

LEON COUNTY

DEVELOPMENT SUPPORT
AND ENVIRONMENTAL MANAGEMENT



*Development Services Division
Addressing Unit*

Leon County/City of Tallahassee
**Addressing Policies and
Procedures Operating Guidelines**

FREQUENTLY ASKED QUESTIONS

Historical Background Surrounding the Development of Article XVI, Naming and Property Numbering System Ordinance of the Leon County Code of Laws

The Joint Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance was adopted in December 1995, in response to numerous concerns and safety issues from emergency service providers in their attempts to locate citizens needing assistance in a timely manner. Specific concerns were unnamed roads and duplicate street names.

Why are you changing my street name?

In order to assist in and improve the delivery of emergency services in Leon County, the County and City Commissions amended the existing Ordinance (*Article XVI, Section 10, Leon County Land Development Code*) to require the renaming of all streets which are duplicate and/or sound alike street names. This effort was approved to provide a quicker response to emergency calls. The new street name process takes approximately 90 days to complete.

Why does my driveway need naming?

If an unnamed street serves three or more principal buildings or crosses multiple parcel boundaries, then the street requires a formal name.

Why should I post my new address if I've never had any problems in the past?

In an emergency, every second counts. Valuable time can be lost if your house number is not clearly displayed and visible from the street or alley by emergency responders.

What size numbers should I post on my house and mailbox?

The minimum size for your home should be no smaller than 3 inches in height in the unincorporated area and 4 inches within the City of Tallahassee. Business numbers within both jurisdictions should be no smaller than 7 inches in height.

How long does it take to get a new address and street name?

Appropriate effective dates will be used to provide a smooth transition for citizens and businesses from their old address to their new address. Property owners will be notified of their new street name and address number by mail with an effective date of forty-five (45) days. Property owners will be responsible for notifying all renters of address changes.

Are there any fees associated with street name or address number changes?

Yes. The cost of a new address assignment is \$156.00. New street sign fees are determined by the appropriate local jurisdiction's Public Works Department.

I have more than one (1) house on my property; can we share the same address?

No. Each individual dwelling must have its own numeric address for the purpose of the Emergency 9-1-1 System, as well as for accurate and efficient delivery of mail services.

What is the process for naming my road?

If your roadway must be named, you must submit a completed street naming application to the Addressing Unit at the Leon County Development Support & Environmental Management Department. A completed application will include authorizing signatures from at least 75% of abutting property owners. Abutting property owners shall include: all persons currently owning property which abuts (touches) the targeted roadway, including properties which are undeveloped.

I do not like the street name proposed by Leon County, so can I change it?

Yes, the Addressing Unit staff proposes "neutral" names. However, you and your neighbors may suggest alternative names if you do not like the one that staff recommends.

Now that I have my new change of address number, who should I notify of the change?

Notify all businesses, friends and family of your new change of address. Do not use the Postal Service change of address form, we will notify the Postal Service of the change. Many bills and statements have an address change request section; simply fill it out and send it in with your regular mail. Your address change will become effective forty-five (45) days from the date of the change of address notification letter you received from the LCDSEM Addressing Unit. After 15 days from the date of the notification letter to the property owner, the address change should be reflected in the Emergency 9-1-1 database.

I've had my current address for many years and do not want to change. What will happen if I fail to make the change?

Failure to post the correct address could result in an interruption of mail service and negatively impact other service deliveries, including emergency services. You may place you and your family in jeopardy by not adhering to this requirement of the Leon County Land Development Code which requires that all dwellings and businesses post the correct address in the interest of public health, safety and general welfare of the citizens.

