



Community Helper
What's the address of my new property (vacant land)?

The Question

I've just bought a vacant piece of land. How do I figure out what my property address is?

The Scenerio

You are a new landowner in Ranch of the Rockies. Your land is vacant and has never been developed and you were not provided a verifiable address upon the purchase of your land. You are now ready to begin the permitting process for development, such as building a new home or installing a driveway & camper parking pad, yet you are unsure what your actual property address is.

Property Development Facts

- To begin any development of your land you must first establish your property address with Park County.
- A Park County approved permit is required for most development on your property so don't proceed with plans until you know the rules. Not knowing the rules could result in costly re-work. Some examples are listed below:
 - Driveways
 - Home construction
 - Wells
 - Septic systems
- In addition to Park County guidelines, you are also subject to any ROTR guidelines as well.
 - You may contact the ROTR community office at 719-836-2079 or go online at <https://rotr.org> for further information. They can always help you being your ROTR journey!



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The Stakeholders

- Homeowners
- Park County
- Ranch of the Rockies

The procedures for establishing an address for vacant land:

- Step 1 - send an email to GIS@parkcounty.us requesting they establish an address for your property.
- Include your name, Lot number, and that you are in Ranch of the Rockies.
- A POC from the Park County GIS office will confirm receipt of your email and request and will inform you that they will assign an address to your property.
- Upon completion of the property address assignment, the GIS office will send to the landowner(s) a PDF copy of the address assignment.
- The email will be addressed to "Teresa Carpenter" (from the Park County Assessor's office) so that she may update her records with your new property address.
- Once you have a legitimate property address you may then begin the permit process for whatever development you are doing.

Park County GIS Department POC
Peter Brown
pbrown@parkco.us
719-836-4290



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The procedures for establishing an address for vacant land:

- You may contact the Hartsel Fire Department at 719-836-3500 to purchase a green, reflective sign that makes it easy for emergency crews to locate property addresses during an emergency. The cost is \$15 for each sign, cash only. You may find further information at Address Sign Safety Program - Hartsel Fire Protection District
- The office is open Monday - Wednesday for address signs and they will make your sign while you wait.
- For instructions on how and where to place your address sign you may find further information at:

http://www.hartselfire.org/uploads/3/7/5/1/37514629/posted_address_requirements_-_park_county_lur.pdf
(hartselfire.org)



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Site Preparation

"POSTED" ADDRESS REQUIREMENTS

Park County Land Use Regulation
Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- Placard shall be attached to a 4" X4" treated wood or redwood post.
- The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post must be permanently installed into the ground for final inspection.

Standard Size - 6" x 18"

Standard Color - Green Background with White Reflective Numbers

