



REQUEST FOR ADDRESS ASSIGNMENT

In order to process your request for address assignment, all required 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: _____

Voice: () _____ Fax: () _____

Email: _____

Assessor's Parcel # _____

Legal Description: _____

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

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)

Site Plan Showing Building and Driveway Location for new building

Signature: _____ Date: _____

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

NOTE: This application may be faxed to (719) 543-0062 or emailed to permits@prbd.com