

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: Contacts: Ron Gonzales, Asst. Fire Marshal, phone: 970.416.2864
J. R. Wilson, Engineering Tech., phone: 970-221-6588

RE: Address Change Memorandum

DATE: August 1, 2003

At the location of **The South Mesa Subdivision, Lots 12 less the east nine feet, 13 and 14** (City of Fort Collins Reference = S-44 #587) there is a commercial building that has several addresses which have been assigned to it through the years: **107 and 111 West Monroe Drive; and 3512-B South Mason Street.**

Currently there is only one tenant in this structure: Mister Money U.S.A. and they are using the 3512-B South Mason Street address. They have requested to eliminate this numeral and only use the 111 West Monroe Drive address.

In accordance with Section 13.3.1 of the Larimer County Urban Area Street Standards street addresses are assigned by the City of Fort Collins. In accordance with the FCLUC 3.6.6, and, with the 1997 Uniform Fire Code, Section 901.4.4 building address shall be visible from the street on which the building fronts. The determination in this instance is that the building fronts on East Monroe Drive.

Therefore, the numerals at 107 West Monroe Drive and the 3512-B South Mason Street will be removed from service and the 111 address will be the only address to be used at this location. In the future, tenant finishes will be assigned a suite number or letter as an extension to the 111 West Monroe Drive address.

Hereafter: The **3512-B South Mason Street** address will become **111 West Monroe Drive.**
107 West Monroe Drive will be extinguished.

Please change your records to reflect this change.

Thank you for your cooperation.