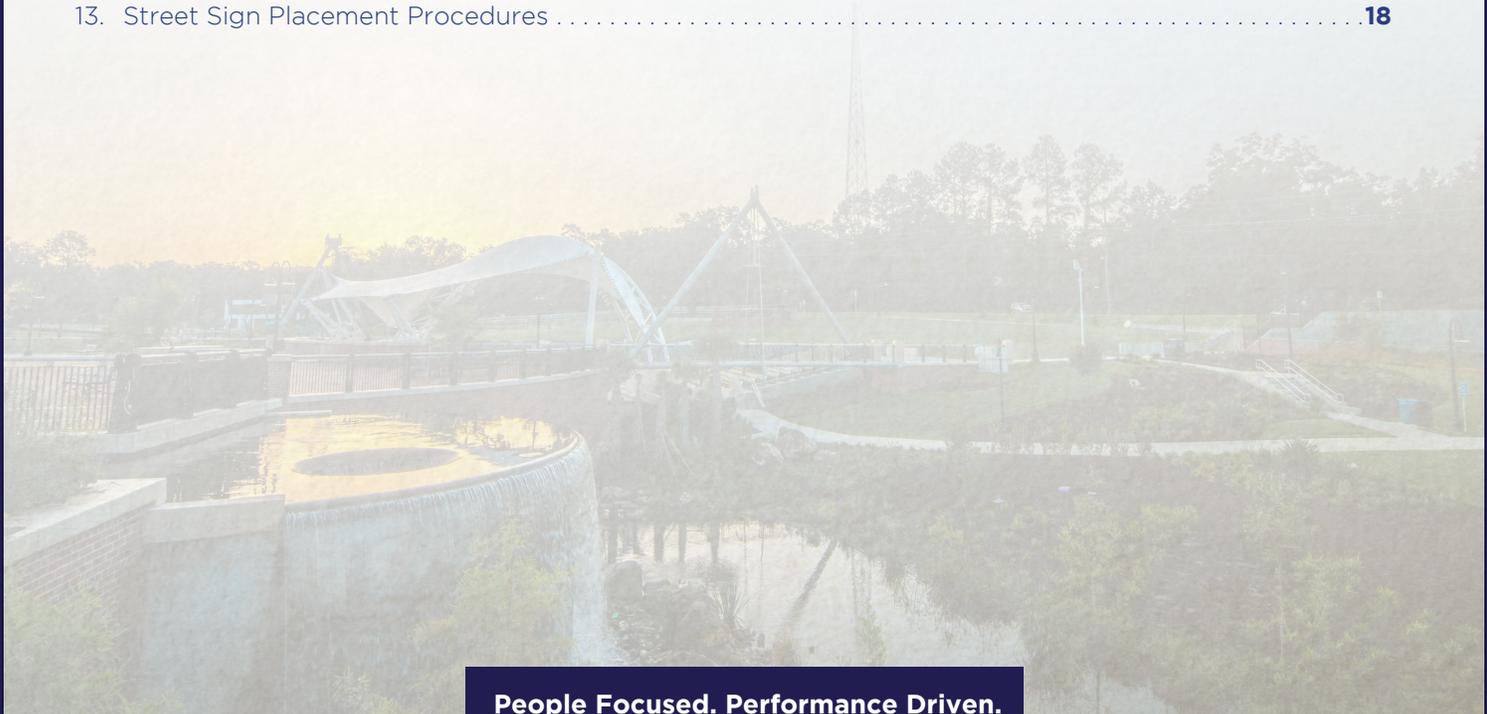
Will you assign an address to a vacant lot?

No. The County will only issue an address to a parcel with a permitted principal building or to permitted activities involving uses without principal buildings.



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THE LEON COUNTY / CITY OF TALLAHASSEE ADDRESSING STEERING COMMITTEE CHARGE

VISION STATEMENT

The lack of uniformity of a numbering system causes a higher potential for longer response time for providing government services and loss of efficient delivery of mail and other services. The goal is to provide a complete set of addresses for Leon County and the City of Tallahassee which eliminates major addressing issues, and develops a uniform and compatible system for users of this information within and outside of the governmental agencies.

PURPOSE STATEMENT

In a conjunctive approach, Leon County and The City of Tallahassee joined in the creation of the Uniform Street Naming and Property Numbering System. This Numbering System is a cooperative approach of both governmental agencies that provides for the improved delivery of government services, thus enhancing the overall quality of life, health, safety and welfare of citizens.

MISSION STATEMENT

The Addressing Unit's mission is to assign street names and street address numbers where needed with the intent and purpose of the implementation of a more uniform addressing system throughout the County and City, thereby enhancing the health, safety and welfare of all citizens.

ADDRESSING THE FUTURE

People Focused. Performance Driven.



