

# Addressing and Street Naming Manual

Adopted by the Board of County Commissioners  
January 10, 2023

Prepared by Douglas County  
Department Of Community Development  
Planning Resources

# Adopted Resolutions

ADOPTED 04/23/96  
RESOLUTION NO. R1996-057

ADOPTED 07/01/1997  
RESOLUTION NO. R1997-079

ADOPTED 10/14/1997  
RESOLUTION NO. R1997-118

ADOPTED 08/17/1999  
RESOLUTION NO. R1999-099

ADOPTED 12/11/2001  
RESOLUTION NO. R2001-151

ADOPTED 03/30/2004  
RESOLUTION NO. R2004-043

ADOPTED 12/28/2004  
RESOLUTION NO. R-004-043

ADOPTED 08/30/2005  
RESOLUTION NO. R-005-119

ADOPTED 06/27/2006  
RESOLUTION NO. R-006-003

ADOPTED 07/08/2008  
RESOLUTION NO. R-008-111

ADOPTED 01/10/2023  
RESOLUTION NO. R-023-002

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## **I. INTENT**

To establish criteria and a review process for the creation of new street names and addresses in Douglas County for the following purposes:

- Guide Douglas County staff, developers, and the general public
- Support sheriff, police, fire, 911 dispatch, and other emergency response agencies with logical and consistent addressing
- Prioritize public safety in the creation of new street names and new addresses

## **II. AUTHORITY**

The Douglas County Addressing and Street Naming Manual is authorized by Colorado Revised Statutes Article 20, Title 29 establishing the authority for counties to regulate the use of land and to adopt and enforce ordinances and resolutions regarding health, safety, and welfare issues. Colorado Revised Statutes Title 30 requires all plans of streets or highways for public use or the use of purchasers or owners of lots thereon, to be submitted to the Board of County Commissioners for review and subsequent approval, conditional approval, or disapproval.

## **III. SHORT TITLE**

For the purpose of brevity, the Douglas County Addressing and Street Naming Manual shall hereafter be referred to as "this Manual".

## **IV. JURISDICTION**

This Manual shall apply to new street names and addresses in incorporated and unincorporated areas of Douglas County, Colorado. [§ 29-20-104 C.R.S.] This Manual shall be administered by the Director of Community Development, or any representative authorized by the Director of Community Development (collectively, the "Director").

For purposes of consistency and public safety, Douglas County serves as the single, responsible entity for the review and creation of new street names and addresses. This includes portions of the City of Aurora, City of Castle Pines, Town of Castle Rock, Town of Larkspur, City of Lone Tree, and the Town of Parker. The City of Littleton determines addresses within its City limits and submits that information to Douglas County. Intergovernmental Agreements have been established between Douglas County and the Towns of Castle Rock and Parker to further define Douglas County's role in addressing (see Section 9.1 herein). The Towns of Castle Rock and Parker have also developed their own addressing and street naming manuals.

Whenever a provision of this Manual and any other law, ordinance, resolution, rule, or regulation of any kind contain any restrictions covering any of the same subject matter, the provisions of the local jurisdiction shall apply. The provisions of the local jurisdiction may impose standards equal to or higher than Douglas County, ensuring public safety remains paramount. Unless otherwise specified, references within this Manual to Douglas County agreements, plans, codes, and manuals shall refer to the version most recently approved or amended by the County.

## **V. THE ADDRESSING GRID**

The addressing grid is the basis for determining address numbers. There are two grid systems used in Douglas County. The use of any new addressing system is prohibited.

### **A. The Douglas County Grid**

The Douglas County addressing grid was adopted in 1975 by the Board of County Commissioners. This system divides the County into four quarters with axis lines between Sections 9 & 10, and 15 & 16, Township 8 South, Range 67 West. The intersection is the zero point for north-south lines and east-west lines using 1000 numbers per mile both north-south and east-west. This system is used county-wide starting with Township 7 South to the west of State Highway 85 and to the east of State Highway 83. See the map in Section 9.2.a. herein.

### **B. The Metro Grid**

The metro grid was established using Broadway as the zero point for east-west, and County Line Road as 8300 south. This system is being used in the area between State Highways 83 and 85 and all of Township 6 South, except the City of Castle Pines and the Town of Parker, using 800 numbers per mile north-south and 1600 numbers per mile east-west. See the map in Section 9.2.b. herein.

### **C. Exceptions**

The following addressing systems have been historically used in Douglas County. These systems are restricted to specific areas and will be discontinued upon completion of development.

1. The system of using the lot number, or the lot number with an added prefix number, to determine the address number is used in all filings of Castle Pines Village and in Highlands Ranch Filings 50-A, 54-A, and 54-B. For example, Lot 14 is addressed as 8014, Lot 15 is addressed as 8015, Lot 16 is addressed 8016.
2. The system of consecutive addressing with even numbers on one side and odd number on the opposite side of the street is used in Highlands Ranch Filings 28 and 28A in the Gleneagles Village community. For example, lots on the north or west side of the street are addressed 1, 3, 5, 7, 9 and those on the south or east side of the street are addressed 0, 2, 4, 6, 8.
3. The system of using one address for an entire filing with unique suffixes determined by lot number is used in Castle Pines North Parcel R13 in the Hamlet

community. The community address is 8181 Monarch Blvd. For example, the residences are addressed 8181 Monarch Blvd #17, 8181 Monarch Blvd #18, 8181 Monarch Blvd #19, and so on.

4. The addressing system used in Inverness Filings 6, 7, and 9 is determined by Arapahoe County. New addresses created in Inverness that are within Douglas County should be consistent with the existing address context as determined by Arapahoe County.

## **VI. ADDRESSING**

Addresses are recorded in the Douglas County address database for structures and utilities. Address and street name data is publicly available and shared with emergency response agencies. As a matter of public safety, addressing and street naming must be logical and consistent. Accurate addresses and street names, exactly as they are recorded in the Douglas County address database, must be used to ensure that 911 calls are routed to the correct agency and emergency responders are dispatched to the correct location in case of emergency.

