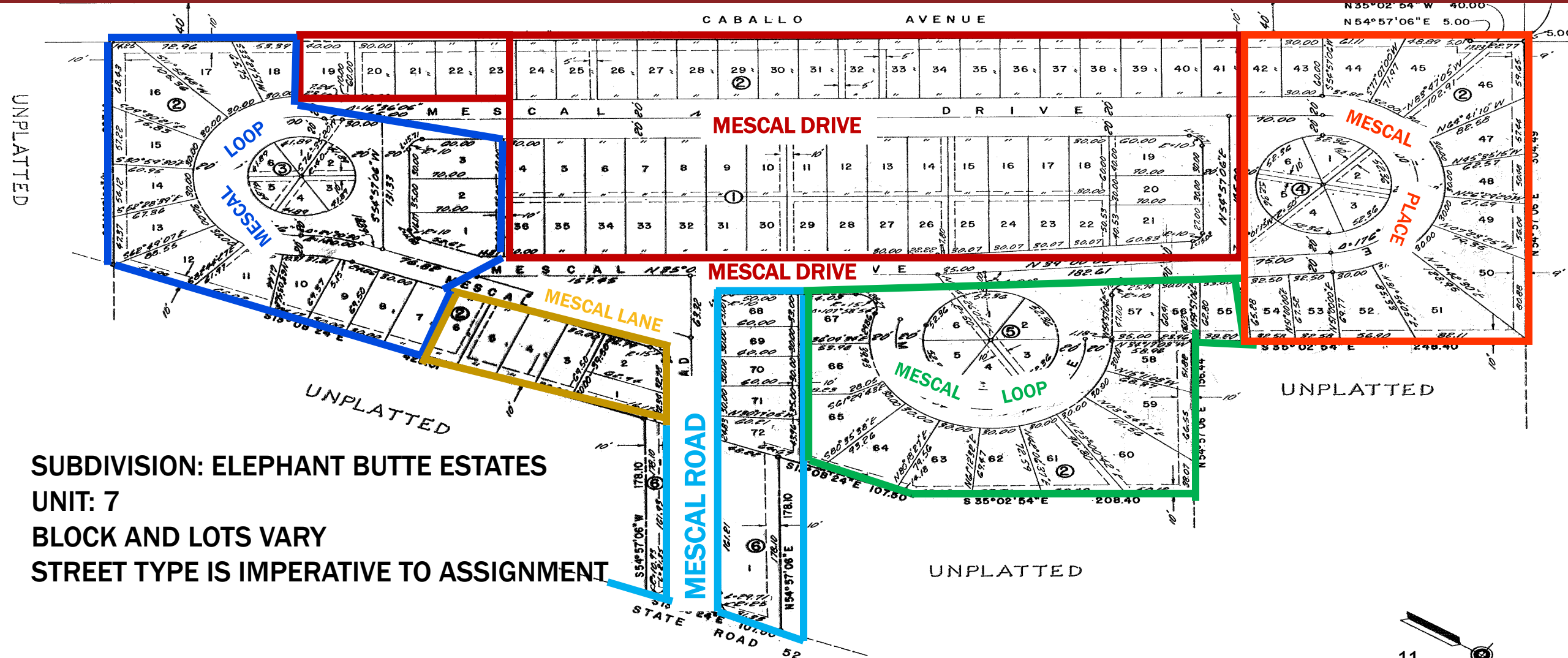
## 102 Knox Court

- Subdivision: Elephant Butte Estates
- Unit: 10
- Block: 6
- Lot: 23
- Zoning: R-1-C

**Same Name, Different Street Type!**

**Check, recheck, and triple check your legal description against the address you are assigning. These two properties are so similar in name and so different with being in different subdivisions and different zoning.**

# One Neighborhood. One Road Name. 6 Street Types.



# Components of an E911 Address

A common address format used consists of the following series of address elements:

1. Building Number
2. Pre-directional // N,E,S,W
3. Street Name
4. Street Type // Rd., Dr., Lane, Court, Circle
5. Unit Alpha or Number

