



RE-ADDRESSING INFORMATION PACKET

**TOWN OF MOUNTAIN VILLAGE
COMMUNITY DEVELOPMENT DEPARTMENT
&
GEOGRAPHIC INFORMATION SYSTEMS DEPARTMENT**

ITEMS INCLUDED

- Re-addressing notification letter-attached
- Navigating the 60-day transition- page 3
- Instructions for replacing your address identification sign & rebate information- page 4
- Timeline for the next steps to be completed by property owner- page 5
- Re-addressing checklist- Page 6
- Local utility companies contact information- page 7
- Additional resources & FAQs- page 8
- Service provider letters- attached
- Reimbursement rebate form- attached

BRIEF OVERVIEW OF OUR RE-ADDRESSING PROJECT

The Town of Mountain Village is undertaking an extensive re-addressing project in order to align all addresses with the newly adopted addressing standards and to improve the 911 response time. As a Town, we must maintain consistency and clarity with our addressing system for public safety. After careful evaluation, the addressing coordinator has found that this particular property is out of compliance with the Town's standards and must be given a new address.

The items found in this packet will guide you (the property owner) through the re-addressing process and provide all the necessary components to smoothly transition into this new address. The property owner will be responsible for contacting certain entities which are listed below and in the notification letter.

PROPERTY OWNERS:

- » Gas
- » Electric
- » Phone
- » Title company
- » Insurance providers
- » Delivery
- » Medical providers
- » Trash
- » Alarm companies
- » HOAs
- » Banks
- » Any other relevant parties

TOWN OF MOUNTAIN VILLAGE

- » San Miguel County Addressing Official
- » San Miguel County Sheriff's Office
- » San Miguel County Assessor
- » San Miguel County Clerk & Recorder's Office
- » San Miguel County GIS Department
- » Town of Mountain Village Road and Bridge Department
- » Town of Mountain Village Fire Department
- » Any other appropriate emergency response agency(ies) (e.g., Mountain Village Police Dispatch)
- » Appropriate United States Post Office
- » Any private entities who enter a monetary contract with the Town of Mountain Village for address and street update information

We appreciate your cooperation as we implement these standards and make the Town of Mountain Village a safer community. Any and all questions regarding the re-addressing process can be directed to the Town's GIS Administrator and Addressing Coordinator Lauren Tyler.

CONTACT INFORMATION

Lauren Tyler

GIS Administrator | Addressing Coordinator
455 Mountain Village Blvd. Suite A
addressing@mtnvillage.org | (970) 369-8289

NAVIGATING THE 60-DAY TRANSITION

We understand that transitioning to a new address can be a challenging process, and we want to assure you that the Town is here to help guide you through this period. We recognize the significance of these changes, and we are here to help all affected residents during this transition. The Town is committed to providing assistance and support as you update your address. Our team is available to answer questions, address concerns, and ensure a smooth transition.

USPS & PRIVATE DELIVERY COMPANIES

During this 60-day transition, residents are **not required** to set up a forwarding address with the United States Postal Service (USPS). The Town will provide each group's new addresses to the USPS right as it begins notifying residents. The USPS will automatically update its address database within two weeks, linking the old and new addresses together. As a result, mail will be forwarded from the old address to the new one seamlessly through USPS services.

It's important to note that the USPS does not control when private delivery companies (i.e., UPS and FedEx) make the switch to the new address. The USPS can only update its official address matching software database. Private delivery companies such as UPS and FedEx may use their own proprietary address database and can take more than two weeks to update address data. The Town is actively looking into ways of communicating with these private entities to ensure the address change occurs in a timely fashion. Amazon partners with ESRI Community Maps which updates on a quarterly basis, so it safe to assume that changes in their system may not appear for up to four months.

SERVICE PROVIDERS

The Town will automatically change your address with its water/sewer billing system, as that is the only utility the Town manages/provides to residents.

