



CITY AND COUNTY OF DENVER

DEPARTMENT OF TRANSPORTATION & INFRASTRUCTURE (DOTI)

RIGHT-OF-WAY SERVICES - SURVEY & ADDRESSING

Right-of-Way Services -
 Survey & Addressing
 201 W Colfax Ave, Dept 507
 Denver, Colorado 80202
 720-865-3002
www.denvergov.org/doti

Temporary Address Entrance Requirements

Authority:	Revised Municipal Code, Chapter 49, Article IV
Purpose:	The City Engineer or designee has the authority to assign addresses within the boundaries of the City & County of Denver per Sec. 49-56 (Code 1950 341.2) of the Denver Revised Municipal Code (DRMC) and per the Engineering Addressing Policy dated 02/01/2010.
Document Date:	01/01/2024
Address Date:	Temporary addresses issued for vacant land, sales or construction trailer, or water tap are in effect until: <ul style="list-style-type: none"> Permits are submitted for a structure address The sales or construction trailer has removed from the site The address is updated to 'permanent'
Request:	Circumstances when a temporary address may be requested: <ul style="list-style-type: none"> Prior to proposed subdivision recording (water tap only) Permit purposes Parcel reconfiguration purposes Contact Addressing@denvergov.org with questions
Customer Interface:	Communication with the Addressing Specialists may be done via: <ul style="list-style-type: none"> Email, Addressing@denvergov.org Phone, 720-865-3002 E-permits, https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home
Affiliated Departments & Agencies:	<ul style="list-style-type: none"> Community Planning & Development Denver Assessor's Office Denver Fire Department Excise & Licensing DOTI: Development Engineering Services Survey DOTI: Wastewater DOTI: Solid Waste Management
Considerations:	All requests are handled in the order they are received.
Electronic Submittals:	The address request may be submitted via E-Permits: <ul style="list-style-type: none"> https://www.denvergov.org/AccelaCitizenAccess/Welcome.aspx?TabName=Home
Submittal Requirements:	Temporary Address: <ul style="list-style-type: none"> <u>Vacant Land</u>: For parcel reconfigurations or amend the current Zone Lot with no development planned, applicant must furnish a survey with the proposed parcels and/or Zone Lots with legal description. The vacant land address may be associated with the Zone Lot Amendment (ZLAM) permit and for the parcel reconfiguration, please provide ZLAM record number. Vacant land address(es) cannot be used for building permits. <u>Sales or Construction Trailer</u>: Applicant must furnish a site plan and/or plot plan. All plans shall include the north arrow, surrounding street designations and location of the structure with respect to the property lines. Address will be retired after the trailer is removed from site. Please provide removal date if known at the time of request. <u>Water Tap for a Future Structure</u>: Applicant must furnish a water tap plan associated with a proposed subdivision. The fee for all temporary address(es) will be collected at the time of the request. The water tap address cannot be used for building permits.
Fees:	\$60 per address Payment Options:



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	<ul style="list-style-type: none">• E-permits: see Electronic Submittals section• Phone: 720-865-2780• In-Person: 201 W Colfax Ave, 2nd floor• Mail-in Payment: Must include the invoice with the check. Mail it to: City & County of Denver Revenue Accounting/Cashier 201 W Colfax Ave, Dept 205 Denver, CO 80202 <p>Check or money orders are made payable to Manager of Finance. Payments accepted: Cash, check, money order, Discover, Master Card & Visa.</p>
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