Address numbers shall be placed on all new and existing buildings and residences in such a position as to be plainly visible and legible from the street, road, fire lane, or other right-of-way or easement fronting the structure. Emergency response agencies may enforce additional specific requirements for posting address numbers within their respective districts. The following shall apply to all new addresses within Douglas County:

### **A. Process**

1. The Director shall determine the appropriate street to be used for addressing as follows:
  - a) A full-movement, primary access allowing traffic flow into and out of the site in any direction and in compliance with the standards of the Douglas County Roadway Design and Construction Manual shall determine the street used for addressing.
  - b) If there is more than one full-movement, primary access, the street used for addressing will be determined by the future traffic volume from the current Douglas County Transportation Master Plan or other County traffic data approved by the Douglas County Public Works Engineering. Addresses shall be assigned on the street that carries the higher traffic volume.
  - c) If the current Douglas County Transportation Master Plan, or other approved traffic data, forecasts similar traffic volumes, the appropriate street to be used for addressing shall be determined by the Director, in coordination with emergency response agencies.
2. To determine the street direction, either north-south or east-west, the Director shall:

- a) Evaluate existing addresses. Existing address numbers will reflect the existing address grid and the street direction, either north-south or east-west.
  - b) Evaluate the street alignment. Where no addresses exist and the street direction has not yet been determined, the street alignment shall be evaluated and a determination made. For curved or meandering streets, the direction shall be determined by the Director, in coordination with emergency response agencies, using a majority of the street's alignment. For example, a street that runs north, then travels to the west, then continues to the south, will be placed on the north-south grid because the majority of the street runs north-south.
3. Address numbers shall be determined by the Director using the appropriate addressing grid per Section 5 of this Manual and in accordance with the rules detailed in Section 6.2 herein.
- a) Concurrent with the development review process, proposed addresses may be released from the Douglas County address database. Proposed addresses are subject to change and should not be used for any purpose other than for plan review until after all necessary development reviews are complete.
  - b) Final addresses are recorded in the Douglas County address database following the completion and approval of all necessary development reviews.
4. Following the creation of new addresses or any changes to existing addresses, the Director shall notify appropriate agencies in accordance with Section 9.3 herein. Agencies include but are not limited to:
- Cities and Towns
  - Douglas County Assessor
  - Douglas County Building Division
  - Douglas County Elections Department
  - Douglas County GIS Division
  - Douglas County School District
  - Douglas County Traffic
  - Emergency Response Agencies
  - Owners, Developers, and their Representatives
  - United States Postal Service
  - Utility Providers

## **B. Rules**

In coordination with emergency response agencies, for the purposes of logical and consistent addressing, the following rules have been established:

1. Addresses shall be determined using the appropriate addressing grid as described in Section 5 of this Manual.
2. The location of the driveway or other primary site access shall determine the address number.
3. Odd numbers shall be used for addressing on the North and West side of the street.

4. Even numbers shall be used for addressing on the South and East side of the street.
5. Unique address numbers without suffixes shall be used wherever possible.
6. If a unique address number on a specific street is not available, the address number may be duplicated with the addition of a unique suffix.
7. Wherever possible, avoid address number duplication even where the addresses are on different streets and especially where the streets are close to one another.
8. Postal codes (e.g., city names) and zip codes are determined by the United States Postal Service and do not necessarily reflect incorporation by a municipality.

### **C. Address Types**

#### **1. Commercial**

Commercial structures with a single tenant shall be assigned a unique address number based on the full-movement, primary access.

Commercial structures with multiple tenants may be assigned unique address numbers for each tenant or the same address number with unique unit numbers for each tenant.

Unit numbers shall be proposed by the property owner or representative and reviewed and approved by the local fire district.

In a shopping center with typical shared access and parking, each structure shall be assigned a unique address number. Multi-tenant structures may be assigned additional unit numbers where necessary.

The appropriate addressing approach is determined through the development review process and in coordination with emergency response agencies.

#### **2. Residential**

A unique address shall be recorded in the Douglas County address database for all residential structures as a matter of public safety. A unique address is a unique address number and street name or a duplicate address number and street name with a unique suffix or unit number.

Single-family detached residences shall be assigned a unique address number based on the location of the driveway access and where it meets the named street.

Driveways are evaluated through the permitting process and used to determine address numbers.

Unless driveway access is specifically restricted to a particular street by plat note or additional regulation, addresses for corner lots may not be created until the proposed driveway location has been verified.

Single-family attached residences, such as duplexes or townhomes, shall be assigned a unique address number based on the driveway location.

For alley-loaded products, the location of the front door shall determine the street used for addressing unless otherwise determined by the fire department.

Multi-family residential buildings, such as apartments or condominiums, may be assigned a unique address number for the entire building with each residence assigned a unique unit number.

Mixed use buildings may be assigned a unique address number for the entire building with each residential or commercial space assigned a unique unit number.

The appropriate addressing approach is determined through the development review process and in coordination with emergency response agencies.

### 3. Accessory Structures

#### a) Residential

A unique address shall be recorded in the Douglas County address database for all residential structures. Guest houses, caretaker residences, and other accessory dwellings that share a primary access shall be assigned the same address number and street name as the primary residence with a unique suffix. Where the accessory dwelling uses a different street access, a unique number and street name may be assigned.

#### b) Non-Residential

Barns, detached garages, workshops, and other accessory structures may not require an address. If an address is required for permitting or other purposes, the structure shall be assigned the same address number and street name as the primary residence or structure with a unique suffix, except where a different street access is used. Where an accessory structure uses a different street access, a unique number and street name may be assigned.

### 4. Vacant and/or Unplatted Property

Addresses may not be recorded in the Douglas County address database for vacant and/or unplatted property. Addresses shall be assigned to structures and utilities after verification of the location and access for the structure or utility to be addressed.