The Town will do its best to contact service providers and notify local businesses of this change, but ultimately, it is up to you, the property owner, to change the address on the associated accounts. The Town is not authorized to make the change for property owners within these accounts. If any issues with service providers arise during this process, please contact addressing@mtnvillage.org to notify staff of the problem. We ask that you only contact our staff if the business is not complying with the change or the issue cannot be resolved by you, the property owner, alone.

GOOGLE MAPS, APPLE MAPS & MORE

Third party mapping platforms such as Google Maps or Apple Maps may not reflect the address change immediately. Please allow at least 2 months for the new address to be reflected on these platforms as they may perform monthly or bi-monthly updates.

If you, the property owner, wish to expedite the process with Google Maps or Apple Maps, we recommend using the self-report or contributor option on the mobile app or through their website. For other private businesses, we recommend reaching out to them directly to update your address.

We appreciate your understanding and patience during this transition. The Town is committed to making this process as smooth as possible, and we are here to support you every step of the way. We will do our part in notifying as many entities we can during this transition, but please understand there are some businesses we are unable to communicate directly with. If you have any questions or need further assistance, please do not hesitate to contact us.

REPLACING YOUR ADDRESS IDENTIFICATION SIGN

It is imperative that this step be completed as soon as possible. Once this letter and packet are received, you (the property owner) are required to correct the address identification sign on the property within **60 days**. If any changes need to be made to a freestanding address monument that are more than a simple exchange of numerals, planning will need to review the address monument design. Please provide design drawings showing front elevation and side elevation with dimensions, proposed materials, proposed light fixture and a site plan showing the location of the monument on the lot (if the location is changing). This can be emailed to cd@mtnvillage.org. The design review fee of \$250 will be waived.

DESIGN REQUIREMENTS

The address identification signs must follow the rules and guidelines laid out in the Mountain Village Community Development Code Section 17.5.13(E)(4), Address Identification Signs:



The complete requirements for address identification signs can be found by scanning the QR code provided, however if you simply need to change the numerals on your home or on an existing monument please keep in mind these basic requirements:

- ▶ numerals should be a minimum of 6" in height
- ▶ numerals should contrast with the background they are mounted on
- ▶ numerals should have a reflective surface (or be treated with a reflective coating) in case of power outage.

REBATE INFORMATION

The Town is offering reimbursements for changing an address monument due to re-addressing. A reimbursement form is included in this packet and can be found on our website. Once the materials have been purchased and installed, the reimbursement form can be submitted to the Addressing Coordinator or uploaded through our online form (QR code provided below).



The reimbursement request form **requires** proof of purchase through invoices or receipts. Pictures showing the completion of the monument/sign installation are also **required** for the request form to be considered.

The reimbursement includes the cost for the numbers on the sign or materials for the base and the cost of labor if it is invoiced from a licensed business. It does not include the cost of lighting or utilities installation.

