

**LARIMER COUNTY**  
**ROAD NAMING AND SITE ADDRESSING SYSTEM**  
**RESOLUTION**

**BOARD OF COUNTY COMMISSIONERS**  
**OF LARIMER COUNTY, COLORADO**

Adopted December 6, 2004

Effective April 4, 2005

Amended June 17, 2005

Amended August 21, 2006

Amended December 4, 2006

**LARIMER COUNTY ROAD NAMING AND SITE ADDRESSING SYSTEM  
RESOLUTION**

WHEREAS, the Board of County Commissioners of Larimer County, Colorado pursuant to §29-20-104(1)(h) C.R.S. is authorized to plan for and regulate the use of land so as to provide planned and orderly use of land; and

WHEREAS, the Board of County Commissioners of Larimer County, Colorado pursuant to §30-28-111(1) and 112 and 30-28-115(1) C.R.S. is authorized to regulate the location and use of buildings, structures and land for trade, industry, residence, recreation, public activities, or other purposes, for the purpose promoting the health, safety, morals, convenience, order, prosperity or welfare of the present and future inhabitants of the state;  
and

WHEREAS, the Board of County Commissioners of Larimer County, Colorado pursuant to §30-11-107(1)(h) C.R.S. is authorized to lay out, alter, or discontinue any road running into or through Larimer County and to perform such other duties respecting roads as may be required by law; and

WHEREAS, the Board of County Commissioners of Larimer County, Colorado pursuant to §29-11-102(1)(a) C.R.S. is authorized to implement an emergency telephone system and to do such other acts as may be expedient for the protection and preservation of the public health and as may be necessary for the operation of an emergency telephone service; and

WHEREAS, the Board of County Commissioners of Larimer County, Colorado pursuant to Colorado statute §30-11-106(1)(e) C.R.S.1973, is authorized to manage the business and concerns of Larimer County where no other provisions are made by law; and

WHEREAS, the Board of County Commissioners of Larimer County, Colorado is authorized to assign and change road names and addresses as part of administering roads within Larimer County, protecting the public health, safety and welfare, and providing an adequate and accurate emergency telephone system; and

WHEREAS, Larimer County has determined that current road naming and addressing and road re-naming and re-addressing procedures are outdated and cumbersome and impair the health, safety, and welfare of the citizens of Larimer County; and

WHEREAS, an official file of road names and address ranges is vital to the successful implementation of public safety and government records management; and

WHEREAS, Larimer County has determined that it is in the best interest of the citizens of Larimer County to establish and implement address regulations in order to ensure that road names and addresses are unique and consistent and that signage for road names and addresses are uniform and visible;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Larimer County, Colorado, as follows:

### **Section 1: Title**

This Resolution shall be known and may be cited as the Road Naming and Site Addressing System Resolution for Larimer County, Colorado.

### **Section 2: Purpose**

This Resolution is enacted for the purpose of establishing and maintaining policies and procedures in order to:

- a. Provide property owners, the general public and Larimer County with an accurate and systematic means of identifying and locating property.
- b. Assist in the proper delivery of mail, packages, utilities, and other services.
- c. Provide a means for expedient emergency response by medical, law enforcement, fire, rescue, and any other emergency services.
- d. Assign address numbers to new addressable structures or units, assign address numbers to existing addressable structures or units that currently do not have a site address, assign address numbers to newly created lots, assign address numbers to vacant land, modify address numbers on existing addressable structures or units when necessary, name new roads, name existing roads without a name, rename existing roads when necessary in order to provide for efficient public services as identified in (a), (b), and (c) above, and acquire sufficient mapping to manage the Road Naming and Site Addressing System.
- e. Govern the display of property address numbers and provide for accurate road name signage, installation, and maintenance thereof.

### **Section 3: Applicability**

This Resolution establishes a Road Naming and Site Addressing System for Larimer County.

This Resolution shall apply to each lot, parcel, and tract of land, within unincorporated Larimer County, excluding all Federally owned lands, State owned lands, lands within Growth Management Areas, and the Estes Valley.