## 5. Temporary Addresses

Some agencies may request an address prior to plat recordation or site plan approval. However, addresses may not be recorded in the Douglas County address database with street names that have not yet been established by a recorded document. To accommodate these agencies and facilitate the permitting process, a temporary address may be assigned at the discretion of the Director. The temporary address will be assigned using accurate address numbers per the appropriate address grid and using a street name of Temporary Road, or Temporary Avenue, or Temporary Drive, etc. After recordation of documents to establish the street name, the address shall be updated to reflect that street name.

## 6. Personal Wireless Communication Facilities

Personal wireless communication facilities that are co-located on a single tower shall be assigned the same address number and street name as the tower with a unique suffix to differentiate wireless carriers.

## 7. Other Utilities

Other utilities such as traffic signals, meters, irrigation, monument signs, retaining walls, etc. shall be assigned a unique address number or a duplicate address number with the addition of a unique suffix.

### **D. Address Changes**

#### 1. Applicability

Address change requests may be considered only where a public safety concern exists. Public safety concerns shall be evaluated by Douglas County and in coordination with emergency response agencies. Public safety concerns include but are not limited to, out of sequence address numbering, address numbering reflecting the wrong address grid, and similar conditions with the potential to delay emergency response. If a public safety concern exists, address changes shall be processed in accordance with Section 6.4.b herein.

#### 2. Process

- a) A written narrative describing the address change request shall be prepared by the owner or developer and submitted to Douglas County. Requests for personal or cultural reasons shall not be considered.
- b) The Director may consult with emergency response agencies to evaluate the request. If a public safety concern exists, an address change shall be initiated by staff.

- c) Staff shall send an official notice of an address change in process to all affected landowners and request comments from appropriate referral agencies, as necessary.
- d) At the conclusion of the comment period, the County shall evaluate comments received and revise the proposed new address as necessary.
- e) The address change shall be recorded in the Douglas County address database.
- f) Staff shall send an official notice of the address change to all affected landowners and notify appropriate agencies in accordance with Section 9.2 and 9.3 herein.

**E. Invalid Addresses**

Invalid addresses are addresses that have not been reviewed and are not recorded in the Douglas County address database. As a matter of public safety, accurate addresses, as they are recorded in the address database, must be used to ensure that 911 calls are routed to the correct agency and emergency responders are dispatched to the correct location in case of emergency. If an invalid address is being used, Douglas County shall contact the owner, send an official letter to the owner requesting correction of the invalid address, and notify emergency response agencies.

**VII. STREET NAMING**

**A. Process**

1. A list of proposed new street names should be prepared by the owner or developer and submitted to Douglas County directly or through the development review process.
2. The Director shall evaluate proposed street names in accordance with Section 7.2 herein and notify the owner or developer if the names are approved or denied.
3. Approved street names shall be added to the street name database and may be reserved for a particular development. Denied street names may be added to the street name database and reserved to prevent future use.
4. A map that depicts the development area with approved street names and proposed suffixes should be prepared by the owner or developer and submitted to Douglas County directly or through the development review process.
5. The Director shall evaluate street proposed suffixes in accordance with Section 7.3 herein and provide comments.
6. All street names, including but not limited to public rights-of-way, private streets, and access drives, shall be established by a recorded document such as a plat, access easement, or resolution.
7. After recordation of documents, newly established street names and suffixes shall be used for addressing.

## B. Rules

Street names shall be evaluated by Douglas County in accordance with the following rules:

1. Street names should be easy to read and pronounce.
2. Street names should not be duplicated in the County.
3. Street names similar in pronunciation and regardless of spelling are considered duplications and should not be approved (e.g., Cantrell/Cantril).
4. Street names similar to those existing in surrounding jurisdictions are considered duplications. Street names should not be duplicated within the United Fire Authority area, the Denver Metro area, or adjacent cities and counties.
5. The same street name may be used up to three times only where the streets are connected and where unique suffixes are used.
6. Street names should not include directional prefixes (e.g., East Mainstreet, South Broadway). Directional prefixes may be added to the street name by Douglas County and in coordination with 911 dispatch. Typically, directional prefixes are only used where a street name is carried across the zero line on the addressing grid.
7. Street names should not include directional words within the street name (e.g., Northridge Road, Southbridge Street).
8. Street names shall not contain hyphens, slashes, apostrophes, or other special characters (e.g., Jordan/Chambers Parkway, Jones-Smith Road, Devil's Head Drive).
9. Street names shall not contain abbreviations, acronyms, or initials.
10. Street signs shall reflect street names exactly as they are established by plat or other recorded document.
11. Structures or utilities reached by an unnamed access shall be addressed using the street name of the nearest named access that connects to the unnamed access.
12. Street names shall be limited to 12 characters, including spaces and excluding the suffix, per Douglas County Engineering Division's federally mandated requirements for signage lettering size.
  - An administrative variance may be granted by Douglas County Engineering in accordance with the Douglas County Roadway Design & Construction Standards Manual, Appendix G, Signing and Striping Supplement, Section 2.30 Criteria on Special Allowances for Street Name Sign Variances.
13. Street names that are the same as, or similar to, existing subdivision names may not be approved. A subdivision name may be used as a street name only where that street exists in the subdivision after which it is named.
14. A change in street name shall occur only where there is a logical transition point, such as an intersection or a change of direction, in the street alignment as determined by the Director.

### **C. Suffixes**

Suffixes are determined upon evaluation of the street alignment and in accordance with the following rules as recommended by the Denver Regional Council of Governments (DRCOG):

1. Streets running east/west may take the suffix "Avenue" or "Drive."
2. Streets running north/south may take the suffix "Street."
3. Cul-de-sacs running east/west may take the suffix "Place."
4. Cul-de-sacs running north/south may take the suffix "Court" or "Way."
5. Cul-de-sacs running in either direction may take the suffix "Point."
6. Horseshoe-shaped, or other loop-shaped, streets that have beginning and ending points connecting to the same street may take the suffix "Circle" or "Loop."
7. Arterials running north/south may take the suffix "Boulevard."
8. Arterials running east/west may take the suffix "Parkway."
9. Through streets may take the suffix "Road," "Lane," "Terrace" or "Trail."
10. Streets created by a government entity may take the suffix "Highway."

