

IV. ADDRESSING PROCESS

A. Subdivision Review Procedures

Subdivision preliminary plans are submitted to the Planning Analyst-Addressing for review in order to avoid a conflict in street names and to reserve street names preferred by the developer. The Analyst reviews the plans and sends comments to the staff planner responsible for processing the preliminary plan. If no conflict exists, the master street list is updated and the names from the approved plan are reserved for the development. If the proposed street names already exist within Douglas County or surrounding jurisdictions as stated in paragraph III.B.i., regardless of whether or not they are the same name as the plat name, they will be denied as duplicates. *(Revised December 28, 2004)*

B. Change of Street Names Procedure

Per the Douglas County Subdivision Resolution, Section 704, Plat Correction, the following shall apply when a request is made for a street name change to recorded plats:

1. Douglas County shall administratively correct misspellings on recorded plats by issuing a Plat Correction Certificate. Affected landowners shall be notified of correction with an Official Notification form issued by the Planning Analyst-Addressing. *(Revised December 28, 2004)*
2. Any other requests for street name changes shall be submitted to the Planning Office in accordance with the Douglas County Subdivision Resolution, Section 704, Plat Correction.
3. If a street name is denied by the Planning Analyst-Addressing for any reason, a written appeal request may be provided to the Director of Community Development. If the street name is still denied, a written appeal request may be made to the Board of Adjustment in accordance with the Douglas County Zoning Resolution. *(Revised December 28, 2004)*

C. Correcting and Changing Addresses

If an incorrect address is being used, the Planning Analyst-Addressing shall contact the owner by phone or mail to correct the address. An Official Notification form shall also be sent to the owner to enclose when correcting their address for mortgage, insurance, etc. See *Exhibit A. (Revised December 28, 2004)*

D. Dissemination of Addresses

All addresses, whether they are new, changed, or corrected, shall be disseminated to the following entities by the Planning Analyst-Addressing within one week of assignment: *(Revised December 28, 2004)*

- 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
- Littleton Fire Department Mapping Services
- Appropriate fire district
- Appropriate U.S. post office
- Any private parties entering into a contract with Douglas County Community Development for address and street update information. *(Revised August 30, 2005)*