Joint Addressing Steering Committee Mission and Guidelines

1. Effective with the adoption of the Joint Leon County/City of Tallahassee Street Naming and Property Numbering System Ordinance, the Joint Addressing Steering Committee (ASC) was created for the purpose of intergovernmental cooperation and communication. The ASC is also responsible for overseeing the elimination of duplicate and sound-alike street names at the direction of the Board of County Commissioners.
2. The ASC voting members shall include one representative and two alternates from the following agencies:
 - a.
 - (1) Leon County Development Support & Environmental Management (DSEM)
 - (2) City of Tallahassee Growth Management (TGM)
 - (3) Department of PLACE
 - (4) Leon County Sheriff's Office, Division of Emergency Management
 - (5) City of Tallahassee Fire Department
 - (6) Inter-local Geographic Information Systems (GIS)
 - (7) Leon County School Board
 - (8) Leon County Property Appraiser's Office
 - (9) Leon County Emergency Medical Services (EMS Ambulance Service)
 - (10) United States Postal Service
 - (11) Consolidated Dispatch Agency

** Seven voting members shall be required for a quorum. Only one committee member per agency can count in the overall quorum voting system. However, one of the two alternates selected by the voting member to represent their agency may cast a vote on behalf of the agency in the absence of the voting member.*

- b. In addition to the voting members, the ASC also includes staff from the following agencies which act as technical advisors:
 - (1) Inter-local Geographic Information Systems for Leon County and the City of Tallahassee
 - (2) Supervisor of Elections Office
 - (3) City Traffic Engineering Department
 - (4) Leon County Public Works Department
 - (5) Consolidated Dispatch Agency
3. The Joint Addressing Steering Committee will:
 - a. Provide intergovernmental communication and coordination.
 - b. Provide oversight and coordination of the duplicate and sound-alike street renaming phases of the addressing ordinance implementation.
 - c. Forward all renaming recommendations by way of DSEM to the Board of County Commissioners for approval.
 - d. Conduct citizen education campaigns.
 - e. Hold community meetings as needed.
 - f. Review appeals from citizens as brought forth by the DSEM Addressing Unit staff, including street renaming, re-ranging of streets and address re-assignments, as well as citizens who oppose street naming.
 - g. The review of the Leon County AP&P Operating Guidelines as needed.
 - h. The ASC will meet on a bi-annual basis (every six months) to ensure intergovernmental communication. If special circumstances warrant, any member may request a meeting be convened at any time before the next regularly scheduled meeting.



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Addressing Steering Committee Street Renaming Policies

Effective with the adoption of the proposed Joint Leon County/City of Tallahassee Street Naming and Property Numbering System Ordinance, the County Administrator and City Manager authorized and directed the ASC to change those street names that are a safety hazard to life and property in accordance with these procedures. All duplicate or phonetically similar street names slated by the ASC must be presented as an agenda item to the Board of County Commissioners or to the Tallahassee City Commissioners prior to moving forward on the re-naming of the selected streets targeted for renaming by the ASC.

Street names will be required to be changed at the direction of the ASC if they duplicate, are phonetically similar to, or create emergency delays for 9-1-1 response agencies, as well as be otherwise easily confused with other street names regardless of the suffix of each street name.

When duplicated, phonetically similar or otherwise confusing street names must be changed. The ASC will determine which street names to change using the following criteria, and priority order shall be considered:

- a. The change which would affect the least number of people;
- b. The street with the least number of intersections; or
- c. The most recently named street.

The new street name will be selected by the ASC. The ASC will hold community meetings if necessary to inform and respond to citizens' questions and concerns. The Fire Department will coordinate the time and location of each community meeting.

New street name suggestions will be collected from the abutting property owners and must have 100% agreement between property owners before the chosen name can be approved. DSEM will have the responsibility of approving street names submitted for use by the affected property owners.

Notices will be sent to the affected property owners by DSEM or TGM, depending on the location of the subject street (inside or outside the City limits).

Public notices of the street to be renamed shall be in the form of a display ad in a local public newspaper of general circulation and on a site project sign. Citizen input shall be encouraged.

All streets that have name changes will also have the numeric portion of their address reviewed and reassigned concurrently, if necessary. Property owners will be notified of their new street name and address number by mail with an effective date of forty-five (45) days. Property owners will be responsible for notifying all renters of address changes.

The new street name will be published in a newspaper of general paid circulation with an effective date. An appropriate effective date will be assigned to provide a smooth transition for citizens and businesses from their old address to their new address; typically 30-60 days advanced notice, followed by a one-year phase-in period.

