

Conejos County Land Use, PO Box 197, Conejos CO 81129 (6683 County Road 13, Antonito CO 81120) Phone: 719-376-2014 - Fax: 719-376-6769 Email: landuse@co.conejos.co.us

Physical Addresses in Conejos County

The Conejos County Land Use Office is the responsible agency for physical addresses in the unincorporated territory of Conejos County. To get a physical address for a lot in a Town/Municipality – contact the Town Clerk.

<u>WHY</u> do I need a physical address for my property? You will need a physical address for your property once you begin development for residential or commercial/industrial uses. E911 requires a physical address in order to find you in case of an emergency.

<u>WHEN</u> do I get a physical address for my property in Conejos County? You apply for a physical address when you apply for a construction permit, a septic permit, or provide a letter from Xcel or SLV Rural Electric stating that you have applied for utility services. We do not issue addresses to vacant land. We CANNOT issue an address you have plans to improve your property by getting a construction or septic permit or submit documentation from the utility company you are having utilities installed.

<u>WHO</u> can apply for a physical address? You must be the owner of the property, have an official purchase contract, or an authorization statement from the owner to apply for a physical address.

<u>HOW</u> do I get a physical address assigned for my property? An application process is required to physical address. Applications are available at the Land Use Office in Conejos or online. <u>www.conejoscounty.org</u> – Land Use page.

<u>WHAT</u> information do I need to provide with the application? 1. A complete application; 2. Proof of ownership; 3. A detailed drawing and written instructions on how to get to the property from the closest Town; 4. The required application fees.

<u>WHEN</u> is the address assigned to me? Once you submit a completed application, attachments and fee, the Land Use Office Staff has five working days to assign an address unless there is an unusual circumstance that will delay the processing. The assignment will be provided to you via email and hard copy by USPS address.

<u>WHAT</u> am I required to do with the new address? 1. Post your address at the entrance of your property closest to the public road. Emergency responders should be able to see this during the day and at night. We recommend that you use a minimum of 3" reflective numbers; 2. It is your responsibility to provide your physical address to utility companies (Electricity, Telephone, Natural Gas/Propane, internet/satellite) insurance providers, driver's license agency, Post Office and delivery services, Clerks Office for Vehicle License & Registration; 3. The Land Use Office will provide your new address to the E911 Authority, to the County Assessor and Clerk & Recorder.

EMERGENCY ALERTS – Register for FREE emergency alerts from the San Luis Valley E-911. Contact them at the following: Website: <u>www.slve911.org</u>, phone: 719-480-8469, email: slve911.org@gmail.com

ADDRESS SIGNS FOR SALE: More information is available on the Land Use Webpage – www.conejoscounty.org/departments/business/land-use