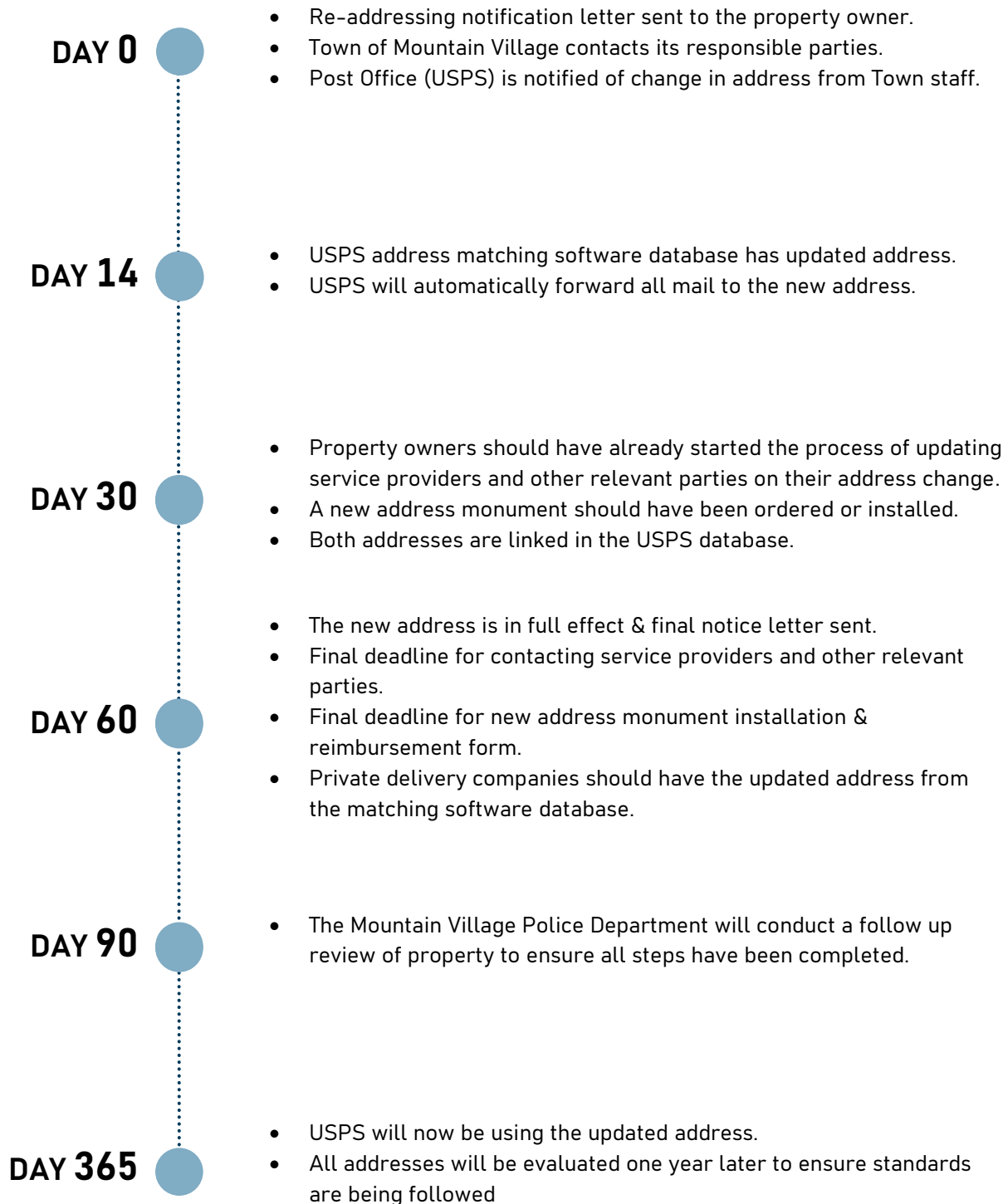
For freestanding address monuments, the town will cover up to \$200.

For address identification numbers on the building, the town will cover up to \$25.

NOTICE OF FINES

We kindly request your cooperation in updating the physical address identifiers for your property. A final notice letter will be sent at the 60-day mark reminding you (the property owner) that the address for the property has changed and restating the requirements listed above. If the address identification sign is not corrected by the **effective date** listed in the top right corner of the official notice, according to Section 17.1.8.J of the Community Development Code the Town is authorized to issue an appropriate fine per day that this violation exists. Please know we are ready and willing to cooperate with residents on this process.

TIMELINE



CHECKLIST

The following checklist has been created to guide you (the property owner) through all the necessary steps to complete the re-addressing process.

Contact service providers:

BEGIN AFTER 2 WEEKS

*** (list of local companies provided on page 7 of the packet)*

- Power/electricity
- Trash/recycling
- Phone
- Cell phone provider
- Cable TV
- Fiber/internet
- Alarm/security company (if applicable)

Notify additional parties such as:

COMPLETE BY 60-DAYS

- Any tenants or other people living on the property
- Banks/credit card companies
- HOAs
- Insurance companies
- Medical providers
- Employers
- Department of Motor Vehicles
- Subscription services
- Pet records
- Legal and financial advisor services
- Any additional billing services
- Friends, family or other relatives

Replace address monument or identification sign on the property:

COMPLETE BY 60-DAYS

- Order and install the new sign by the 60-day mark
- Fill out the Town's re-addressing rebate form to receive compensation for replacement sign

