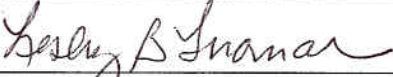


**CITY AND COUNTY OF DENVER
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**



Engineering Addressing Policy

Subject: Addressing	
Number: 6	Effective Date: February 1, 2010
Approved: 	Lesley B. Thomas, P.E., City Engineer

This policy is to be effective on February 1, 2010. The City Engineer, per Section 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code (DRMC), has the statutory authority to assign addresses within the boundaries of the City and County of Denver. This policy supplements the DRMC sections pertaining to addressing to enhance safety and promote sound practice in addressing.

Address Assignment: The City Engineer or designee shall assign to every building, habitable structure and utility an address.

Addressing in the City and County of Denver shall conform to the Denver Address Database. No official addresses shall be recognized from any other or alternative source.

Upon change of ownership of an incorrectly or out-of-sequence addressed property the City shall be notified to correct the address for safety reasons. This change shall be free of charge.

Pre-Directional Designations: All addresses to be assigned by the City Engineer (or designee) will be designated as east, west, north, or south except those addresses issued in accordance with streets that are numbered in conformity with the congressional grant according to section 49-59 and section 49-62. Numbers assigned within the congressional grant area or related thereto will not be assigned a directional designation.

Address Requests: The request for new or additional addresses shall be made before submitting for building permits. An Address Request Form may be obtained from the Public Works' website and must be submitted for all address requests with all appropriate fees.

Every Habitable Building Containing Multiple Units Is To Have Every Interior Unit Numbered: It is the duty of the property owner of any building within the City and County of Denver to cause to have numbered every habitable unit within the interior of any building.

Multi-Family/Residential & Commercial Condominium: When construction of a multi-family/multi-tenant project is proposed, contact Public Works to request new addresses. The City Engineer or designee will assign addresses that will be consistent with existing adjacent addresses and the city-wide numbering grid.

The following are the minimum submittal requirements for Multi-Family/Residential & Commercial Condominiums:

- (a) One copy of an overall site plan for the project to include contact information.
- (b) A composite map showing the relationship of all phases and/or buildings shall also be provided.
- (c) A floor plan for each floor in each building must be provided for unit numbering purposes. Unit numbers must conform to the following unit numbering criteria:
 - 1) Unit numbers will consist of at least 3 numerical digits (no alpha designations are allowed), 1st floor - 100 range, 2nd floor - 200 range, 3rd floor - 300 range, etc.
 - 2) Unit numbers must be sequential and logical. Numbering will start from the elevator entry (main entry if no elevator) and work logically in one direction. Odd numbers will be assigned to one side of the hallway and even numbers on the other side.
 - 3) Unit numbers will be stacked. All units above one another shall be assigned the same unit suffix number. For example, if the 1st floor unit is 110, the 2nd floor unit above is 210, the 3rd floor unit 310, etc.
 - 4) Mechanical Rooms, non-habitable basements or units will not be addressed
- (d) 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)
- (e) All plans shall indicate the North Arrow designation, along with surrounding street designations.
- (f) One copy of an Elevation Plan clearly identifying each Building Section
- (g) All applicable fees shall be submitted at time the address is requested.

Private Street Addresses: If the City Engineer or designee determines that the health, safety, and welfare of the citizens would benefit from the naming of private streets, such private streets may be named and numbered in conformity with the existing street grid and may be used to assign numbers to buildings and addressable features on or adjacent thereto.

Assignment of an Address Does Not Constitute Dedication of a Public Street: In no case shall the naming of such a private street, the assignment of any address number, the grant of approval of a number, or any other act or omission pursuant to this article, constitute an acceptance of any proposed public dedication or an admission that any parking lot, driveway, easement, access route, street, or way for vehicular or pedestrian traffic is a public street.

Vacation of Existing Streets: If an existing public street is vacated by official action then all such buildings or addressable features numbered according to the vacated portion of such streets shall be re-numbered as needed to conform to current laws, codes and policies.

Renaming of Existing Streets: If an existing public street is renamed by official action then all such buildings or addressable features named according to the renamed portion of such streets shall be re-named as needed to conform to current laws, codes and policies.

Enclave Addresses: It is the duty of the property owner of any structure and vacant parcel within an enclave to number any structure and vacant parcel according to this policy statement.

Utility Addresses and Other Structures: When a utility or other structure requires a permit, it is the duty of the owner to cause to have numbered such utility or structure.

Ownership Parcels: The City Engineer or designee may assign an address to all ownership parcels, zoned lots or individual habitable structures on such lots.

Out of Sequence Addressing (Vanity Addressing): No out of sequence address shall be issued unless the applicant can demonstrate in writing that:

- a) The requested address is not in use or previously assigned.
- b) The applicant has paid the review fee of \$2,000.00 required for processing.
- c) The address requested is approved in writing by the Chief Fire Protection Engineer attesting that safety response will not be impaired.

Fees: The office of the City Engineer or designee shall determine appropriate fees to be charged for the issuance of all address types. All fees shall be paid for all addresses before permits are issued.

Penalties for Violations: Any property owner who shall fail or refuse to post numbers as assigned by the City Engineer or designee or to change a posted number as directed by the City, when so notified by a Public Works agent or City enforcement officer shall have 15 days from notification to correct the violation. If after 15 days from initial notice the violation is not corrected, an administrative civil penalty of one-hundred and fifty dollars (\$150.00) shall be imposed upon the property owner and a second notice will be issued. If after 10 days from the second notice the violation is not corrected, the property owner shall be charged an additional administrative civil penalty of five-hundred dollars (\$500.00). After a 60-day notice to comply, a lien may be assessed against the property. The Manager of Public Works, to initiate such lien, shall provide notice thereof to the Manager of Finance, who shall record a notice of such lien with the Clerk and Recorder, until such time as compliance has been met and fine has been paid.