### **Section 4: Definitions**

**Address Management System (AMS):** Address Management System (AMS) offices of

the United States Postal Service (USPS) each serve several regional post offices. Their primary purpose is to maintain official records of valid mailing addresses for their region. In addition to maintaining current records of valid mailing addresses, AMS offices also review and approve address changes for adherence to USPS standards

**Address Number:** The numeric designation for an addressable structure or unit. e.g.: If 101 Main St is the site address, 101 is the Address Number.

**Address Sign:** An individual address plate identifying the address number of a structure.

**Addressable Structures or Units:** Generally, the habitable or occupied structures(s) on a lot, parcel or tract, but may also include other structures as determined necessary by the Addressing Coordinator. More than 1 structure can be considered addressable per lot, parcel, or tract.

**Alias Road Name:** A road name used by local residents otherwise known as or otherwise called. This is not an official county approved road name.

**Building Permit:** A permit issued by the Larimer County Planning and Building Services Division – Building Department before any building construction activity can commence.

**County Addressing Coordinator:** person(s) designated by the County Manager to administer the Larimer County Road Naming and Site Addressing System.

**Decorative Road Name Sign:** Any road name sign that is not a standard Larimer County Road name sign.

**Directional:** a maximum of 2 letters within an address that consists of any combination of the cardinal directions of North, South, East, West.

**Driveway:** a means of vehicular access, entirely located on a single lot/parcel that does not provide access to any other lot/parcel. Beginning at the property line of a lot abutting a public road, private road, access easement or private right of way that provides access to a building or structure on that lot. A driveway does not serve any other lot or parcel.

**Grid Addressing:** a standard addressing method used by designation of range numbers north/south and east/west. This standard is most commonly used and practiced in unincorporated Larimer County, in and around the Growth Management Areas and front range designations.

**Growth Management Area:** For the purpose of this Resolution, those areas of the County that are designated by the County as a Growth Management Area.

**Historical Significance:** directly related to the history, culture, or tradition of the area and/or community in Larimer County.

**Homonym:** road names that have identical or phonetically similar names.

**Interval addressing:** a standard by which addresses are calculated with even number on one side and odd numbers on the other starting with 1 and increasing by a consistent interval (such as 1000 addresses per mile) along a road.

**Inconsistent Site Address or Road Name:** A site address or road name that is not in conformance with this resolution and/or causes confusion to or hinders the efficient operation of the post office or delivery service, fire response agency, emergency medical service or law enforcement agency serving Larimer County (e.g. duplicate road names, address numbers or ranges that are out of sequence).

**Internal Operating Procedures:** Larimer County administrative policies and procedures that outline the process, duties, and responsibilities involved with addressing, road naming, and road name signage efforts within unincorporated Larimer County.

**Lot:** A lot, parcel or tract of land created by legal conveyance of said lot, parcel or tract prior to May 5, 1972; a lot, parcel or tract shown on a subdivision plat which was approved and recorded prior to May 5, 1972 according to the subdivision regulations in effect at the time of approval; a lot, parcel or tract created by approval of the County Commissioners in conformance with subdivision regulations in effect at the time of approval; or any parcel of 35 acres or more, which when created, did not cause a parcel of less than 35 acres to remain.

**Mailing Address:** the address to which mail from the U.S. Postal Service is sent.

**Parity:** Numbering addresses using odd numbers on one side and even numbers on the other side for the duration of the continuous road.

**Private Road:** Any road not included in a right of way dedicated to the public.

**Public Road:** Any road included in a right of way dedicated to the public.

**Road Name:** The base name of a road without the suffix.

**Sequential Numbering:** a logical sequence of progression in numbers for a continuous road.

**Site Address:** a property identification comprised of an address number, a directional, a road name, a road type, and a unit number if applicable.

