



# TOWN OF MOUNTAIN VILLAGE COMMUNITY DEVELOPMENT DEPARTMENT

## RE-ADDRESSING NOTIFICATION

TO: JANE & JOHN DOE

123 EXAMPLE ST  
MOUNTAIN VILLAGE, CO 81435

RE: CHANGED PROPERTY ADDRESS

ISSUED BY: TOWN OF MOUNTAIN VILLAGE  
ADDRESSING COORDINATOR

ISSUE DATE: **JANUARY 1, 2024**

EFFECTIVE DATE: **MARCH 1, 2024**

### Dear Property Owner,

The Town of Mountain Village Community Development Department is currently undertaking a review of all Mountain Village addresses for compliance with our recently adopted addressing standards. This is necessary to provide residents and visitors with the best possible emergency response. The Town addressing coordinator has found that this particular property is out of compliance with the Town's standards and must be given a new address.

This letter is your official notification, so please retain this document for your records.

#### OWNER

JANE & JOHN DOE

#### PARCEL ID #

1122334455

#### OLD ADDRESS

123 EXAMPLE ST  
MOUNTAIN VILLAGE, CO 81435

#### LEGAL DESCRIPTION

LOT 123R TMV ACC TO REPLAT OF LOT 456 AND 789 TMV REC 03 19 2010  
PLAT BK 1 PG 4329 5.852 AC MOL

The following is the new address our office has assigned to your property:

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**222 NEW ADDRESS RD  
MOUNTAIN VILLAGE, CO 81435**

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We understand that this may cause inconvenience, and we sincerely apologize for any disruption. The re-addressing initiative is essential to ensure the safety of residents especially at these properties with inconsistent addressing. Please rest assured that the town is here to assist you throughout this process. We have included a packet of information with this letter, detailing the reasons behind the re-addressing, steps you need to take and contact information for any questions or concerns. We appreciate your understanding and cooperation as we work together to build a safer and more efficient community.

**Please continue reading through the materials provided to ensure the re-addressing process is **complete**.**

## **Post Office & Deliveries:**

Residents **DO NOT** need to set up a forwarding address during this process. The Town will provide your new property address to the USPS right as it begins notifying residents. The United States Postal Service will update the address database as early as two weeks after noticing and link the new and old addresses together. As a result, mail will be forwarded from the old address to the new one seamlessly via USPS services for **one year**.



It's important to note that the USPS does not control when private delivery companies (i.e., UPS and FedEx) make the switch to the new address. The USPS can only update its official address matching software database. Private delivery companies such as UPS and FedEx may use their own proprietary address database and can take more than two weeks to update address data.

## **Correcting the Address Identification Sign:**

Once this letter is received, you (the property owner) are responsible for correcting the address identification sign or free-standing address monument on your property by the effective date listed above – **March 1, 2023 (60 days after notification)**. Address identification numbers can be posted on the building if they are within twenty feet (20') and visible from the road. All Community Development Code regulations must be followed and can be found in Section 17.5.13.E.4., Address Identification Signs. *See the QR code to the right.*



If you are simply changing out the numerals on an existing monument or on the home itself, please make sure:

- The numerals are a minimum of 6" in height.
- There is contrast with the background.
- The numerals have a reflective surface in case of a power outage.

A clear reflective coating is available as spray paint at most hardware stores and can be applied to the numeral surfaces.

If any changes need to be made to a freestanding address monument that are more than a simple exchange of numerals, planning will need to review the address monument design. Please provide design drawings showing front elevation and side elevation with dimensions, proposed materials, proposed light fixture and a site plan showing the location of the monument on the lot (if the location is changing). This can be emailed to [cd@mtnvillage.org](mailto:cd@mtnvillage.org). The design review fee of \$250 will be waived.

## **Reimbursement Information:**

A reimbursement amount for demonstrated expenses related to the address change will be allotted for this address monument / identification sign change and can be requested upon submittal of the attached reimbursement request form. *See the QR code to the right.* For free-standing address monuments, the town is willing to reimburse up to \$200. For address identification numbers located on the building, the town is willing to reimburse up to \$45.



## **Notice of Fines:**

We kindly request your cooperation in updating the physical address identifiers for your property. A reminder and final notice letter will be sent to the property owner about this change. If it is not corrected by the effective date listed in the top right corner of the official notice, according to Section 17.1.8.J of the Community Development Code the Town has the ability to issue an appropriate fine per day that this violation exists.

## **Who to Contact:**

We understand that re-addressing your property is inconvenient, however, maintaining a consistent and clear addressing system is crucial for timely emergency response. The 911 system will reflect your official address, as will the County Assessor's database. There may be several reasons for re-addressing, such as:

- The address number was assigned incorrectly.
- The number does not fit in with the Town numbering system. (Not in sequential order to surrounding numbers.)
- The number is odd when it should be even or vice versa. (For generally north-south roads, odds are to the west, evens to the east. For generally east-west roads, odds are to the north, evens to the south.)
- The property is addressed on a street name that does not comply with our addressing standards; etc.

It is the property owner's responsibility to notify all tenants and correspondents of the correct address. If your new address is not validating, it is possible the company has not undergone updates to their system. Please allow some time after the effective date for the address change to update within these entities. For 911 purposes, it is strongly suggested that you contact your phone company prior to the effective date.

The owner is recommended to contact these entities after **60 days of this notice to provide new address information:**

- Gas
- Electric
- Phone
- Insurance providers
- Delivery
- Medical providers
- Trash
- Alarm companies
- HOAs
- Banks
- Employers
- Any other relevant parties

The Town Addressing Coordinator is responsible for immediately notifying the San Miguel County Assessor's Office, Clerk & Recorder's Office, GIS Department, Sheriff's Office, US Post Office, 911 Coordinator, etc. Additionally, a packet & checklist detailing the steps required for the property owner to complete this re-addressing process has been provided.

## **Local Utility Companies:**

**ELECTRIC:** San Miguel Power Association  
(970) 626-5549

**INTERNET:** Clearnetworx  
(970) 240-6600

**GAS:** Black Hills Energy  
(888) 890-5554

**PHONE:** Century Link Communications  
(800) 603-6000

**TRASH:** Bruin Waste Management  
(800) 559-2149

**CABLE TV:** Spectrum  
(866) 874-2389

Thank you for your cooperation and understanding with our efforts to improve the health and safety of the residents and visitors of the Town of Mountain Village.

Respectfully,

Lauren Tyler

*GIS Administrator & Addressing Coordinator*