

Adding Multiple Units or Addresses to a Single Parcel Number





First, click on ADDRESSES on the Quick Navigation bar.

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Click on the Filter **icon** then enter the parcel number in the textbox.



Next, click the Filter **button** or press the Enter Key.

Town of Town of Johnstown Addresses

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Filter Address

+ Add new address | Upload Shapefile | Toggle Columns | Clear Filters

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

Filter dropdown menu:

Show items with value that:

Contains

096131300421

And

Contains

Filter Clear

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

+ Add new address | Upload Shapefile | Toggle Columns | Clear Filters

Parcel Number ↑	Street Line 1
0961313004321	4321 Main Street



Verify the accuracy of the parcel information is complete. Enter or update any missing 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 most of it can be located on the County Assessor's website.

Find the **Secondary Addresses** at the bottom of the form.

Street Line 1	Street Line 2	City	Zip Code	State	Country	
4321 Main St	Unit B	Johnstown	80534			<input type="checkbox"/> Make Primary <input type="checkbox"/> Edit <input type="checkbox"/> Delete



Secondary Addresses can be added to a single parcel number by clicking the ADD button.

Street Line 1	Street Line 2	City	Zip Code	State	Country	
4321 Main St Unit B		Johnstown	80534			<input type="checkbox"/> Make Primary <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Make Primary Click on Make Primary to move an address to the first position.

Click Edit to make changes to an existing Secondary Address.

Click Delete to remove a secondary address from a parcel number.

Adding a Secondary Address

After Clicking the ADD button complete the Edit Address form. Then click **SAVE**.

Edit Address for 0961313004321

Street Line 1
4321 Main Street Unit C

Street Line 2

City
Johnstown

Country

State
Colorado

Zip Code
80531



Congratulations! You have successfully added a Secondary Address which can be issued permit numbers and will also be useful in reporting.

<input type="button" value="+ Add"/> <input type="button" value="Clear Filters"/>						
Street Line 1 ▼	Street Line 2 ▼	City ▼	Zip Code ▼	State ▼	Country ▼	
4321 Main St Unit B		Johnstown	80534			<input type="button" value="✓ Make Primary"/> <input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>
4321 Main St Unit C		Johnstown	80531			<input type="button" value="✓ Make Primary"/> <input type="button" value="✎ Edit"/> <input type="button" value="✕ Delete"/>