**Street Inventory System:** a system that contains the names of all streets in Larimer County and its municipalities. The purpose of this system is to provide a central location for all street/road names, prevent duplicate street names in the future, and allow only approved suffixes. [www.larimer.org/streets](http://www.larimer.org/streets)

**Street/Road:** A general term denoting a public or private way used for access to two or more lots, parcels, or tracts of land, including the entire area within the right of way and/or access easement.

**Subdivision:** all types of land divisions subject to the Larimer County Land Use Code.

**Temporary Address:** an address assigned by the County Addressing Coordinator for building permit issuance until the property or properties affected by road naming criteria complete the appropriate process.

## **Section 5: Road Naming and Site Addressing System Requirements**

### **A: GENERAL**

#### **1) Addressable Structures or Units**

- a) All new addressable structures or units shall be assigned a site address.
- b) Existing addressable structures or units that do not have a site address shall be assigned a site address,
- c) The site address of existing addressable structures or units that have an inconsistent site address shall be changed when necessary, for example when the current site address is found to be inconsistent with sequential numbering and/or parity.
- d) Larimer County shall not issue a building permit to any lot subject to this Resolution until after the County Addressing Coordinator has assigned a site address.

- e) Address numbers for new or existing structures, units, lots and vacant parcels shall have parity and sequential numbering.

**2) Roads**

- a) New roads shall be assigned a road name.
- b) Existing roads without a name shall be assigned a road name.
- c) Existing roads with inconsistent road names shall be renamed when necessary.

**3) Display of Address Numbers and Road Name Signs**

- a) Address numbers shall be displayed on every addressable structure.
- b) LARIMER COUNTY STANDARD ROAD NAME SIGNS shall be required at all road intersections on private and public roads.

**4) Assignment or Modification of Address Numbers or Road Names**

- a) The County Addressing Coordinator shall be responsible for assigning or modifying address numbers or road names.
- b) The County Addressing Coordinator shall communicate all changes pertaining to address numbers or road names to LETA (Larimer Emergency Telephone Authority) and the United States Postal Service.

**5) Ownership of Road Name Signs**

- a) All road name signs required by this Resolution shall be the property of Larimer County. No one shall willfully destroy or remove any such road name signs. Anyone doing so shall be subject to penalties set forth in Section 8 of this resolution.

**6) Larimer County Standard Road Name Sign**

- a) Road name signs shall be a reflective and highly visible metal sign having a green or brown background with white reflective legend placed at all road intersections in such a location as to maximize visibility to motorized vehicles and bicycle or pedestrian traffic.
- b) Road name signs at all intersections with mainline county roads and state highways must have a green background.
- c) All new road name signs placed in Ranges 68 and 69 must have a green background.
- d) All new road name signs placed in Ranges 70 through 78 must have a brown background.
- e) Existing standard signs with green background may continue to be used as an alternative throughout the county.

**B: ROAD NAMING**

## 1) New Road Names

- a) All public or private roads, including private access easements that serve more than one (1) parcel shall be named, have road name signs, and have address ranges calculated, except that a road name and road name sign is not required when, in accordance with the United States Postal Service standards, the road provides vehicular access to not more than 3 parcels/lots, does not exceed .25 mile in distance (1320 feet), and address numbers for all parcels/lots are posted in a location visible from the intersection with the road having a name.
- b) Driveways shall not be assigned road names. The site address will include the name of the public or private access road with which the driveway intersects.
- c) The County's assignment of a road name shall not constitute or imply acceptance of the road into the County Road Maintenance Program.
- d) The road name shall not be a proper name or family surname.
- e) Road names may be based upon historical significance provided the road naming hierarchy requirements in subsection q. below are met. In order for a road name to be based on historical significance, it must represent clear significance to Larimer County and its history. Requests to add historically significant road names must be approved by the Board of County Commissioners (BOCC) following a public hearing. Recorded documentation and supporting evidence must be submitted to the County Addressing Coordinator to initiate the request for approval.
- f) The road name shall be easy to spell and pronounce. All road names must use common spelling. Only letters of the alphabet, numbers 0-9 and blank spaces may be used in road names. Road names shall not contain punctuation, symbols, or special characters.
- g) Road names shall not use corporate trade names unless coincidental.
- h) Upon adoption of this Resolution, new road names shall not be duplicated within Larimer County.
- i) Road names should not be inconsistent, therefore hindering the operations of any of the following agencies: any post office or delivery service, fire response agency, emergency medical service or law enforcement agency serving Larimer County.
- j) Adjectives may be duplicated in a road name as long as they are not duplicated in the same subdivision (e.g. Red Stone Road and Red Fox Road).
- k) Homonyms/phonetic duplications of road names are prohibited (e.g. Maple Trace Road and Maple Chase Lane).
- l) Road names shall not include obscene, racial, and/or derogatory terms.
- m) Because North, South, East and West are directional features of the addressing system and lead to confusing addresses if included as part of the name, cardinal directions shall not be part of any road name (e.g. Westover Road or Southwick Dr are not acceptable). Acceptable abbreviations for cardinal directions are N, S, E, and W or some combination thereof to represent direction.
- n) Numbers shall not be used in road names except for those used in County, State, or Federal road systems.
- o) Continuous roads must retain the same road name and cannot change at

