



TOWN OF NEDERLAND

REQUEST FOR ADDRESS ASSIGNMENT

Planning, Zoning, and Building Department

P.O. Box 396 Nederland, CO 80466

cynthiab@nederlandco.org 303-258-3266, ext. 22

In order to process your request for address assignment, all applicable information must be completed. Addresses are **not** assigned to empty lots, or vacant land, where work will not be performed. **Please attach a survey or ILC and accurately indicate the structure is to be located upon the property. This form must be signed by the property owner or his/her legal representative.** A tenant or leasee cannot sign for a property owner.

Indicate the addresses of neighboring properties.

Include the \$75 fee, made payable to the Town of Nederland.

ASSIGNING NEW ADDRESSES:

A proposed addressing plan should be submitted with any new development through the PUD or subdivision process. Any new construction should not alter the existing character of the neighborhood. **It is recommended that the request for new addresses be made prior or concurrent with submittal for building permits. Address assignments take time to process through various internal and external departments.**

CHANGING EXISTING ADDRESSES:

As many agencies and service providers are affected, we do not change existing address numbers based on their perceived beneficial properties and/or cultural preferences.

Existing address numbers can only be changed for one of the following reasons:

- The existing address number is out of sequence, or out of range with the adjacent address numbers
- The address number is duplicated or the same address number exists on a similar street name
- The existing or newly remodeled main entrance is on a different street (typically a corner lot)
- You have documented difficulty receiving emergency services (please attach)

Office Use:

Submittal Date: _____ Fee Received: _____ Approved By: _____

Agencies Notified:

County Assessor GIS Dept. Boulder County Sheriff Town Departments
Police Fire Dept. Xcel Post Office

CURRENT PROPERTY ADDRESS:

Assessor's Parcel Number: _____

REQUEST FOR:

New Address Change Address DELETE any addresses on your parcel

PROPOSED ADDRESS:_{Office Use Only}

If this is a request for an address change, please explain reason to be the changed:

If you wish to DELETE any addresses on your parcel, provide the address to delete:

APPLICANT (full name): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Your relationship to the Property:

Owner Tenant Architect Contractor Developer Engineer Other

PROPERTY OWNER NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

*Signature

Date

*If you are not the owner, a signed Letter from current owner stating that you have the authority to submit this request, must be attached.