



316 W 15th St.
Pueblo CO 81003
719-543-0002 Fax 719-543-0062

REQUEST FOR ADDRESS ASSIGNMENT

In order to process your request for address assignment, all applicable information must be completed. Please refer to the attached Address Submittal Requirements 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 (719) 543-0002.

Submittal Date: _____ Received By: _____

TO BE COMPLETED BY APPLICANT

Current Property Address: (if existing) _____

Request For:

New Address _____ Add Address _____ Change Address _____ Add Suites _____ Change Suites _____
(See note below) (See note below)

Applicant: Firm: _____

(Check one) () Property Owner () Developer () Tenant () Architect () Engineer () Contractor () Other

Voice: () _____ Fax: () _____

Email: _____

Assessor's Parcel #:) _____

Legal Description: _____

Type of Building: __ Single Family __ Condominium __ Duplex __ Townhouse __ Apartment __ Retail/Store
__ Office Building __ Other Commercial

Number of Stories _____

Describe Scope of Work:

Note: 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 duplicate address, or street name Problems receiving emergency services (documentation must be provided)

TO BE COMPLETED BY PROPERTY OWNER

If the property is owned in partnership or by a corporation, then a partner or corporate officer may sign as Owner.

Name: _____

Firm: _____

(check one) () Property Owner () Partner () Corporate Officer

Address: _____

City:State: Zip: _____

Telephone Number: _____

Signature: _____ Date: _____

NOTE: A tenant or lessee may not sign for property owner.

NOTE: This application may be faxed to (719) 543-0062.