intersections, except for circle roads or roads crossing at Growth Management Area or Estes Valley boundaries.

- p) Roads on the County Road System (“County Roads”) shall be numbered. North-South County Roads are odd numbers incrementally increasing from East to West on section lines. The Easternmost County line road starts with “1”. East-West County Roads are even numbers incrementally increasing from South to North on section lines. The Southernmost County line road starts with “2”. County Road numbers followed by a letter indicate that a County Road is not on a section line. For each one-tenth of a mile west or north of a section line, the letter designation advances (e.g. County Road 38E indicates a County Road that is five-tenths of a mile north of County Road 38). Inside County approved Growth Management Areas and the Estes Valley, County Roads may be named using the applicable municipality’s street names. Numbered County Roads outside Growth Management Areas and the Estes Valley shall not be named according to the municipality’s street naming methodology.
- q) The names of State and Federal Highways are assigned based on their State or Federal Highway number. If any given section of a road has multiple designations, e.g.: a State and a Federal Highway number or two Federal Highway numbers, the following hierarchy shall be used within the Larimer County addressing/road naming system:
  - i) Interstate (lowest Interstate number takes precedence if more than 1)
  - ii) Federal Highway number (lowest Federal Highway number takes precedence if more than 1)
  - iii) Forest Service Roads
  - iv) State Highway number (lowest State Highway number takes precedence if more than 1)
  - v) County Highway number.The hierarchy in road naming shall supersede and take precedence over historically significant and/or alias road names.
- r) Abbreviations used for road name prefixes and suffixes must be United States Postal Service compliant (e.g. N, S, E, W, RD, ST, LN). This list of abbreviations is found in Appendix A to this Resolution.
- s) The main title of a road name shall not be abbreviated (e.g. Mount Shasta Dr NOT Mt. Shasta Drive).

## **2) Renaming Existing Road Names**

The standards listed in Section 5 (B)(1) apply when existing roads are renamed except as follows:

- a) Historically significant road names shall be retained where feasible, except as provided in Sec. 5.B.1.q. The desire to maintain these road names to commemorate local history will be balanced with the ultimate goal of making road names easy to use by citizens, visitors, and service providers.
- b) Road names shall not be duplicated within established USPS zip code boundaries, except that in the following situations, duplicate road names may be allowed:

1. When there are no more than two duplicate road names (e.g. Drive and Court) that are connected and the duplicate roads have a different grid or interval numbering sequence for addresses; or
  2. When the county has a road name and the municipality in the same Zip Code has a road name that is the same.
- c) If two existing roads have duplicate names such that one road name must be changed, the first road to use the name shall retain that name unless the number of affected properties on the later-named road exceeds by ten (10) or more the number on the first road to use the name . If it cannot be determined or verified which road used the name first, the road with fewer addressable structures or units shall be renamed. Refer to Section 5(B)(1).
  - d) The County Addressing Coordinator may initiate a change to an existing road name if necessary pursuant to Section 6.

