

Received Date _____

Received By _____

Town of Estes Park

CHANGE OF ADDRESS

Department of Building Safety 170 MacGregor Avenue P.O. Box 1200 Estes Park, CO 80517
General Information and Inspection Line (970) 577-3731 FAX (970) 586-0249
www.estesnet.com/ComDev/

OWNER'S SECTION:

I am officially requesting my current address, _____, be changed to

_____. I certify that I am the legal owner of said property.

Legal Description _____

Parcel Number _____

Print Name _____

Signature _____

Date _____

OFFICIAL APPROVAL:

Effective immediately the current address, _____, has been
officially changed to _____.

Reason for change: _____

Building Official: _____ Date _____

FEE ASSESSED: _____ (100.00/hour - minimum charge = one hour)

OWNER'S RESPONSIBILITY:

If you have a Post Office box because there is no local mail delivery to your physical location, please continue to use your Post Office box as your mailing address and use your number and street as your physical address. All properties within the Estes Park Town boundaries must have street addresses properly posted. Relevant code sections and information are below. Please properly post your correct address as soon as possible.

It is the property owner's responsibility to contact applicable utilities and all other parties to notify them of the new physical address. As soon as possible contact your phone service provider for 911 accuracy and the Town Clerk for voter registration. The Department of Building Safety will notify the appropriate Town Departments, the local post office, the County Assessors office and other agencies as indicated on page 3. All other notifications are the responsibility of the property owner.

If you have any questions regarding this matter, please call the Department of Building Safety at 577-3728.

Municipal Code

12.16.030 Street Addresses

All individual properties within the Town shall be designated with a street address. The location, size and materials necessary for the posting of the street address on the property shall be as provided in the 2003 International Building Code with regard to new structures. All property not in compliance with this Section shall be brought into compliance on or before December 31, 1997. (Ord. 3-97, §1, 1997)

2003 International Building Code

501.2 Premises Identification

Approved numbers or addresses shall be provided for new buildings in such a position as to be clearly visible and legible from the street or roadway fronting the property. Letters or numbers shall be a minimum 3 inches (76 mm) in height and stroke of minimum 0.5 inch (12.7 mm) of a contrasting color to the background itself.

The Department of Building Safety has notified the following of the Official Address

Change from _____ to _____:

- ___ Address Change NOTIFICATION LIST * E-mail to Current List
- ___ Assessors Office Larimer County (clarkjs@larimer.org) 498-7102
- ___ Larimer County Election Office/Clerk & Recorder (StrattVL@co.larimer.co.us)
- ___ Estes Park Sanitation District (Fax: 970-586-4712)
- ___ Upper Thompson Sanitation District (Fax: 970-586-1049)
- ___ Postmaster Town of Estes Park (Fax: 970-586-2544) Becky Glowacki
586-0170/ 215 W. Riverside Dr.
- ___ Property Owner Owner's preference: Mail / Fax / E-mail (?)
- ___ New Address File (signed addressed change request form)
- ___ Previous Address File (copy of signed addressed change request form)
- ___ Change or add Address to Plats and Maps
- ___ Have Mylar changed for Street name changes? (Check with Planning Dept.)

*** Address Change Notification List (located under Contacts in Outlook for E-mailing)**

Bob Leadly	Laurie Button	Virginia Stratton (Larimer Co)
Bruce Walters	Mary Jo Seifert	John Clark (Larimer Co)
Carol Hillerson	Cherie Bartram	Mike Mangelsen
Cliff Tedder	Police Department	
Corey Pass	Scott Dorman	
Dave Shirk	Steve McFarland	
Don Holbeck	Todd Steichen	
Jeff Boles	Will Birchfield	