

# Address Plat Criteria 2015

## *Submittal Format*

- A) The initial submittal address plat shall be submitted for review on sheets sized 18" x 24" in PDF format.
- B) The Community Development Department, GIS Section staff will verify street names and assign addresses on the initial submittal.
- C) The initial submittal will be returned with addresses and comments to the applicant for applicant's production of the final Address Plat.
- D) The final address plat shall include the following:
  - Show and identify all address numbers and corresponding street names. Multi-unit buildings will display unit numbers on each floor.
  - Show and identify all public rights-of-way including street names.
  - Show, accurately, all building footprints with relationship to lot lines.
  - Show any existing addresses adjacent to, and within the proposed project boundaries.
  - Show site lay-out, including parking lots, and access points from/to public roadways.
- E) The title for the Address Plat shall be centered at the top of the sheet and state:

*ADDRESS PLAT*  
[SUBDIVISION NAME], FILING NO. \_\_\_\_ (if applicable)  
CITY OF WESTMINSTER, COUNTY OF [ADAMS/JEFFERSON], STATE OF COLORADO  
SHEET 1 OF 1

- F) The Address Plat approval certificate shall be located at the lower right-hand corner of the sheet and shall state:

APPROVED BY: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
CITY OF WESTMINSTER DATE

- G) Applicant will submit the final address plat to the GIS Section.
  - One (1) PDF of the final Address Plat.
- H) After final City review, an approved, signed copy will be e-mailed back to applicant.
- I) Amendments shall follow the same process.

## City of Westminster Address Plat Assignment Methodology

The City of Westminster follows the Denver Metro Street Naming and Numbering system. More information on the history of this system can be found at, [https://en.wikipedia.org/wiki/Street\\_system\\_of\\_Denver](https://en.wikipedia.org/wiki/Street_system_of_Denver). The goal of this methodology is to be able to efficiently route emergency response and others to any location in the City. The following standards shall be applied to any new address requested.

### Street Naming:

The naming of streets and avenues shall follow the Metro Denver Street Naming system where possible and have 100 number designations. The City of Westminster maintains a GIS layer that shows the locations of the grid streets. This is used to begin the initial layout of the street names.

Arterial roads shall be designated as Boulevards or Roads

East and west running streets will be typed as Avenues and will have a “W” directional

East and west running streets located between Avenues will be typed as:

“Places” will take the name of the proceeding avenue and run between avenues and connect directly to north-south streets.

“Drives” will take the name of the proceeding avenue and will curve so that it connect to an avenue.

North and south running streets will be typed as Streets. No directional will be assigned to these streets.

North and south running streets located between Streets will be typed as:

“Courts” will take the name of the proceeding street and run between streets and connect directly to east-west Avenues.

“Ways” will take the name of the proceeding street and will curve so that it connect to a Street.

“Circles” are typed for cul-de-sacs or roads that begin or end at a major street.

Specialty street names will be only considered upon the approval of the public safety official.

### Numbering:

ODD numbered addresses shall be located on the NORTH and WEST sides of streets, and

EVEN numbered addresses shall be located on the SOUTH and EAST sides of streets.

- Addresses ending with 00 should be avoided (often times this number is not accurate due to public rights-of-way alignments).
- Each detached building shall have its own numerical address.
- Numbering shall follow a logical sequence and have reason so that addresses can be easily located by all emergency personnel.
- Numbers will end in a similar number along a block. Proceeding blocks will take the next incremental ending number. Ending numbers should not repeat within a four block range.
- Numbering shall include gaps to account for future lot splits, water meters, electric meters, etc.
- Buildings should be addressed to the public street that is used as the primary access (but applicant/owner may request otherwise and the review team will study the request).
- Multi-tenant buildings must be addressed using a building address number followed by separate suite designations 100, 200, 300, 400 . . . etc.
- Each separate building, as defined by the City’s Building Division, shall have its own address number.
- No single building shall have more than one address number, except townhomes.