## **C: ROAD NAME SIGNS**

### **1) Road Name Signs for Roads that are Dedicated to the Public and Maintained by Larimer County:**

- a) Larimer County standard road name signs are required on all public roads that are maintained by the County. These signs shall be displayed at all road intersections in Larimer County, excluding Federally owned lands, State owned lands, and lands within Growth Management Areas and the Estes Valley.
- b) The composition, size and height of road name signs on public, County maintained roads must comply with the Larimer County Road Standards.
- c) Road name signs shall be placed in the right-of-way. The location of road name signs must not obscure any potential traffic hazard. At any location where the typical placement of a sign interferes with a safe sight distance, an alternate location must be found.
- d) Only those road name signs assigned or approved by the County Addressing Coordinator are allowed at roadway intersections. The County may remove any road name signs displaying unapproved road names or road name signs that do not comply with the Larimer County Road Standards.
- e) The funding, manufacture, and installation of Larimer County standard road name signs on public, County maintained roads shall be the responsibility of Larimer County except as in (g) below.
- f) The ongoing maintenance of Larimer County standard road name signs on public, County maintained roads shall be the responsibility of Larimer County.
- g) Larimer County standard road name signs for new and existing public roads in all subdivisions approved by Larimer County, including Rural Land Plans, shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the County road or State/Federal highway providing access to the subdivision.

**2) Road Name Signs for Roads that are Dedicated to the Public and Privately Maintained:**

- a) Larimer County standard road name signs are required on all public roads that are privately maintained. These signs shall be displayed at all road intersections in Larimer County, excluding Federally owned lands, State owned lands, lands within Growth Management Areas, and the Estes Valley.
- b) Decorative road name signs that are in addition to Larimer County standard road name signs are allowed, and are exempted from (c) and (e) below.
- c) The composition, size and height of road name signs on public, privately maintained roads must comply with the Larimer County Road Standards.
- d) Road name signs shall be placed in the right-of-way. The location of road name signs must not obscure any potential traffic hazard. At any location where the typical placement of a sign interferes with a safe sight distance, an alternate location must be found.
- e) Only those road name signs assigned or approved by the County Addressing Coordinator are allowed at roadway intersections. The County may remove any road name signs that do not comply with the Larimer County Road Standards.
- f) The County may remove any road name signs displaying unapproved road names.
- g) The funding, manufacture, and installation of all new Larimer County standard road name signs required as a result of this Resolution on public, privately maintained roads will be the responsibility of Larimer County except as in (j) below.
- h) The costs associated with ongoing maintenance for Larimer County standard road name signs on public, privately maintained roads will be the responsibility of Larimer County.
- i) The County will not be responsible for ongoing maintenance of decorative road name signs.
- j) Larimer County standard road name signs for new and existing public, privately maintained roads in all subdivisions approved by Larimer County, including Rural Land Plans, shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the County road or State/Federal highway providing access to the subdivision.

**3) Road Name Signs for Private Roads:**

- a) Larimer County standard road name signs are required on all private roads. These signs shall be displayed at all road intersections in Larimer County, excluding Federally owned lands, State owned lands, lands within Growth Management Areas, and the Estes Valley.
- b) Decorative road name signs that are in addition to Larimer County standard road name signs are allowed, and are exempted from (c) and (e) below.
- c) The composition, size, height and location of road name signs on private roads must comply with the Larimer County Road Standards.
- d) The location of road name signs must not obscure any potential traffic hazard. At any location where the typical placement of a sign interferes with a safe sight

