

ADDRESS REQUEST FORM

REQUIRED prior to applying for any permits for a **new building or suites/units** to establish a permanent address that will apply to all permitting, billing accounts, and emergency services.

Staff coordinates with the applicable Fire District as well as Postmaster to ensure appropriate addressing – and forwards the assigned addresses to those entities as well as applicable County Recorder, LETA, and other interested parties. If a development proposal is under review by the Town, an address assignment may be withheld until that approval is final.

Project Name: _____

Type: New Corrected Individual Building/Lot Multi-tenant Building Subdivision

Subdivision Title: _____

Filing #: _____ Block: _____ Lot(s): _____

-or- Parcel #s: _____ (Weld / Larimer)

Applicant/ Owner: _____

Address: _____

Email: _____ Phone: _____

Submit a graphic representation of what needs to be addressed:

- Single lot or parcel - PDF from County Assessor (*Town Staff can help with this with a Parcel #*)
- Multiple lots - Subdivision plat
- Multiple Buildings - Site Development
- Multi-tenant Suites - Floorplan for each floor with “max” number of units that could be created

For projects requesting more than 5 new or corrected addresses, the applicant may be required to create an official “Address Plat” that is recorded at the county. Staff will coordinate that.

STAFF USE:

Received: _____

Fire: Sent Approved _____

USPS Sent Approved _____

Complete: _____

Final Confirmation: Sent Attached