

SPECIAL ASSESSMENT INSTRUCTIONS

Please note that although it usually only takes 1-3 days to complete and email your Special Assessment request back to you, it may take up to 1 week. If your Special Assessment request is time-sensitive, please call us (970-224-6046) and leave a message with your name, number, email address, the property address, and the date you are requesting your Special Assessment be completed. We will make every effort to get it to you by that date.

Fill out the top portion of the Special Assessment request.

For each Special Assessment request, please visit the Larimer County Assessor Property Search site <https://www.larimer.org/assessor/search#/property/> to look for the following:

Correct parcel number

- Search for the address
- Look in the parcel number section to find the parcel number and include it on your form

Make sure the property is within the City limits of Fort Collins

- Look at the Tax District section
- If the 2nd digit is NOT a 1, then the property is outside city limits, and we cannot complete your request

Email all Special Assessment requests to specialassessments@fcgov.com