### **D. Street Names Changes**

Douglas County may administratively correct misspellings on recorded plats and process road name changes through the Plat Correction process as defined in the Douglas County Subdivision Resolution.

### **E. Streets Named in Memoriam**

Street names may be established to memorialize the contributions or lives of deceased individuals that have impacted the history of Douglas County. There are three processes by which streets may be named in memoriam.

1. The memorial street name may be applied to an existing street with an additional sign. The existing street name and addresses remain unchanged. The memorial street sign may contain unique colors and symbols pertaining to the contributions of the deceased. Douglas County shall not be responsible for either obtaining or financing the memorial signage. Streets named in memoriam may be established by resolution approved by the Board of County Commissioners.
2. The memorial street name may be applied to a new street and used for addressing. The memorial street name shall be processed in accordance with Section 7.1 and subject to the criteria detailed in Sections 7.2 and 7.3 herein.
3. The memorial street name may be applied to an existing street and used for addressing through a street name change processed in accordance with Section 7.4. The memorial street name is subject to the criteria detailed in Sections 7.2 and 7.3 herein.

## **VIII. APPEALS TO THE BOARD OF COUNTY COMMISSIONERS**

An appeal to the Board of County Commissioners (the “Board”) may be taken by any person aggrieved by a decision of the Director based upon or made in the course of the administration or enforcement of the provisions of this Manual.

### **A. Approval Criteria**

1. An appeal shall be granted only upon the finding that the Director has erred in the interpretation or application of the Manual or similar regulatory document.
2. An appeal may be granted provided that no substantial detriment to the public good is created and that the intent and purpose of this Manual are not impaired.
3. The concurring vote of three members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Director.

### **B. Process**

1. A written request for appeal shall be submitted to the Department of Community Development within 30 days of an administrative decision.
2. Staff shall send a notice of appeal to appropriate referral agencies to allow for comment.
3. Staff shall schedule the appeal to be considered by the Board at a public hearing and notify the appellant of the date and time of the public hearing.
4. The Board shall evaluate the application, referral agency comments, staff report, and public testimony, and shall approve, conditionally approve, table for further study, or deny the appeal based on the evidence presented and compliance with the applicable criteria.

## **IX. ATTACHMENTS**

### **A. Intergovernmental Agreements (IGAs)**

1. Town of Castle Rock
2. Town of Parker

### **B. Maps**

1. Douglas County Grid
2. Metro Grid

### **C. Notifications Matrix**

IX.A.1. Town of Castle Rock Addressing IGA

CNT04-230  
R-004-168

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF  
DOUGLAS AND THE TOWN OF CASTLE ROCK  
REGARDING A CENTRALIZED ADDRESSING SYSTEM**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this 26<sup>th</sup> day of ~~September~~<sup>October</sup>, 2004, by and between THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, State of Colorado ("County"), and the TOWN OF CASTLE ROCK, a municipal corporation organized under the laws of the State of Colorado ("Town").

**WITNESSETH**

**WHEREAS**, the County and the Town desire to implement an efficient and centralized addressing process, which will include assigning address numbers and street names throughout the unincorporated portions of the County and within the municipal boundaries of the Town; and

**WHEREAS**, the County and the Town believe that the County would best serve as the entity responsible for the centralized addressing process, and the County desires to provide this service for the Town; and

**WHEREAS**, both the County and the Town are authorized pursuant to § 29-1-203(1), C.R.S., to cooperate or contract with any political subdivision of the state to provide any function, service or facility lawfully authorized to each of the cooperating or contracting units; and

**WHEREAS**, the County and the Town each finds and determines that entering into this Agreement will serve a public use and will promote the health, safety, prosperity, security and general welfare of the inhabitants of the County and the inhabitants of the Town.

**NOW, THEREFORE**, in consideration of the foregoing premises and the covenants and promises of each of the parties hereto, to be kept and performed by them, it is hereby agreed as follows:

1. **Addressing Process.** The County shall create the numeric street addresses for the Town using the Town's zero addressing grid and in accordance with the Town's addressing standard for water restrictions. The street addresses and schedule for completion of addresses shall be subject to the approval of the Town. The Town shall provide a list of entities to the County to which the County is authorized to distribute the street addresses.

All requests for new addressing must originate from the Town. Prior to releasing new addresses to any entity, the County must obtain e-mail authorization from the Town's GIS Division AND the Town's Development Services Department project manager responsible for the development area.

For address requests that include more than two (2) addresses, the County will provide a draft of the proposed new addresses to the Town's GIS Division for review in less than three (3) weeks of the request.

For address requests of one (1) or two (2) new addresses, the County will provide a draft of the proposed new addresses to the Town's GIS Division for review in less than two (2) working days from the time of the request.

## IX.A.1. Town of Castle Rock Addressing IGA

2. Special or Unusual Addressing Requests. The Town and County will communicate in-person or via phone, fax or e-mail to resolve any unusual address requests, such as an address change request or other non-standard issue.
3. Cooperation. The parties agree to cooperate in good faith to accomplish the purposes of this Agreement. Neither party shall charge the other for any review or approval process conducted in accordance with this Agreement.
4. Notices. Any notices, demands or other communications regarding this Agreement, shall be given in writing, delivered personally or sent by U.S. Mail, addressed to the parties at the addresses set forth below or at such other address as either party may hereafter or from time to time designate by written notice to the other party.