Optional steps that can be taken:

COMPLETE AT ANY POINT AFTER 60-DAYS

- Submit an issue through Google Maps, Apple Maps or Waze to update address
- Validate your address with UPS or FedEx

LOCAL UTILITIES

POWER

SAN MIGUEL POWER ASSOCIATION

P.O. Box 1150
720 N. Railroad St.
Ridgway, CO 81432
(970) 626-5549
memberservice@smpa.com
smpa.com

BLACK HILLS ENERGY

P.O. Box 6006
Rapid City, SD 57709
(888) 890-5554
blackhillsenergy.com

TRASH & RECYCLING

BRUIN WASTE MANAGEMENT

P.O. Box 630
31450 HWY 145
Naturita, CO 81422
Questions/Rates: (970) 240-8326
Accounts/Services: (800) 559-2149
bruinwaste@bruinwaste.com
bruinwastemanagement.com

WATER & SEWER

TOWN OF MOUNTAIN VILLAGE

455 Mountain Village Blvd. Suite A
Mountain Village, CO 81435
(970) 728-1392
tmvbilling@mtnvillage.org
townofmountainvillage.com/water

PHONE

CENTURY LINK

160 N Fir St.
Telluride, CO 81435
Local: (800) 603-6000
Customer Service: (800) 244-1111
centurylink.com

CABLE TV

SPECTRUM

117 Par Place
Montrose, CO 81401
(866) 874-2389
spectrum.net

FIBER & INTERNET

CLEARNETWORKX

301 N. Cascade Avenue
Montrose, CO 81401
(970) 240-6600
clearnetworkx.com

SPECTRUM

117 Par Place
Montrose, CO 81401
(866) 874-2389
spectrum.net

ADDITIONAL RESOURCES

TOWN OF MOUNTAIN VILLAGE

WEBSITE:

townofmountainvillage.com/addressing



STAFF:

LAUREN TYLER

GIS Administrator | Addressing Coordinator
ltyler@mtnvillage.org
(970) 369-8289

AMY WARD

Community Development Director
award@mtnvillage.org
(970) 369-8248

CHRIS BROADY

Chief of Police
cbroady@mtnvillage.org
(970) 728-9281

SAN MIGUEL COUNTY

WEBSITE:

sanmiguelcountyco.gov/158/Addressing



ADDRESSING STANDARDS:

Under Helpful Resources (Addressing Standards PDF)

STAFF:

HEATHER WIDLUND

GIS Director | Addressing Official
heatherw@sanmiguelcountyco.gov
(970) 369-5470

FAQS

WHY IS THIS PROCESS NECESSARY?

The 911 system used in San Miguel County has a very specific way of identifying and directing first responders to addresses. When an address falls out of the norm it can delay response time and risk people's lives.

DO I NEED TO CONTACT MY TENANTS?

Yes. It is imperative that all people living on the property are aware of the address change in case of an emergency and to change their mailing address if applicable.

WILL THE TOWN HELP PAY FOR THE NEW ADDRESS MONUMENT?

Yes. Up to \$25 for numerals mounted on homes and up to \$200 for freestanding address monuments will be allotted for reimbursement. Receipts must be submitted with a completed reimbursement form to receive payment.

WHAT HAPPENS IF I DON'T CHANGE MY ADDRESS AS REQUESTED?

The owner will receive a reminder and final notice of the change in the mail & on the property. Additionally, in accordance with CDC Section 17.1.8.J, the Town can issue an appropriate fine per day that a violation exists.

WHAT ABOUT MY MAIL?

The United States Post Office takes about two weeks to change the address in the system. However, they will have both the old and new address available for a whole year post re-addressing.

GOOGLE MAPS CAN FIND MY ADDRESS JUST FINE SO WHY DO I NEED TO CHANGE IT?

This is because the 911 addressing system does not rely on Google Maps and uses their own method for identifying locations. Often, third party mapping software such as Google Maps do not display addresses correctly as well. There is a very specific method of addressing (which can be found in our standards) that allows first responders to not second guess where they are going in an emergency.