REQUEST FOR
ADDRESS ASSIGNMENT

Pueblo Regional Building Dept. is responsible for the issuance and changing of all addresses within the City and County of Pueblo, except for <u>Pueblo West</u> and <u>Colorado City Metro District.</u>

In order to process your request for address assignment, all required information must be completed. Please refer to the attached Assigning New Address sheet for information and instructions on providing the required submittal documents. Submittal requirements will vary based upon the proposed scope of work. If you have additional questions, contact the Addressing Dept at (719) 543-0002 or permits@prbd.com. Typical turn around is one or two days for issuing new addresses.

Request For: New Address   Add Address   Change Address ^{a} Add Suite   Change Suite ^{a}

Current Property Address: (if existing)

Applicant:

Voice: Fax:

Email:

Assessor's Parcel #:

Legal Description:

Type of Building: Single Family   Condominium   Duplex   Townhouse   Apartment   Retail/Store

Office Building   Other Commercial

a) When work is not performed, a request for change of address can only be granted for one of the following reasons: Address is out of sequence or out of range, Existing entrance for corner property is on different street, Existing or duplicate address or street name, Problems receiving emergency services (documentation must be provided).

Owner Signature: Date:

NOTES:
1. A tenant or lessee may not sign for property owner.
2. <u>We do not issue addresses to vacant lots.</u> Addresses may be assigned for electric utility purposes, however, they will not be posted and cannot be used for mail or official business such as registering a vehicle or voting. There must be a permanent reason for the electrical service, such as an agricultural well.
3. A Site Plan showing the new building location is required with the application for non-city lots.

Assigning New Addresses

To obtain a new address for construction, the applicant will need to complete the addressing process prior to submitting drawings for building permit issuance so the Building Department can assign a new street address.

The following information is required for all address requests:

- A completed Request for Address Assignment form. This form must be signed by the property owner.

- One reduced-scale copy (8½ x 11 or 11x17) of a site plan which details the property lines, the new building footprint and site entrance.

- If the proposed project involves a parcel split or lot combination, a copy of the recorded parcel map or Lot Line Adjustment must be provided prior to permit issuance. A tentative map may be supplied to initiate your request, though the official addresses will not be released until a recorded final map is provided by the applicant.

Fees

- An addressing fee of $35.00 per hour with a one-hour minimum will be assessed per request for addressing changes not initiated by this department.

Changing existing addresses:

Because so many agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences. Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence with the adjacent address numbers

- The address number is a duplicate or the same address number exists on a similar street name

- Re-sequencing is required due to subdivision

- The existing or newly remodeled main entrance is on a different street (typically a corner lot)

- You have documented difficulty receiving emergency services or we have determined the change is in the interest of public safety.

Limitations

- Beginning in 2007, we have ceased allowing fractional designations (such as ½), and every effort is made to avoid using alpha designations as part of the official address. (For example: 12A Elm St., 27-B Main St.).

- Addresses are not assigned to empty lots, or vacant land, where work will not be performed.

- Addresses will only be assigned when new development or alteration work is proposed.

- Based on the scope of work, other supporting documents may be required on a case-by-case basis.