The Town's mailing address is:

Town of Castle Rock  
100 North Wilcox Street  
Castle Rock, Colorado 80104  
Facsimile: 303-660-1024  
Attention: Town Manager

With copies to:

Town of Castle Rock  
100 North Wilcox Street  
Castle Rock, Colorado 80104  
Facsimile: 303-660-1028  
Attention: Town Attorney

Town of Castle Rock  
100 North Wilcox Street  
Castle Rock, Colorado 80104  
Facsimile: 720-733-2207  
Attention: Director of Development Services

The County's mailing address is:

Douglas County Department of Community Development  
100 Third Street  
Castle Rock, Colorado 80104  
Facsimile: 303-660-0041  
Attention: Peter Italiano

With a copy to:

Douglas County Attorney's Office  
100 Third Street  
Castle Rock, Colorado 80104  
Facsimile: 303-688-6596  
Attention: County Attorney

## IX.A.1. Town of Castle Rock Addressing IGA

5. Term of the Agreement. This Agreement shall commence on the date set forth above and shall be effective for one (1) year. The Agreement shall renew automatically annually thereafter, unless notice of termination is given pursuant to section 5 of this Agreement.
6. Termination. This Agreement may be terminated by either party at any time upon thirty (30) days prior written notice.
7. Entire Agreement. This Agreement constitutes the final and complete expression of the parties' agreements with respect to their respective rights and obligations, except to the extent that this Agreement may later be amended by a written instrument.
8. Compliance with Laws. Both parties agree that in performing their respective obligations under this Agreement, they shall each comply with all laws, rules, regulations, ordinances and orders of any governmental authority having jurisdiction.
9. No Third Party Beneficiaries. None of the terms, conditions or covenants contained in this Agreement shall be deemed to be for the benefit of any person not a party hereto.
10. Applicable Law. This Agreement shall be construed in accordance with the laws of the State of Colorado.
11. Severability. If any clause or provision herein contained shall be adjudged to be invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, such invalid or unenforceable clause or provision shall not affect the validity of the Agreement as a whole and all other clauses or provisions shall be given full force and effect.
12. Assignability. No party to this Agreement shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the nonassigning party to this Agreement.
13. Binding Effect. The provisions of this Agreement shall bind and shall inure to the benefit of parties hereto and to their respective successors and permitted assigns.
14. Enforceability. The parties hereto agree and acknowledge that this Agreement may be enforced in law or in equity, by decree of specific performance or damages or such other legal or equitable relief as may be available subject to the provisions of the laws of the State of Colorado.
15. Appropriations. Notwithstanding any other term, condition or provision herein, each and every obligation of the parties is subject to the requirement of a prior appropriation of funds therefore by the parties.
16. Indemnification. To the extent permitted by law, the Town agrees to release, indemnify and hold harmless the County, its commissioners, officers, directors, agents and employees from any and all claims, damages, suits, costs, expenses, liability, actions or procedures of any kind or nature whatsoever, of or by anyone whomsoever in any way resulting from or arising out of, directly or indirectly, this Agreement; provided, however, that the Town need not release, indemnify or save harmless the County, its commissioners, officers, directors, agents and employees from damages resulting from the sole negligence of the County's commissioners, officers, directors, agents and employees.

IX.A.1. Town of Castle Rock Addressing IGA

17. Governmental Immunity. Nothing herein shall be construed as a waiver of the rights and privileges of the parties pursuant to the Colorado Governmental Immunity Act, Section 24-10-101, et seq., C.R.S.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

**BOARD OF COUNTY COMMISSIONERS  
OF DOUGLAS COUNTY, COLORADO**

ATTEST:



Melanie A. Worley  
Melanie A. Worley, Chair

Mary A. Niblack  
Mary A. Niblack, Deputy Clerk to the Board

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:

Douglas DeBord  
Douglas DeBord, County Administrator

Kristin Decker  
Kristin Decker, Assistant County Attorney

**TOWN OF CASTLE ROCK**

ATTEST:

By: Mark Stevens  
Mark Stevens, Town Manager

By: Sally Misare  
Sally Misare, Town Clerk

APPROVED AS TO FISCAL CONTENT:

APPROVED AS TO FORM:

Fritz Sprague  
Fritz Sprague, Assistant Town Manager

Robert Slentz  
Robert Slentz, Town Attorney

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF  
DOUGLAS AND THE TOWN OF PARKER  
REGARDING A CENTRALIZED ADDRESSING SYSTEM**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made and entered into this 2nd day of September, 2014, by and between the Board of County Commissioners of the County of Douglas (the "County"), and the Town of Parker, a home rule municipal corporation organized under the laws of the State of Colorado (the "Town").

WITNESSETH

WHEREAS, the County and the Town desire to implement an efficient and centralized addressing process, which will include assigning address numbers and street names throughout the unincorporated portions of the County and within the municipal boundaries of the Town; and

WHEREAS, the County and the Town believe that the County would best serve as the entity responsible for the centralized addressing process, and the County desires to provide this service for the Town; and

WHEREAS, both the County and the Town are authorized pursuant to C.R.S. § 29-1-203(1), to cooperate or contract with any political subdivision of the state to provide any function, service or facility lawfully authorized to each of the cooperating or contracting units; and

WHEREAS, the County and the Town each finds and determines that entering into this Agreement will serve a public use and will promote the health, safety, prosperity, security and general welfare of the inhabitants of the County and the inhabitants of the Town.

NOW, THEREFORE, in consideration of the covenants and mutual agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Addressing Process. The County shall create the numeric street addresses for the Town using the Town's metro addressing grid. The street addresses and schedule for completion of addresses shall be subject to the approval of the Town. Once the addresses are approved by the Town, the County shall distribute the street addresses to all entities listed within **Exhibit A**, which is attached and incorporated by this reference.

All requests for new addressing must originate from the Town. Prior to releasing new addresses to any entity, the County shall obtain authorization from the Town's Community Development Department Project Planner responsible for the development area (the "Planner").

For address requests which include more than two (2) addresses, the County shall provide the draft addresses to the Planner within three (3) weeks of the request.

## IX.A.2. Town of Parker Addressing IGA

For address requests which include one (1) or two (2) new addresses, the County shall provide the draft addresses to the Planner within two (2) working days of the request.