- distance, an alternate location must be found.
- e) Only those road name signs assigned or approved by the County Addressing Coordinator are allowed at roadway intersections. The County may remove any road name signs that do not comply with the Larimer County Road Standards.
  - f) The County may remove any road name signs displaying unapproved road names following written notification to the property owner, homeowners association, or road association.
  - g) The funding, manufacture, and installation of all new Larimer County standard road name signs required as a result of this Resolution on private roads will be the responsibility of Larimer County except as in (k) below.
  - h) The costs associated with ongoing maintenance for Larimer County standard road name signs on private roads will be the responsibility of Larimer County.
  - i) The funding, manufacture and installation for the replacement of existing decorative road name signs on private roads required as a result of this Resolution will be the responsibility of Larimer County.
  - j) The County will not be responsible for ongoing maintenance of decorative road name signs.
  - k) Larimer County standard road name signs for new and existing private roads in all subdivisions approved by Larimer County, including Rural Land Plans, shall be installed and paid for by the developer, including all road name signs that must be changed or added between the location of the subdivision and the County road or State/Federal highway providing access to the subdivision.

## **D: ADDRESS NUMBERS**

### **1) Assignment of an Address Number to new addressable structures or units on existing lots**

- a) All new addressable structures or units on all existing platted lots, unplatted tracts and parcels, and tracts and parcels developed by metes and bounds shall be assigned site addresses, and only after the property owner/developer has made a final determination of the driveway/access point and applied for a building permit.
- b) Before a building permit is issued, a site address will be assigned. A temporary address may be assigned for release of the building permit. An official site address must be assigned for the lot(s) or parcel(s) prior to issuance of a Certificate of Occupancy by the Building Department.
- c) The address numbers shall be displayed visibly at the site prior to the commencement of the construction and on the new structure prior to the first use or occupancy pursuant to Section 5(D)(4).

### **2) Assignment of an Address Number to Newly Created Lots**

The final plat for all new lots, including rural land plans, shall not be recorded until the Addressing Coordinator has assigned a name to all roads and an address number

to each lot.

### **3) Assignment of an Address Number to Vacant Land**

An address number may be assigned to a vacant platted lot, unplatted tract or parcel, or tract or parcel developed by metes and bounds if requested by the property owner and if the final determination of the driveway access point has been made.

### **4) Display of Address Numbers**

All owners of addressable structures or units shall establish and display their assigned address number in conformity with the following standards:

- a) The address numbers shall be displayed on the structure.
- b) Address numbers shall be a minimum of three inches tall and shall be of a contrasting color to their background.
- c) If the numbers on the structure cannot be seen or are not legible from the road, then the address numbers shall also be displayed at the driveway entrance on a mailbox or a posted sign so they are visible from the road.
- d) If the mailbox for an addressable structure is not located at the driveway entrance, the owner must post an additional address sign at the driveway entrance with the address number clearly visible.
- e) Any address number associated with an incorrect site address shall be removed and replaced with the correct number by the property owner within 30 days of notification of the correct address by the County Addressing Coordinator. The property owner shall be responsible to purchase, install, and maintain the correct structure address numbers.

## **Section 6: Site Address and/or Road Name Assignment and Modification:**

### **A: PROPERTY OWNER INITIATED:**

Any property owner may initiate a change to an existing road name for a public or private road that provides vehicular access to his/her property through the following procedures.

- 1) Property owners (petitioners) must contact the County Addressing Coordinator to request procedures and application materials for a road name change.
- 2) Petitioners must complete the appropriate form and indicate the reason for the requested road name change. Petitioners shall offer at least one name that is not a duplicate of any name (excluding the suffix, a different suffix does not change the road name) in the current Street Inventory System for Larimer County and that complies with this resolution.
- 3) Petitioners shall submit the completed form to the County Addressing Coordinator. The County Addressing Coordinator will verify the information

supplied on the form. The County Addressing Coordinator will approve one of the suggested road names provided it is in accordance with the road naming requirements, the change will not impair the intent and purpose of this Resolution, and the new site address has been approved by the Address Management System.

