



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Engineering Division

PW Right-Of-Way Engineering Services
201 W Colfax Ave, Dept 507
Denver, Colorado 80202
720-865-3002
www.denvergov.org/survey

Address Assignment Card Entrance Requirements

Authority:	<ul style="list-style-type: none"> ➤ Revised Municipal Code, Chapter 49, Article IV
Purpose:	<ul style="list-style-type: none"> ➤ The City Engineer or designee shall assign to every building, habitable structure and utility an address. Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code.
Document Date:	<ul style="list-style-type: none"> ➤ 03/01/2018
Address Date:	<ul style="list-style-type: none"> ➤ Addresses are issued for any new structure and are in effect until the building has been demolished or until such time that the owner requests a change of address.
Request:	<ul style="list-style-type: none"> ➤ The request for new or additional addresses/units shall be made before logging in for permits.
Customer Interface:	<ul style="list-style-type: none"> ➤ All communication with the City and County of Denver will be done through Public Works Right of Way Services: Denver.ROW@denvergov.org, https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx, or 201 W Colfax Ave, 5th Floor.
Affiliated Departments and Agencies:	<ul style="list-style-type: none"> ➤ Denver Development Services, Zoning ➤ Community Planning and Development ➤ Denver Assessor's Office ➤ Denver Fire Department ➤ Public Works: Development Engineering Services Survey ➤ Public Works: Wastewater
Considerations:	<ul style="list-style-type: none"> ➤ Some address requests may be completed on a walk-in basis. ➤ All requests are handled in the order they are received.
Electronic Submittals	<ul style="list-style-type: none"> ➤ An online application is available through Accela Citizen Access (ACA): https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx <ul style="list-style-type: none"> • Upload a site plan in the online form • You will be notified via email when the fee is ready for online payment ➤ Address requests may also be submitted electronically to Denver.row@denvergov.org and must include the following: <ul style="list-style-type: none"> • Address Request Form • Site Plan • Credit Card Authorization Form ➤ Address cards are emailed to the requestor ➤ Incomplete packets will be denied and returned to sender.
Submittal Requirements:	<p>The property owner and/or agent for the owner must submit an address request to Public Works Right of Way Services to any of the options in the Customer Interface section.</p> <p>Single Family Residence - Requestor must furnish a site plan and/or plot plan. All plans shall indicate the north arrow, along with surrounding street designations and location of structure with respect to property lines. Mark front door with an "X" to indicate the entrance.</p> <p>Utility Addresses - Requestor is to furnish detailed map of exact location and XY or latitude and longitude coordinates of each utility to be addressed.</p>

<p>Submittal Requirements Continued:</p>	<p>Multi-residential, Commercial, and Mixed Use - the following are the minimum requirements:</p> <ul style="list-style-type: none"> ➤ A site plan of the property displaying the street(s) and location of the front door(s). ➤ A composite map showing the relationship of all phases and/or buildings, if applicable ➤ A floor plan for each floor in each building must be provided for unit number purposes ➤ A primary address will be required to cover all common areas (laundry rooms, stairs, public restrooms, lobby areas, parking not designated to a unit, etc.) ➤ All plans shall indicate the north arrow designation, along with surrounding street designations. ➤ One copy of an elevation plan clearly identifying each building section. ➤ A legal description of the property ➤ The Property Owner and/or Agent for the property owner's name, address, telephone number, fax number, and e-mail address. ➤ An approved or "soft" approved Zone Lot Amendment document may be required from the Zoning Department prior to issuing an address. ➤ All applicable fees shall be submitted at the time the address is requested as detailed in the fee section of this document.
<p>Temporary Address</p>	<ul style="list-style-type: none"> ➤ May be purchased for a water tap on a future structure or for a temporary sales/construction trailer. ➤ Temporary and permanent address(es) fees are collected at time of request. Permanent address(es) will be issued upon recordation of subdivision plat, PBG, PUD, and finalization of building configuration. ➤ Permanent address(es) must be purchased prior to logging in for permits.
<p>Fees:</p>	<ul style="list-style-type: none"> ➤ \$50.00 per address and/or \$50.00 per unit. ➤ Payment Options: Cash, Check, Money Order, Discover, Master Card, and Visa or by Credit Card Authorization Form. ➤ Check or Money Orders are made payable to: Manager of Finance ➤ You may also pay the fee online if you submitted your request through ACA. See Electronic Submittals section.