▪ **123 N San Mateo Avenue A**

Building Number

Pre-directional

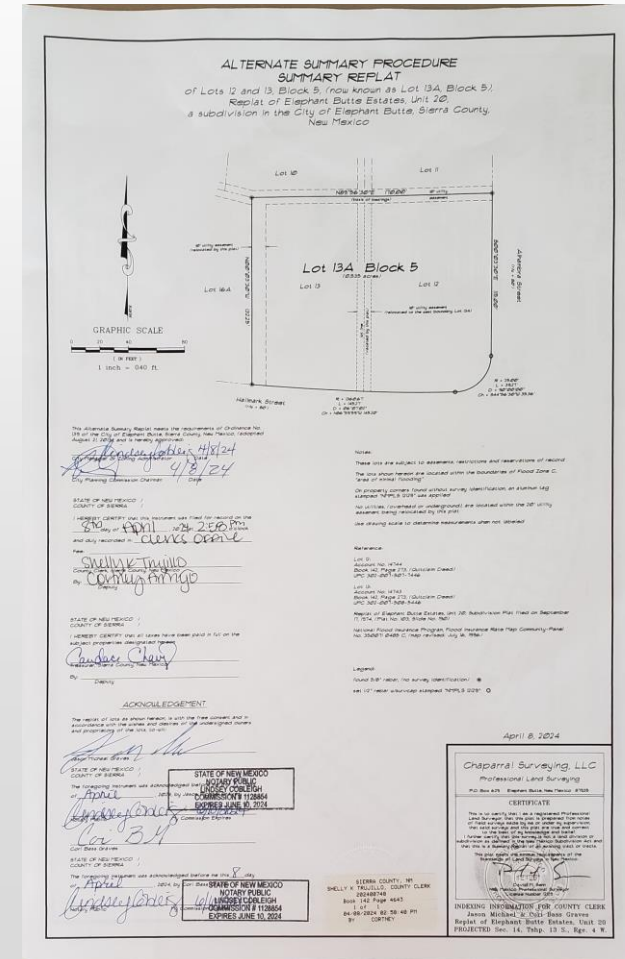
Street Name

Street Type

Unit  
Alpha/Number

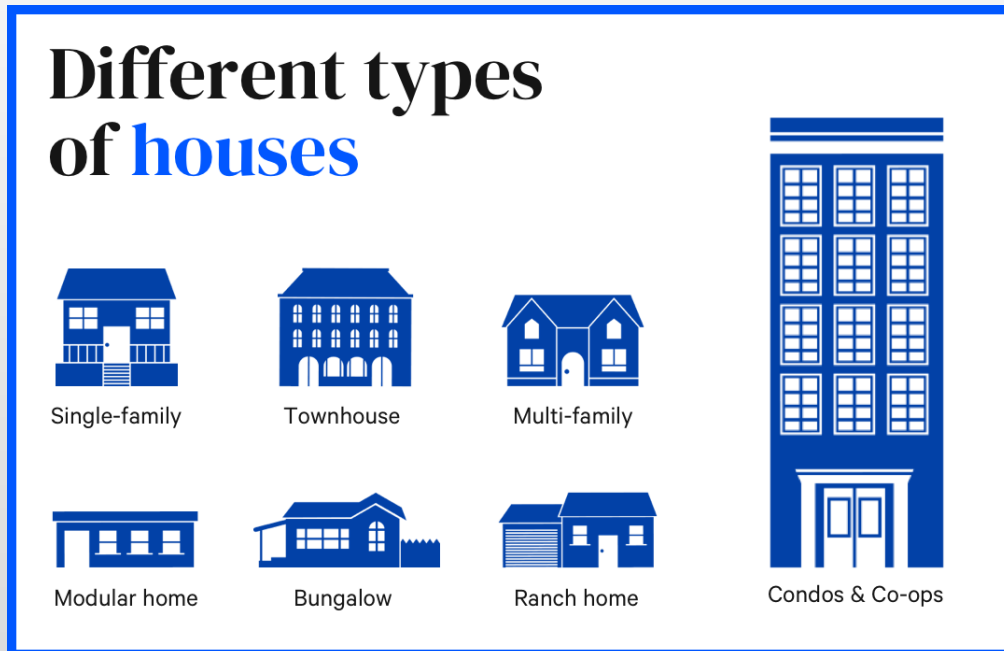
# Addressing After Vacating Lot Lines

- When vacating a common lot line or lot lines between two lots there will be a new legal address assigned and potentially a new E911 Address Assigned as well.
- The Subdivision, Unit, and Block remain the same. The lot will be the largest lot number involved followed by an “A” to signify they have been adjoined.
- This specific example was for two vacant lots being adjoined. Therefore, this lot also received a new E911 Address.
- Elephant Butte Estates Unit 20 Block 5 Lot 13A
- 205 Hallmark Street Elephant Butte, NM 87935
- If there as a home on the property, the assigned address would remain the same.





