



**CITY AND COUNTY OF DENVER**  
 DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE (DOTI)  
 RIGHT-OF-WAY SERVICES - SURVEY & ADDRESSING

Right-of-Way Services -  
 Survey & Addressing  
 201 W Colfax Ave, Dept 507  
 Denver, Colorado 80202  
 720-865-3002  
[www.denvergov.org/doti](http://www.denvergov.org/doti)

## Address Assignment Card Entrance Requirements

<b>Authority:</b>	Revised Municipal Code, Chapter 49, Article IV
<b>Purpose:</b>	The City Engineer or designee shall assign to every building, habitable structure and utility an address. See Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code.
<b>Document Date:</b>	09/14/2020
<b>Address Date:</b>	Addresses are issued for any new structure or utility and are in effect until the building has been demolished, the owner requests a change of address, or the utility location has been removed or relocated.
<b>Request:</b>	The request for new or additional addresses/units shall be made before logging in for permits.
<b>Customer Interface:</b>	All communication with the City and County of Denver will be done through DOTI Right-of-Way Services: 1) E-permits: <a href="https://www.denvergov.org/AccelaCitizenAccess/Default.aspx">https://www.denvergov.org/AccelaCitizenAccess/Default.aspx</a> (Right-of-Way tab), or 2) Email: <a href="mailto:Denver.ROW@denvergov.org">Denver.ROW@denvergov.org</a> , or 3) 201 W Colfax Ave, 6th floor (when open for customers)
<b>Affiliated Departments &amp; Agencies:</b>	<ul style="list-style-type: none"> <li>• Denver Development Services</li> <li>• Community Planning and Development, Zoning</li> <li>• Denver Assessor's Office</li> <li>• Denver Fire Department</li> <li>• DOTI: Development Engineering Services Survey</li> <li>• DOTI: Wastewater</li> </ul>
<b>Considerations:</b>	Some address requests may be completed on a walk-in basis. All requests are handled in the order they are received.
<b>Electronic Submittals:</b>	An online application is available through e-permits (Accela Citizen Access - ACA): <a href="https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx">https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx</a> Address requests may also be submitted electronically to <a href="mailto:Denver.ROW@denvergov.org">Denver.ROW@denvergov.org</a> and must include the following: - Address Request Form - Site Plan (see 'Submittal Requirements' for details) Address card(s) will be emailed to the requester. Incomplete requests will be denied and returned to sender.



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## Address Assignment Card Entrance Requirements, cont.

<b>Submittal Requirements:</b>	<p>The property owner and/or agent for the owner must submit an address request to DOTI Right-of-Way Services to any of the options in the Customer Interface section.</p> <ul style="list-style-type: none"><li>• <b>Single Family Residence</b> - Requester 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.</li><li>• <b>Utility Addresses</b> – For <u>freestanding small cell pole</u> locations, requester is to furnish detailed map of exact location with cross-streets and the coordinates of each utility to be addressed. For <u>small cell equipment on an Xcel pole</u>, requester is to furnish a 1A or approved plan set.</li><li>• <b>Multi-residential, Commercial, and Mixed Use</b> - the following are the minimum requirements:<ul style="list-style-type: none"><li>• A site plan of the property displaying the street(s) and location of the front door(s).</li><li>• A composite map showing the relationship of all phases and/or buildings, if applicable</li><li>• A floor plan for each floor in each building must be provided for unit number purposes</li><li>• 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.)</li><li>• All plans shall indicate the north arrow designation, along with surrounding street designations.</li><li>• One copy of an elevation plan clearly identifying each building section.</li><li>• A legal description of the property</li><li>• The Property Owner and/or Agent for the property owner's name, address, telephone number, and email address.</li><li>• An approved or "soft" approved Zone Lot Amendment document may be required from the Zoning Department prior to issuing an address.</li></ul></li></ul> <p>All applicable fees shall be submitted at the time the address is requested as detailed in the fee section of this document.</p>
<b>Temporary Addresses:</b>	<ul style="list-style-type: none"><li>• May be purchased for a water tap for a future structure or for a temporary sales/construction trailer.</li><li>• Temporary and permanent address(es) fees are collected at time of request. Permanent address(es) will be issued after subdivision plat has been recorded or PBG, PUD, and finalization of building configuration.</li></ul> <p>Permanent address(es) must be purchased prior to logging in for permits.</p>
<b>Fees:</b>	<ul style="list-style-type: none"><li>• \$50 per address and/or \$50 per unit.</li><li>• Payment options:<ul style="list-style-type: none"><li>○ Online via e-permits (ACA). See <i>Electronic Submittal</i> section for more info</li><li>○ In-person: cash, check money order, Discover, MasterCard, Visa</li></ul></li></ul>