



## Current Planning Division

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# Addressing Guide

### Requesting a new address or address change?

If you are interested in a new or different address for your property, please read through this brief flyer to better understand the City of Loveland's addressing policies. As the administrators of the City's property addressing process, Current Planning office staff is available to answer your questions and assist with the addressing process.

### Why is addressing important?

Addresses provide a crucial location identifier to a variety of public and private organizations. Addresses ensure that mail is delivered accurately, homes and businesses can be identified, and that Police, Fire and EMS support can be directed to a location quickly and efficiently. Therefore, it is critical for addresses to be assigned in a systematic and clear fashion.

### How are addresses assigned?

The City of Loveland's addressing system is based on a grid layout. This means the entire City is divided into multiple square sections that help indicate the numerical address range. This grid system is a guideline for the way address numbers increase from a common point of origin, which is roughly located at the intersection of First Street and the Railroad tracks. From this point, address numbers begin at 100 and increase with distance from this origin.

All addresses within the City follow this logical consistency and must increase in sequence as the distance from this center point increases.

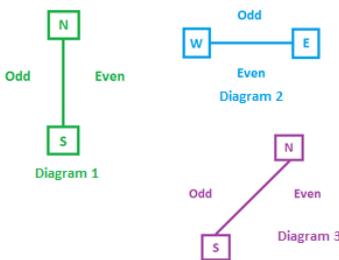


## Why are some addresses odd and some are even?

On roads that orient north-south, addresses on the west side of the road have odd numbers; the east side of north-south roads have even numbers. ([Diagram 1](#))

On roads that generally have an east-west alignment, addresses on the north side of the street are odd while addresses on the south side of such road are even. ([Diagram 2](#))

This arrangement is maintained throughout the City. When streets are arranged in a circular or diagonal orientation, addressing can become complicated. In such instances, City staff work with a variety of agencies to ensure that the integrity of the addressing system is maintained. ([Diagram 3](#))



## How are multiple addresses assigned for businesses?

Any unit within a commercial building with direct access to the exterior should have its own address. Often, the numbering system skips numbers in a logical numerical sequence. This practice allows additional addresses to be easily added when spaces get divided and avoids the need to alter surrounding addresses.

Units within a building that have a shared point of access from the exterior have a shared address, but each unit in this arrangement will have a separate numerical suite number.

Another important policy is the avoidance of using letters for suite assignment. Letters C, B, E and D can sound similar, and can create confusion in emergency situations.

## How are multiple addresses assigned for residences?

Loveland's policy towards addressing residences is that multifamily homes are given a building address with separate unit or apartment numbers. Single residences (including halves of duplexes) are given their own individual address.

## Why might an address request be denied?

Most of the time when new addresses are requested, people already have some address in mine. It is never a good idea to take any steps toward using an address until you have talked with the Current Planning Office and the address has been accepted. Here are some reasons your request may be rejected:

- The address requested does not follow the logical consistency of the surrounding area
- The address does not conform to newer policies
- The address is a duplicate or closely resembles an address already in use
- The address violates Zoning Code
  - The address requested is for an additional residential unit where one is not permitted
  - The address is for a business in a residential area that is unapproved
  - The address is for an additional space that was created by an unofficial tenant finish