



**DENVER**  
PUBLIC WORKS

# ADDRESS REQUEST

Department of Public Works  
Right of Way Services  
201 W. Colfax Avenue, Dept. 507  
Denver, CO 80202  
P: 720-865-3002

<http://www.denvergov.org/content/denvergov/en/right-of-way-services/survey.html>

<https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx>

Record ID: \_\_\_\_\_  
(For Office Use Only)

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

Current Property Address(es): \_\_\_\_\_

Current Structure(s) \_\_\_\_\_ Proposed Structure(s) \_\_\_\_\_  
(If there never was a structure, write **Vacant**)

### Type of Address Request:

Additional Address _____	Multi-plex(# of Units) _____	Temporary _____	*Proposed Demolition _____
Change Address _____	Parcel Change _____	Utility Address _____	Date _____
Commercial (# of Suites) _____	Retire Address _____	Other _____	Zone Lot Amendment? _____
Mixed-Use _____	*Scrape Off _____		Yes <input type="checkbox"/> or No <input type="checkbox"/>
*Attach new Legal Description(s) if there is a change in parcel (combination or reconfiguration)			(Check One)

### Property Owner

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

### Requestor

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

*Disclaimer: By signing above, Requestor acknowledges that Property Owner has consented to address change for permit(s) needed at property. Under no circumstances shall the City and County of Denver be liable for any actions taken on or omissions made from reliance on any information contained herein from the Requestor nor shall the City be liable for any other consequences from any such reliance.*

### On online application is available through Accela Citizen Access (ACA):

<https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx>

- Upload a site plan in the online form
- You will be notified via e-mail when the fee is ready for online payment

Electronic Submittals may be emailed to: [Denver.Row@denvergov.org](mailto:Denver.Row@denvergov.org), and must include the following:

- Address Request
- Site Plan – must include building footprint and place “X” at front door(s)
- Credit Card Authorization Form

\$50 per address and/or per Unit - This includes every habitable building containing multiple units and/or interior addresses per Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code. Also includes: New structures or new structures retaining the existing address (scrape offs). Make check payable to: **Manager of Finance**

**FOR CITY USE ONLY, DO NOT WRITE BELOW LINE**

COUNTER  ROW BOX

Assigned Addresses and/or units \_\_\_\_\_

Amount Due \$ \_\_\_\_\_ Documents Uploaded

Plans Review Specialist Signature \_\_\_\_\_ Date: \_\_\_\_\_



*Protecting the Present & Building the Future*  
Accountability, Innovation, Empowerment, Performance, Integrity,  
Diversity, Teamwork, Respect, Excellence, Safety