



City of Cañon City

Request for Address Assignment

Community Development Department | Planning Division

128 Main Street, Cañon City, CO 81211

719.269.9011 (phone) 719.269.9017 (fax) www.canoncity.org (website)

To Be Completed By Party Requesting Address Assignment:

INSTRUCTIONS

1. Please attach to this form a narrative providing an explanation for why it is necessary to have a new address created on the subject property.
2. Please include a map, aerial photograph or plot plan of the subject property indicating the location of any new construction or dwelling which may require an additional address.
3. If this request is occurring to provide an address to a new Accessory Dwelling Unit (ADU), please provide written confirmation of City approval of an ADU application.
4. Addresses for two units or dwellings in the same building will receive Suite designations (i.e., 101 Elm Street, Suites A and B). Addresses for different buildings, even if on the same lot, will be given different numbers (i.e., 101 and 103 Elm Street)
5. Please anticipate up to five working days for your request to be evaluated and answered.
6. If a new address is warranted in this particular request, staff will notify you in writing, and will then notify the United States Postal Service, appropriate municipal departments, Fremont County and all utility service providers within the incorporated limits of Cañon City.

PRINT LEGIBLY TO ASSIST CITY STAFF

DATE OF REQUEST: ____/____/____ (DD/MM/YYYY)

Requestor Name: _____

Mailing Address: _____

Phone No. _____

Fax No. _____

Email: _____

Property Owner (If Different From Requestor): _____

Mailing Address: _____

Legal Description:

Subdivision _____

Lot _____

Block _____

Filing No. _____

Assessor's Parcel No.: _____

Parcel Address, if available: _____

Nearest intersection to subject property: _____

TO BE COMPLETED BY PLANNING STAFF:

DATE REQUEST RECEIVED: ____/____/____ (DD/MM/YYYY)

Is a new address warranted? ☐ Yes ☐ No

The Subject Property Will Be Addressed As: _____

Addressing Provided by: _____

Date Address Notification Group advised of new address: ____/____/____ (DD/MM/YYYY)