- 4) If the form is not completed properly or if the proposed road name does not meet these requirements, the County Addressing Coordinator will notify the petitioners that their request has been denied, list reason(s) for denial, and provide information describing additional action required.
- 5) If the location of the subject road is not yet field verified and digitized, the County will map the road prior to acting on the petition.
- 6) The recorded original plat will not reflect changes to road names. The owner's deed need not be corrected at the time of the road name change. When the property is sold, the property owner should reflect the new road name on the deed. The change may be reflected on the deed as follows:  
Street Address: 2000 XYZ Street, Formerly Known as 2001 ABC Street.
- 7) Owners of property taking vehicular access along the road with the changed name are responsible for the cost of as many road name sign(s) as are required by the Larimer County Road Standards and the cost of installation thereof. When the petition is submitted, full name and billing information (mailing address, physical address, and contact phone number) for one petitioner must be left with the County for the purpose of billing for the costs of signs and installation.
- 8) A bill covering the costs for the road name signs and installation will be sent to the individual listed within the billing information on the petition along with the County Addressing Coordinator's preliminary approval of the road name change.
- 9) Final approval for the road name change is contingent on full payment of the bill covering the costs for the road name signs and installation.
- 10) The County will commence installation of the road name signs once the bill for the signage costs has been paid in full and final approval of the road name change has been given by the County Addressing Coordinator.
- 11) The County Addressing Coordinator will mail a Site Address Notification letter to all property owners whose road name will be affected.
- 12) Larimer County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 5(C).

## **B: COUNTY INITIATED**

Larimer County shall balance the need to modify existing address numbers and/or road names for compliance with this Resolution and postal standards with the desire to retain existing address numbers and/or road names where possible.

Larimer County may initiate one or more of the following: the naming of an unnamed road, the modification of an existing road name, the assignment of an address number to an unaddressed structure or unit, or the modification of an existing address number through the following procedures:

**1) Where the Addressing Coordinator is proposing to name or rename a road:**

The County Addressing Coordinator will mail the notice to the affected property owners. Affected property owners include those persons whose land has a constructed and/or a declared, defined vehicular access, has an existing address, or existing structures taking access from the road proposed to be named or renamed.

- a) The form will encourage affected property owners to hold a neighborhood meeting to try to reach consensus on one of the pre-approved road names listed on the form or on a different road name that complies with this Resolution.
- b) No later than 45 days from the date on the form, each property owner may state his/her preferred road name by completing, signing and returning the form to the County Addressing Coordinator.
- c) The County Addressing Coordinator will determine the new road name based on the name selected by the majority of property owners on the forms completed and returned by the property owners. In the event of a tie vote or in the event no property owners return the form, the County Addressing Coordinator shall select the road name at his/her sole discretion.
- d) After site addresses have been approved by the Address Management System, the County Addressing Coordinator will send a Site Address Notification Letter to affected property owners. At this time, the County Addressing Coordinator will notify property owners of any site address changes or road name changes.
- e) Larimer County will be responsible for the manufacture, installation, and maintenance of road name sign(s) pursuant to Section 5(C).

**2) Where the Address Coordinator is proposing to assign or change an address number:**

- a) The assignment of the address number is not subject to the property owners' approval. The assignment of the address number shall be determined by either grid addressing or interval addressing. Where applicable the grid system shall be followed; however, if outside a grid system, the preferred addressing method is interval addressing.
- b) The United States Postal Service Address Management System must approve all new or changed site addresses, which includes changes to address numbers.
- c) After new site addresses have been approved by the Address Management System, the County Addressing Coordinator will send a Site Address Notification Letter to affected property owners. At this time, the County Addressing Coordinator will notify property owners of any changes to address numbers.

**Section 7: Appeals**

Affected property owners may request an appeal of any requirement of this Resolution except those pertaining to the road naming hierarchy, sequential numbering, parity or the naming of unnamed roads. Decisions of the County Addressing Coordinator may be appealed by the affected property owner, property owners as a group, or Homeowners Association to the Board of County Commissioners. Appeals may be received at any time after the initial public information letter is mailed, but no later than thirty (30) days after the mailing of final official notification of the new site address by the County Addressing Coordinator.