2. Special or Unusual Addressing Requests. The Town and County shall work together to resolve any unusual address requests, such as an address change request or other nonstandard issue.

3. Cooperation. The parties agree to cooperate in good faith to accomplish the purposes of this Agreement. Neither party shall charge the other for any review or approval process conducted in accordance with this Agreement.

4. Notices. All notice required under this Agreement shall be in writing and shall be hand delivered or sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the parties herein set forth. All notices so given shall be considered effective seventy-two (72) hours after deposit in the United States mail with the proper address, as set forth below. Either party, by notice so given, may change the address to which future notices shall be sent.

Notice to the Town:           Town of Parker  
  Attn: Community Development Director  
  20120 E. Mainstreet  
  Parker, Colorado 80138

With copy to:                 James S. Maloney, Esq.  
  Town Attorney  
  20120 E. Mainstreet  
  Parker, Colorado 80138

Notice to the County:         Douglas County Department of Community Development  
  100 Third Street  
  Castle Rock, CO 80104  
  Attn: Terence Quinn

With Copy to:                 Douglas County Attorney's Office  
  100 Third Street  
  Castle Rock, CO 80104

5. Term of the Agreement. This Agreement shall commence on the date set forth above and shall be effective for one (1) year. The Agreement shall renew automatically annually thereafter, unless notice of termination is given pursuant to section 4 of this Agreement.

6. Termination. This Agreement may be terminated by either party at any time upon thirty (30) days' prior written notice.

7. Entire Agreement. This Agreement constitutes the final and complete expression of the parties' agreements with respect to their respective rights and obligations, except to the extent that this Agreement may later be amended by a written instrument.

## IX.A.2. Town of Parker Addressing IGA

8. Compliance with Laws. Both parties agree that in performing their respective obligations under this Agreement, they shall each comply with all laws, rules, regulations, ordinances and orders of any governmental authority having jurisdiction.

9. No Third-Party Beneficiaries. None of the terms, conditions or covenants contained in this Agreement shall be deemed to be for the benefit of any person not a party hereto.

10. Applicable Law. This Agreement shall be construed in accordance with the laws of the State of Colorado.

11. Severability. If any clause or provision herein contained shall be adjudged to be invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, such invalid or unenforceable clause or provision shall not affect the validity of the Agreement as a whole and all other clauses or provisions shall be given full force and effect.

12. Assignability. No party to this Agreement shall assign or transfer any of its rights or obligations hereunder without the prior written consent of the nonassigning party to this Agreement.

13. Binding Effect. The provisions of this Agreement shall bind and shall inure to the benefit of parties hereto and to their respective successors and permitted assigns.

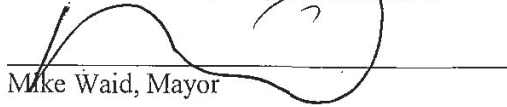
14. Enforceability. The parties hereto agree and acknowledge that this Agreement may be enforced in law or in equity, by decree of specific performance or damages or such other legal or equitable relief as may be available, subject to the provisions of the laws of the State of Colorado,

15. Appropriations. Notwithstanding any other term, condition or provision herein, each and every obligation of the parties is subject to the requirement of a prior appropriation of funds therefore by the parties.

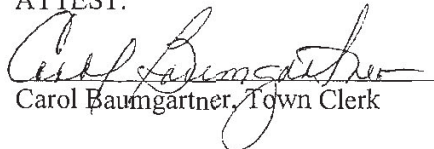
16. Governmental Immunity. Nothing herein shall be construed as a waiver of the rights and privileges of the parties pursuant to the Colorado Governmental Immunity Act, Section 24-10-101, *et seq.*, C.R.S.

IN WITNESS WHEREOF, this Agreement is executed by the parties hereto as of the date first written above.

**TOWN OF PARKER, COLORADO**

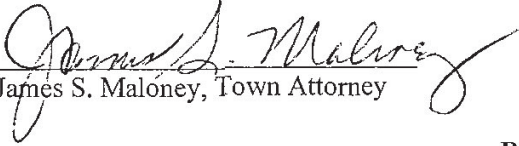
  
Mike Waid, Mayor

ATTEST:

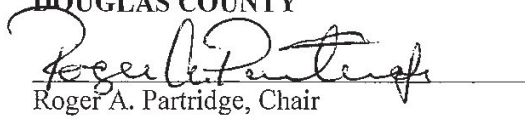
  
Carol Baumgartner, Town Clerk


IX.A.2. Town of Parker Addressing IGA

APPROVED AS TO FORM AND SUFFICIENCY:

  
James S. Maloney, Town Attorney

BOARD OF COUNTY COMMISSIONERS OF  
DOUGLAS COUNTY

  
Roger A. Partridge, Chair

  
Douglas J. DeBord, County Manager

  
Melissa Pelletier, Deputy Clerk



APPROVED AS TO FORM:

  
Nick Pijoan, Sr. Assistant County Attorney

APPROVED AS TO FISCAL CONTENT:

