

**TO:** U.S. Postal service, attn. Carl Jenkins  
Xcel Energy  
Q West Communications  
Poudre Fire Authority  
Larimer County Elections Office, attn. Mary Skipworth  
Larimer County Assessors Office, attn. Patti Drieth  
Fort Collins City Clerks Office  
Fort Collins Light and Power Utility  
Fort Collins Light and Power Meter Dept.  
Fort Collins Water Utility  
Fort Collins Police Services  
Fort Collins Building Inspection Dept

**FROM:** City of Fort Collins, Engineering Dept.  
Contact person: J.R. Wilson, Engineering Tech., phone 970-221-6588

**RE:** Address Change Memorandum

**DATE:** September 30, 2003

At the request of the owner the addresses for the buildings on Lot 2 of The Replat of a Part pf Tract "A" of the Lemay Subdivision (City of Fort Collins reference = L-34 #832), A.K.A. The Robertson Building Condominiums will be modified to reflect a *campus addressing system*.

The street number will remain 1006 Robertson Street. This number will be used for all units. The buildings will then be identified by the alpha characters 'A' and 'B', with Building 'A' being closest to Robertson Street. The individual units will be identified as *suites* with 100 numbers used on the first floor and 200 numbers on the second. An example of the address would be:

ABCD Medical  
1006 Robertson Street, Building A, Suite 201  
Fort Collins, CO 80524

Please be informed of these impending address changes. I have indicated to the owners that change of address notices must be sent via the U.S. Postal Service after the final determination of the suite numbers has been made. For most of you this will initiate the address change process. If there are questions I remain at your service and can be contacted at **970-221-6588**.

Thank you for your cooperation.