Conditions under which street names will not be approved by DSEM staff are as follows:

- a. An incomplete or non-existing street name change application.
- b. A street name will not be approved if the newly requested street name already exists inside another subdivision.
- c. A street name will not be approved if it creates a duplicate street name or is considered to be too similar to an existing street name. A different suffix does not make a street name different if it is not in the same name subdivision (example: ABC Way in ABC subdivision and ABC Dr in Drive



- d. Creek Subdivision would be considered duplicates even with different suffixes). A street name will not be approved if it may be confused with an existing street name when spoken or written.
- e. A street name will not be approved if it may be considered an ethnic, religious, gender, or racial slur.

U.S. Postal Service Coordination Policies

1. The Rural Route Conversion process of the re-addressing initiative was completed in 2009 for Leon County and the City of Tallahassee.
2. Street Re-naming and Change of Address Assignments:
 - a. The Post Office requires fourteen (14) days prior notice for implementing street name and address changes. This allows the Post Office time to prepare their system for the new street name and address number ranges.
 - b. The Post Office will receive a copy of the notification letter sent to each property owner informing them of each structure's street name and address.
 - (1) This letter should contain both the old and new address and the name of the property owner.
 - (2) In lieu of a copy of the letter, the Post Office is willing to receive an Address Assignment Report which is generated on a bi-weekly schedule by DSEM staff. The report must include the name of the recipient, the old address and the new address.
 - c. Citizens having their address changed will continue to have their mail delivered to the old address for up to one year. After that time, the Post Office will only deliver to the new address. It will not be necessary to complete a change of address card, as the citizen has not physically moved, but instead had their location address changed.
 - d. The Post Office will also send out their own letter confirming the new address and notifying the customer to begin using it. They also will inform the occupant of the structure that they will no longer deliver mail to the old address after one year.
3. New Street Names and Address Assignments:
 - a. The Post Office will be notified of all new street names along with the appropriate address number range. The new addresses should be uploaded into the national database within fourteen (14) business days of receipt by the Post Office.
 - b. The following Post Office Stations will be advised of all address assignment(s) from both DSEM and TGM on a bi-weekly basis:
 - (1) Adams Street Station (Main)
 - (2) Centerville Station
 - (3) Westside Station
 - (4) Lake Jackson Station
 - (5) The Jacksonville Station (National)



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Street Naming Procedures for Naming Unnamed Roads

1. DSEM has sole authority for the approval of all new street/road names. The initial request for naming of existing or proposed streets/roads requires that the applicant owns property abutting the street to be named. The applicant must submit a completed Street Name Application Form to DSEM for approval. Forms are available online at the DSEM website, and can also be found at either DSEM or TGM offices.
2. DSEM will have the responsibility for notification to all users of addressing information regarding all new street name assignments.
3. The following conditions must be met for new street name approval:
 - a. All names must be cleared for use with DSEM prior to completing the application. This saves the customer time and effort by pre-approving the new street name before the application is completed.
 - b. An official DSEM Street Name Application must be completed and submitted to DSEM for review. The application must include the signatures of at least 75% of the abutting legal property owners.
 - d. A map or plat drawing is required to accompany all street name applications to verify the exact location of the subject easement/street. This map can be a photocopy of the Property Appraiser's parcel map.

Street qualifications:

- a. Naming existing unnamed streets:
 - (1) An unnamed street must serve three or more principle buildings or cross multiple parcel boundaries and extend five hundred feet or more in length.
 - (2) The street must have been in existence before the adoption of the addressing ordinance established in 1999.
 - b. Proposed streets:
 - (1) All easements of access created by the subdividing of a parcel of land pursuant to Policy 2.1.9 (Section 10-7.202 of the Leon County Code of Laws), which leaves lots of three or more without frontage onto an existing named street/road, will require that the easement be named prior to the final approval of that parcel being subdivided.
 - (2) The street naming application must be completed and approved prior to the Development Review Committee (DRC) meeting.
4. DSEM shall have the authority to name any unnamed street which meets the definition of a street in the interest of public safety. Proper notification is required after the name of the street is determined.
 - a. Conditions under which DSEM will name an unnamed street:
 - (1) When a customer cannot obtain the necessary signatures to complete the street name application.
 - (2) When residents of a particular street cannot agree on a particular name within 30 days of an attempt to name the street.
 - (3) When DSEM determines that a safety hazard exists by leaving a street unnamed.
 5. Named streets that wind, bend or weave will be required to maintain the same name throughout its length, unless the road makes a 75 degree or greater turn.

