



Addressing Process

Overview

When an address request comes in, an [address assignment form](#) should be submitted to the city and if multiple addresses are needed –multiple buildings, suite numbers, or lots, a site plan or plat showing location is required

- o Create ticket in Connectwise
- o Create ADR project in Innoprise
- o Verify who the appropriate referral agencies are using Arapamap
- o Send email to referral agencies using email templates found in X:\GIS\SOPS – These are categorized by fire district

Once all responses come back approving of the address:

- o Use the Arapahoe County email template to update the county
- o South Metro Fire and USPS are the only agencies that would like an “Approved email” sent to them once everyone is in agreement
 - A simple reply email with Approved added in the subject line and the following message will do “This address has been officially approved by all agencies.”
- o Update Connectwise ticket
- o Update ADR project in Innoprise
- o Notify planner of approval
- o Verify if fee has been paid
- o Update GIS data
 - If the address request is coming from a planner the ADR case may already be created by them.

Using Arapamap document or verify the parcel number, fire district and AIN. Find the correct email template by fire district to send to referral agencies.

Take a screenshot of the map to include in the email to the referral agencies. Make sure the parcel is highlighted where the new address will be. Include side streets in the screenshot.

- o Use the Denver Metropolitan Street Grid (grid shown on ArapaMap) and adjacent addresses to create new addresses
 - **East-West Streets**
Streets shall be labeled "Avenue" unless otherwise established.
"Place" or "Drive" can also be used in certain situations.



- **North-South Streets**
Streets shall be labeled "Street" unless otherwise established. "Court" or "Way" can also be used in certain situations.
- **Horseshoe Shaped Streets**
Horseshoe shaped streets should take the suffix "Circle" and take the prefix and proper name of the preceding street or avenue.
When questioning whether to use a north-south or east-west designation, it is preferable to use an east-west proper name.
- **Additional Rules**
All street names must follow the approved system.
Parcels on the **north and west** side of a street are given **odd** address numbers.
Parcels on the **south and east** side of a street are given **even** address numbers.

If the address is for a **utility** or is **provisional**, an address may be issued at this time, with the note that a provisional address is subject to change. The provisional or utility address is entered into Innoprise for a building permit. Use parcel number 1111-11-1-11-111 for provisional addresses and parcel number 1111-11-1-11-ROW for utilities. Utilities includes Commercial Mobile Radio Services

- **Utility** addresses still need to be sent to the referral agency in an FYI email – exclude USPS and county.
- Create connectwise ticket and ADR project in Innoprise.
- Verify who appropriate referral agencies are using Arapamap
- Send FYI email to 911 referral agencies using email template, include a brief description of what this is for
- Update Connectwise ticket
- Update ADR project in Innoprise
- Notify planner of approval
- Verify if fee has been paid

After a provisional address is issued, follow the same steps as a **regular address** request. Document all steps completed in the Connectwise ticket.

All addresses have a fee unless otherwise directed by the Director of Community Development.