

Larimer County Rural Site Addressing System Road Name Change or Reservation Application Form

Type of Application: Reserve a Name Change Existing Name Name an Unnamed Road

General Information:

Property Owner: _____
Name: _____
Address: _____
City / State / Zip: _____
Contact Phone: _____
Email: _____

Property Owner _____
Name: _____
Address: _____
City / State / Zip: _____
Contact Phone: _____
Email: _____

Property Owner: _____
Name: _____
Address: _____
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Contact Phone: _____
Email: _____

Property Owner _____
Name: _____
Address: _____
City / State / Zip: _____
Contact Phone: _____
Email: _____

Please attach a separate sheet of all additional property owners taking vehicular access from this road that may be affected by this application.

Applicant/Contact Person:

Name: _____
Address: _____
City / State / Zip: _____
Contact Phone: _____
Email: _____

PROPOSED ROAD NAMES:

1st Preference: _____

2nd Preference: _____

3rd Preference: _____

STAFF USE ONLY:

Staff Assigned: _____
Post Office Serving this Area: _____
Project Title (assigned by staff) _____
Project Location: quarter section _____ section _____ township _____ range _____
Number of parcels affected: _____
Street Names Reserved: _____

Date Reserved: _____

Staff Contact:

<p style="text-align: center;">SUBMITTAL REQUIREMENTS FOR RURAL SITE ADDRESSING SYSTEM ROAD NAME CHANGE OR RESERVATION APPLICATIONS</p>
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This is used solely to reserve and/or change road names in the Rural Site Addressing System.

Incomplete submittals will be returned to the applicant and processing will not start until a complete application is received.

Please Note: You are advised to meet with Planning Staff prior to submittal. This is to ensure the applicant and owners are aware of submittal requirements and the Rural Site Addressing System. Some of the following submittal information may not be required or the level of detail reduced depending on each individual application. Some deviations from the submittal requirements may be required at a later date if requested by the Building Department, a referral department, or other agency in an effort to adequately complete the addressing process.

1. _____ **Map, drawn to scale**, clearly identifying the street(s)/road(s). Show the parcel locations, parcel numbers, and mile markers identified.
2. _____ **Application form** completed and signed by the property owner(s) and the applicant. Be sure to include the proposed road names on the application.
3. _____ **Affected Property Owners:** A list of all property owners that are affected by the road naming and those taking vehicular access from the subject road. Records of the County Assessor must be used to determine the names and mailing addresses of those to be notified. Provide the parcel number of record from the County Assessor.
4. _____ Home Owners Associations renaming existing roads must submit documentation from the Association demonstrating its approval to change designated road names.
5. _____ The naming of private roads requires documentation in the form of a signed petition confirming that greater than 50% of the owners affected support the road name change or new road name.

Submittal of the road names for reservation in the Rural Site Addressing System does not implement a change. This is used solely to reserve the road name. Affected property owners will be notified when the Rural Site Addressing Improvement Project for the specific area will take affect. Please do not change any situs address records until notified officially by the county. If there are any questions please call the Planning and Building Services Division at 970-498-7683.

* If the County must produce the map in order to adequately complete the road naming and addressing process, the applicant will be responsible for the costs associated with the map production. These fees are due payable prior to the approval of the road name.