



## Adding & Updating Addresses



If the address is not an existing address in CASCADE obtain the Parcel Number (typically found on the County Assessor's website.) Next, click on ADDRESSES on the Quick Navigation bar.

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Click on the Filter Icon  then **enter** the parcel number in the text box. Click  or press the Enter Key

### Town of Johnstown Addresses

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**Filter**  
**Address**

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Parcel Number ↑	Street Line 1
0961313004321	
105903000005	JOHNSTOWN
105903000029	
105904300005	JOHNSTOWN
105904300006	JOHNSTOWN
105904300007	JOHNSTOWN
105904300010	JOHNSTOWN
105904300011	5 N PARISH AVE JOHNSTOWN

**Filter Dialog:**  
Show items with value that:  
Contains  
096131300421  
And  
Contains  
Filter Clear

Click on the Parcel Number to expand the Create New Address fields.



Enter or update the address and property information. The following fields are **REQUIRED**:

- Address
- Subdivision
- Property owner
- Latitude & Longitude (for mapping) **IMPORTANT: Longitude is a negative number.**

If the information is not listed on the application the Legal Description, Lot and Block may be found on the County Assessor's website.

Click **SAVE**

The screenshot shows a web form titled "Create New Address" with a close button (X) in the top right corner. The form is divided into two main columns. The left column contains the following fields: Parcel Number (0961313004321), Street Line 1 (4321 Main Street), Street Line 2 (empty), City (Johnstown), Country (United States), State (Colorado), Zip Code (80645), County ACCT# (empty), Subdivision (New Subdivision), and Block (empty). The right column contains: Section (empty), Township (dropdown menu), Range (empty), Zoning District (empty), Lot Area (empty), Legal Description (empty), Latitude (empty), Longitude (empty), and Owner (dropdown menu). At the bottom right of the form, there is a red arrow pointing to a blue "Save" button and a grey "Cancel" button.



*Congratulations!* You have successfully updated an address.

### Town of Town of Johnstown Addresses

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**Filter Address**

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Parcel Number ↑	Street Line 1	Sub
<a href="#">0961313004321</a>	4321 Main Street	Ne
<a href="#">105903000005</a>	1441 E SOUTH 1ST ST JOHNSTOWN	
<a href="#">105903000029</a>		
<a href="#">105904300005</a>	29 N PARISH AVE JOHNSTOWN	