  
Andrew Copland, Director of Finance

ARCHIVED DOCUMENT

## IX.A.2. Town of Parker Addressing IGA

### EXHIBIT A

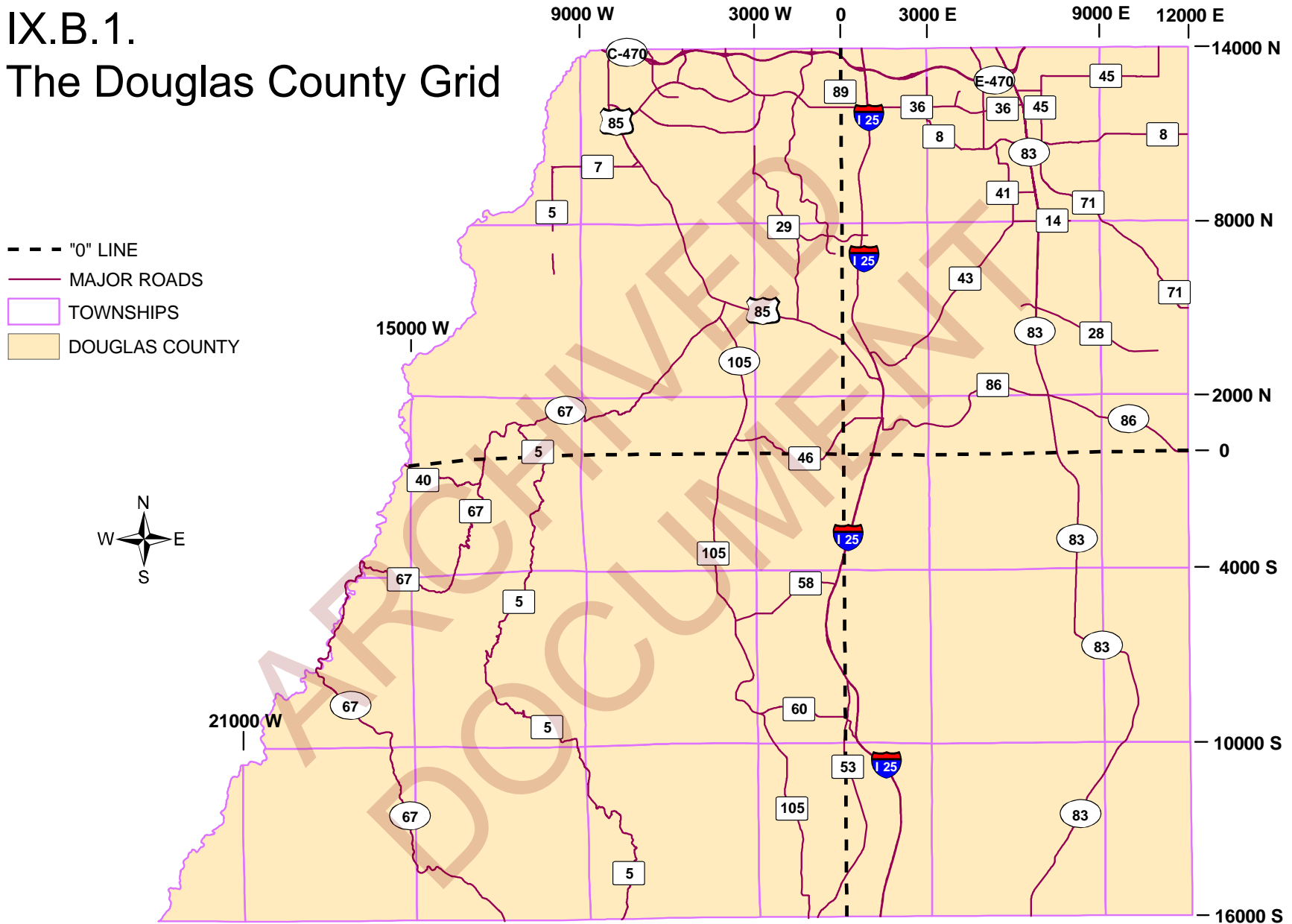
Dissemination of all addresses shall be to:

Parker Post Office	Dan Kunkel <a href="mailto:daniel.l.kunkel@usps.gov">daniel.l.kunkel@usps.gov</a>
Elaine Nelson	<a href="mailto:elaine.d.nelson@usps.gov">elaine.d.nelson@usps.gov</a>
Michelle Bustamante	<a href="mailto:michelle.r.bustamante@usps.gov">michelle.r.bustamante@usps.gov</a>
Douglas County Planning	<a href="mailto:cboyd@douglas.co.us">cboyd@douglas.co.us</a>
Douglas County Sheriff	<a href="mailto:dmiller@dcsheriff.net">dmiller@dcsheriff.net</a>
Elaine Nelson	<a href="mailto:elaine.d.nelson@usps.gov">elaine.d.nelson@usps.gov</a>
Gretchen Meyerett	<a href="mailto:gretchen.Meyerett@CenturyLink.com">gretchen.Meyerett@CenturyLink.com</a>
Joan Larson Anschutz	<a href="mailto:joan.LarsonAnschutz@CenturyLink.com">joan.LarsonAnschutz@CenturyLink.com</a>
Jeremy Manning	<a href="mailto:j.manning@metcom911.org">j.manning@metcom911.org</a>
Kim McAndrews	<a href="mailto:k.mcandrews@metcom911.org">k.mcandrews@metcom911.org</a>
Maleia Good	<a href="mailto:mgood@pwsd.org">mgood@pwsd.org</a>
Parker Police Department	<a href="mailto:dcashman@parkeronline.org">dcashman@parkeronline.org</a>
Parker Water and Sanitation District	<a href="mailto:billing@PWSD.org">billing@PWSD.org</a>
Qwest Communications	<a href="mailto:justin.metzler@qwest.com">justin.metzler@qwest.com</a>
Qwest Communications	<a href="mailto:william.benson2@qwest.com">william.benson2@qwest.com</a>
South Metro Fire Rescue Authority	<a href="mailto:vikki.seela@southmetro.org">vikki.seela@southmetro.org</a>
Town of Parker IT	<a href="mailto:jmurray@parkeronline.org">jmurray@parkeronline.org</a>
Town of Parker IT	<a href="mailto:ttonelli@parkeronline.org">ttonelli@parkeronline.org</a>
Xcel Energy	<a href="mailto:sandra.cardenas@xcelenergy.com">sandra.cardenas@xcelenergy.com</a>