All appeals must be submitted in writing using the form provided by the County to the County Addressing Coordinator with specific details as to the nature of and reason for the appeal request. The County Addressing Coordinator shall meet or speak to the appellant regarding the appeal prior to setting the date of the appeal hearing. The County Addressing Coordinator's decision shall be upheld by the County Commissioners unless it is shown by a preponderance of evidence that the decision is inconsistent with or does not promote the intent and purpose of this resolution.

### **Section 8: Compliance and Enforcement**

- A) Any person, firm, corporation or entity violating any provision of this Resolution is subject to the penalties provided for in Title 30, Article 28, Parts 1 and 2, Colorado Revised Statutes, as amended, and any other legal action provided by law.
- B) All provisions of this Resolution may be enforced by any legal or equitable means recognized by the Colorado Revised Statutes and Colorado Court Rules, as amended. In addition to any other remedies that may be recognized in law or equity, for any unlawful use or development, Larimer County may:
  - 1) Deny and withhold all permits, certificates or other forms of authorization to use or develop any land, structure or improvements thereon. This provision applies whether or not the current owner is responsible for the violation.
  - 2) Revoke any development permit or other authorization if it is determined there is a departure from the approved plans, specifications or conditions of approval or the development permit was obtained by false representation or issued in error. Written notice of revocation must be served upon the owner, the owner's agent or the owner's contractor to whom the permit was issued or the notice may be posted in a prominent location at the place of the violation.
  - 3) Initiate injunction or abatement proceedings or other appropriate legal action in district court or other court having jurisdiction against any person, firm, corporation or entity who fails to comply with any provision of this Resolution or any requirements or condition imposed under this Resolution.
  - 4) Seek a court order in the nature of mandamus, abatement, injunction or other action to abate or remove a violation.
  - 5) Withhold all public road improvements and public maintenance from all

rights-of-way that have not been accepted for those purposed by the county commissioners.

- C) All penalties or remedies provided for violations of this Resolution are cumulative.
- D) The Planning Director, Chief Building Official, County Engineer or other authorized representative (“the enforcing official”) is authorized to enter or inspect any building, structure, premises or real property to ensure compliance with this Resolution. These inspections will be carried out during normal business hours except in emergency situations described in paragraph E below. Entry onto private property for inspection will be made only after contact with the owner or occupant of the premises. If the owner or occupant cannot be located or permission to enter cannot be obtained, the enforcing official may seek an administrative search warrant or court order allowing entry by submitting a sworn affidavit to the county or district court detailing facts to support a reasonable belief that a violation is likely to exist and that further investigation of the premises is warranted. Any subsequent entry and inspection must be conducted in accordance with the administrative search warrant or order issued by the court. Signing an application for any development approval constitutes permission to enter and inspect a property. Inspections may be conducted from public property or right-of-way, or from adjacent private property with the permission of the owner of the adjacent private property.
- E) Notwithstanding the provisions of paragraph D above, permission to enter or a court order is not required in emergency situations in which the enforcing official has reason to believe public health or safety is in imminent danger and could be jeopardized by any delay in obtaining permission to enter or a court order.

**Section 9: Effective Date**

This Resolution shall be effective on April 4, 2005.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2004

BOARD OF COUNTY COMMISSIONERS  
OF LARIMER COUNTY, COLORADO

By: \_\_\_\_\_

Kathay Rennels, Chair

ATTEST:

\_\_\_\_\_  
Scott Doyle  
Larimer County Clerk and Recorder  
[SEAL]

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Approved as to form  
George Hass  
Larimer County Attorney

**APPENDIX A:**

The following tables list the standard street prefix, type, suffix, and secondary unit abbreviations for the US Postal Service that are used by Larimer County.

**Prefix Directionals Abbrev.**

East E  
West W  
North N  
South S  
Northeast NE  
Northwest NW  
Southeast SE  
Southwest SW

**Street Types Abbrev.**

Avenue AVE  
Boulevard BLVD  
Circle CIR  
Court CT  
Drive DR  
Lane LN  
Parkway PKWY  
Place PL  
Road RD  
Street ST  
Way WAY