# Variations of E911 Addressing



- **Single Family Residential**

*Site Built, Manufactured Homes, Modular Homes, RVs.*

- **Multi-family residential**

*Site Built, Manufactured Homes, Modular Homes.*

- **Commercial**

*Condos, Apartments, Live Work Facility, Townhouse, RV Parks.*

# Single Family Residential E911 Addressing

- Verify legal description of the property requesting the address.

*Subdivision – Unit – Block – Lot*

- Match the legal description to the plat map and address book for the incorporated city.
- Draft an E911 address assignment letter for the verified property.





CITY OF ELEPHANT BUTTE  
Office of the Land Use Administrator  
P. O. Box 1080  
Elephant Butte, New Mexico 87935  
Office (575) 744-4892 FAX (575) 744-4493

Date of Assignment

Specify if it is an  
Assignment or  
Verification.

State the full legal  
description of the  
property & the  
assigned physical  
address.

State how this  
address was  
assigned to this  
property.

Include the Zoning  
District and  
corresponding code.

Name & Title for the  
Municipality.

# Single Family Residential E911 Address Assignment Letter

It is imperative to know the address display standards for your municipality for once the E911 Address is Assigned.

City of Elephant Butte requires addresses to be displayed within 30 days of construction on the property.

Addresses shall be displayed freestanding, on a fence, or on the street facing side of the dwelling.

Address numbers shall be a minimum of 3"x6" and visible from the roadway.

July 15, 2024

Re: 911 Address Assignment

To Whom It May Concern,

I am writing this letter to verify that the property legally known as:  
**ELEPHANT BUTTE ESTATES UNIT 20 BLOCK 6 LOT 18**  
is also more commonly known as:  
**413 TRAVIS STREET ELEPHANT BUTTE NEW MEXICO 87935.**

This is the address that matches The City of Elephant Butte's plat map and addressing standards which are used to set the legal addressing within the incorporated City boundaries. This is an undeveloped lot.

The above-named lot sits within our R-1-A Single Family Residential Zoning District; 155.026 is the referenced code for this Zoning District.

Feel free to contact me with any questions.

Thank you,

*Lindsey Cobleigh*

Lindsey Cobleigh, CZO  
Land Use Administrator  
City of Elephant Butte

# Single Family vs Multi-Family Residential E911 Addressing

## Single Family

One single address assigned:  
**123 San Mateo Avenue**



## Multi-Family

One address assigned for the dwelling structure  
with an alpha assigned for each living area:  
**123 San Mateo Avenue A**



# Multi-Family Residential E911 Addressing

- Verify legal description of the property requesting the address.

*Subdivision – Unit – Block – Lot*

- Match the legal description to the plat map and address book for the incorporated city.
- Add a sub-alpha address for each residential unit on the property.

*(123 San Mateo Avenue A, 123 San Mateo Avenue B, etc.)*

- Draft an E911 address assignment letter for the verified property, and for each residential unit on the property.





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July 15, 2024

Re: 911 Address Assignment

To Whom It May Concern,

I am writing this letter to verify that the property legally known as:  
**OASIS ELEPHANT BUTTE ESTATES UNIT 10 BLOCK 3 LOT 9**  
is also more commonly known as:  
**100 INCA STREET ELEPHANT BUTTE NEW MEXICO 87935.**

This is the address that matches The City of Elephant Butte's plat map and addressing standards which are used to set the legal addressing within the incorporated City boundaries. This is an undeveloped lot with permitted plans for development.

Proposed development to include a 4-Plex Residence to be addressed as:  
100 INCA STREET A  
100 INCA STREET B  
100 INCA STREET C  
100 INCA STREET D

Alpha characters start with the righthand rear unit and move in a clockwise direction around the unit.