and

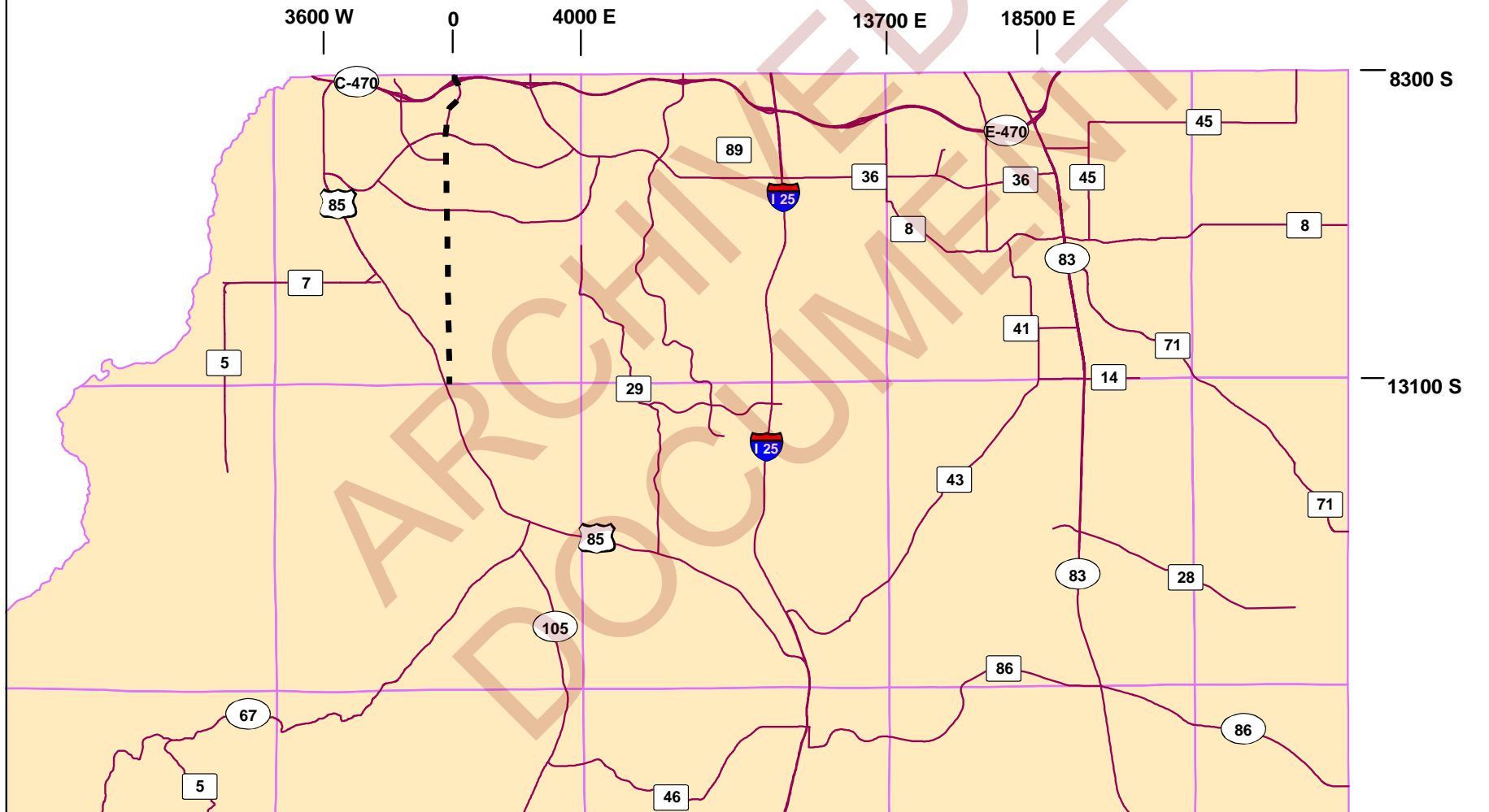
- Douglas County Sheriff's Department
- Douglas County Assessor
- Douglas County Elections Department
- Douglas County GIS Division
- Douglas County Building Division
- Douglas County School District
- Douglas County Schools Transportation Department
- United States Census Bureau

# IX.B.1. The Douglas County Grid



# IX.B.2. The Metro Grid

- - - "0" LINE
- MAJOR ROADS
- TOWNSHIPS
- NORTHERN DOUGLAS COUNTY



## IX.C. Notification Matrix for Addresses\*

Notification Group	Address Type										
	Single-Tenant Commercial	Multi-Tenant Commercial	Subaddress Commercial	Single-Tenant Residential	Multi-Tenant Residential	Subaddress Residential	Park and/or Trailhead	Sales Trailer	Construction Trailer	Cell Sites	Meter, Irrigation, Traffic Signal, Monument Sign, Retaining Wall, etc.
Staff Contacts by Location**	X	X		X	X		X	X	X	X	X
DC Assessor	X	X		X	X		X				
DC Building	X	X	X	X	X	X	X	X	X		
DC Elections	X	X		X	X						
DC GIS	X	X		X	X		X	X	X	X	X
DC School District	X	X		X	X						
Emergency Response Agencies by District***	X	X	X	X	X	X	X	X	X		
Unites States Postal Service (USPS)	X	X		X	X			X	X		
Utility and Other Agencies by Service Area****	X	X		X	X		X	X	X	X	X

\* Following the recordation of new addresses or any changes to existing addresses, the Addressing Specialist shall notify appropriate agencies per Section 6.1.d. of the Douglas County Addressing and Street Naming Manual. This matrix indicates which agencies require notification based on the address type. Additional agencies may be notified at the discretion of the Addressing Specialist.

\*\* Douglas County serves as the single, responsible entity for maintaining address data per Section 4 of the Douglas County Addressing and Street Naming Manual. Notifications are provided to staff contacts with the City or Town only for addresses that are located within the incorporated area. For addresses located in unincorporated Douglas County, notifications are provided to County staff contacts.

\*\*\* Notifications are sent to emergency response agencies only for addresses that are located within that agency's district. Emergency response agencies vary by location and typically include fire and police departments as well as 911 dispatch.

\*\*\*\* Notifications are sent to utility agencies only for addresses that are located within that agency's service area. Utility agencies vary by location and typically include water and sanitation districts or electricity and natural gas providers.