



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION

Development Engineering Services
Public Works Plans Review Services
201 W Colfax Ave, Dept 202
Denver CO 80202-5329
Phone: 720-865-2782
<http://www.denvergov.org/pwprs>

JOHN W. HICKENLOOPER
MAYOR

Address Assignment Card Requirements

Authority:	➤ Revised Municipal Code, Chapter 49, Article XIII
Purpose of Service, Address Definition:	➤ Identify location of a property in reference to its location within the City and County of Denver. An Address is the identification number assigned to a specific portion of land within the City and County of Denver stating the physical location.
Document Date:	➤ August 8, 2003; Version 1.0
Address Dates:	➤ Addresses are effective until the building is demolished or until such time that the owner requests a change of address.
Customer Interface:	➤ All communication with the City will be done through Public Works Plans Review Services (PWPRS).
Affiliated Companies, Departments & Agencies	<ul style="list-style-type: none"> ➤ Public Works: Development Engineering Services Survey ➤ Community Planning and Development Zoning Division ➤ Denver Fire Department ➤ Denver Assessor's Office ➤ Department of Treasury ➤ Public Works Wastewater Accounting ➤ Department of Treasury
Considerations:	<p><u>General Conditions</u></p> <ul style="list-style-type: none"> ➤ Single Address Assignment card request can be completed on a walk-in basis at PWPRS. ➤ A minimum of (24) hours is required for the processing of more than (3) three address requests. ➤ A minimum of (48) hours is necessary for the processing Utility Addresses.
Application:	<ul style="list-style-type: none"> ➤ The Property Owner and/or Agent for the Owner must submit a letter of request for address change to: <ul style="list-style-type: none"> Public Works Plans Review Services 201 W Colfax Ave, Dept 202 Denver CO 80202-5329 ➤ The request letter must include the following information: <ul style="list-style-type: none"> ➤ An itemized list of each address for creation or modification. ➤ A site plan of the property displaying the street(s) and location of the front door(s). ➤ The initial processing fee, as detailed in the Fees section of this document. ➤ A legal description of the property ➤ The <i>Property Owner and Agent for the property owner's</i> name, address, telephone number, fax number, and e-mail address(es). ➤ An approved parcel reconfiguration or zone lot amendment will be required from the Zoning Department, in the case the property being divided.
Fees:	<ul style="list-style-type: none"> ➤ \$ 50.00 per address assignment. Checks or Money Orders must be made payable to <i>Manager of Revenue</i>. ➤ Fees are subject to change and are on our website, www.denvergov.org/pwprs.
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