The above-named lot sits within our R-1-C Single Family Residential Zoning District; 155.028 is the referenced code for this Zoning District as well as Ordinance 215 which is a Multi-Family Overlay Zoning.

Feel free to contact me with any questions.

Thank you,

*Lindsey Cobleigh*

Lindsey Cobleigh, CZO  
Land Use Administrator  
City of Elephant Butte

Date of Assignment

Specify if it is an  
Assignment or  
Verification.

State the full legal  
description of the  
property & the  
assigned physical  
address.

State how this  
address was  
assigned to this  
property.

Detail the Multi-  
Suite Units & their  
assigned Alpha  
Character.

Include the Zoning  
District and  
corresponding code.

# Multi-Family Residential E911 Address Assignment Letter

It is imperative to know the address display standards for your municipality for once the E911 Address is Assigned.

City of Elephant Butte requires addresses to be displayed within 30 days of construction on the property.

Addresses shall be displayed freestanding, on a fence, or on the street facing side of the dwelling.

Address numbers including the Alpha Character shall be a minimum of 3"x6" and visible from the roadway.

# Commercial E911 Addressing

## Single Unit Development

One single address assigned:  
123 Warm Springs Blvd



## Multi-Unit Development

One address assigned for the commercial structure with an alpha assigned for each unit:  
123 Warm Springs Blvd Ste. A



# Commercial E911 Addressing Continued

- Commercial E911 Addressing is much like residential addressing.
- Multi Unit Commercial Building will most commonly use “Ste. A” to signify which suite.

I.E., 509 Butte Blvd Ste. A

- RV or Mobile Home Parks will have a main business address, and a space number associated with each RV/Mobile Home.

I.E., 402 Butte Blvd Space 50

We have a neighborhood off our main road that is addressed off Butte Blvd, a different numeric for each circle and then each mobile home has a space number. I.E., 603 Butte Blvd Space 11



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FAX (575) 744-4493

July 15, 2024

Re: E911 Address Verification

To Whom It May Concern,

I am writing this letter to verify that the property legally known as:  
**COMMERCIAL PARK BLOCK X LOT 1-A**  
is also more commonly known as:

**509 BUTTE BLVD ELEPHANT BUTTE, NEW MEXICO 87935.**

There are three suites located at this one main address.

OCCUPIED SUITE  
**509 BUTTE BLVD STE. A ELEPHANT BUTTE, NEW MEXICO 87935**

VACANT SUITE  
**509 BUTTE BLVD STE. B ELEPHANT BUTTE, NEW MEXICO 87935**

VACANT SUITE  
**509 BUTTE BLVD STE. C ELEPHANT BUTTE, NEW MEXICO 87935**

This is the address that matches The City of Elephant Butte's plat map and addressing standards which are used to set the legal addressing within the City boundaries. This is a developed lot.

The above-named lot sits within our C-2 zoning district; 155.033 is the referenced code for this Zoning District.

Feel free to contact me with any questions.

Thank you,

*Lindsey Cobleigh*

Lindsey Cobleigh, CZO  
Land Use Administrator  
City of Elephant Butte

Date of Assignment

Specify if it is an  
Assignment or  
Verification.

State the full legal  
description of the  
property & the  
assigned physical  
address.

Detail the Multi-  
Suite Units & their  
assigned Alpha  
Character.

State how this  
address was  
assigned to this  
property.

Include the Zoning  
District and  
corresponding code.

# Multi-Suite Commercial Units E911 Address Assignment Letter

It is imperative to know the address display standards for your municipality for once the E911 Address is Assigned.

City of Elephant Butte requires addresses to be displayed within 30 days of construction on the property.

Addresses shall be displayed freestanding, on a fence, or on the street facing side of the dwelling.

Address numbers including the Alpha Character shall be a minimum of 3"x6" and visible from the roadway.

# E911 Addressing The Lifeline of the Community

DISCUSSION // COMMENTS // QUESTIONS



Lindsey Cobleigh, CZO – Land Use Administrator City of Elephant Butte

PO Box 1080

Elephant Butte, NM 87935

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