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- a. Streets that are not contiguous or are interrupted (e.g. an impassable culvert divides the road) shall not have the same name; these will be considered separate streets.
6. If the street crosses the meridian, or base line, it may be necessary to require the use of the designations north, south, east, west, or it may be necessary to use a different name in order to avoid duplicate street numbers. DSEM will make this determination at the time of approval for the street name.
7. All street names shall have a suffix. No suffix will be allowed as part of a street name other than as a true suffix. Suffix definitions are assigned according to the Planning Advisory Service Reports prepared by the American Planning Association (APA). All abbreviations of suffixes will be assigned according to the U. S. Postal Service Standards found in Appendix C of Publication 28 of the U.S. Postal Service Postal Addressing Standards. Suffixes approved prior to the approval of this revised addressing guideline shall be grandfathered with no required changes.
 - a. Commonly used suffixes and their abbreviations are:
 - (1) **AVENUE** (Ave.) A thoroughfare running principally in a north-south direction and usually terminating at an east-west street.
 - (2) **BOULEVARD** (Blvd.) A thoroughfare of two (2) or more lanes divided by a center median.
 - (3) **CIRCLE** (Cir.) A short street that begins and ends at the same street.
 - (4) **COURT** (Ct.) Any permanently closed, dead-end street that generally ends in a cul-de-sac or turn-around.
 - (5) **DRIVE** (Dr.) A diagonal, curvilinear or winding road that meanders about and continues through to other streets.
 - (6) **LANE** (Ln.) A minor, local street generally running east and west; a short dead-end street.
 - (7) **LOOP** (Loop) A short street that returns to itself, with access from only one other street.
 - (8) **PARKWAY** (Pkwy.) A special scenic route or park drive.
 - (9) **PATH** (Path) A minor local street running in a diagonal direction, northwest to southeast.
 - (10) **PLACE** (Pl.) A minor local street generally running north and south; a cul-de-sac or permanent dead-end road.
 - (11) **ROAD** (Rd.) A limited thoroughfare that is heavily traveled (running in any direction).
 - (12) **STREET** (St.) A thoroughfare running principally in an east-west direction and usually terminating at a north-south avenue.
 - (13) **TERRACE** (Ter.) Minor local street running in a diagonal direction, southwest to northeast.
 - (14) **TRAIL** (Trl.) Curvilinear local street.
 - (15) **WAY** (Way) Minor street that changes direction or begins and ends on the same street.
 - (16) **ALLEY** (Aly) A narrow street or passageway between or behind buildings.
8. In determining the number of names required on curvilinear or looping roads, the following should be considered:
 - a. A street that winds, bends or meanders shall maintain the same name throughout its length, unless the street makes a turn of 75 degrees or greater, and continues in the new direction for over 500 feet and is intersected by another street, or due to its location, is likely to be intersected by one or more streets in the future; unless maintaining the same street name would result in the creation of duplicate street addresses due to crossing the Tallahassee Prime Meridian or Tallahassee Base Line.
 - b. Streets that continue back to themselves, or begin and end on the same road are considered circles or loops.
 - c. Street alignments that do not fit “normal” patterns or definitions as described herein merit special consideration. In these cases, DSEM shall determine the number of street names required according to the general intent of this system.



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Conditions under which street names will not be approved by DSEM:

- a. An incomplete or non-existing street name application.
- b. A proposed street name is the same as a name currently in use as a subdivision name.
- c. It creates a duplicate street name or is considered to be too similar to an existing street name.
- d. It may be confused with an existing street name when spoken or written.
- e. It may be considered an ethnic, religious, gender, or racial slur.
- i. Private driveways in recorded or unrecorded subdivisions.
- g. Access/drive aisle which provides internal circulation between rows of parking (e.g. apartment complexes, school parking lots, and shopping plazas).

New Subdivision Street Naming Procedures for Pending Developments

1. All new developments that create new streets/roads in Leon County and the City of Tallahassee, be it private or public, shall have their street names reserved at DSEM prior to submittal of a site and development plan at the Technical Review screening process for both DSEM and TGM.
 - a. The developer or their agent shall submit to DSEM a street naming application with the proposed street names. All alley ways created during the new subdivision/development process must be named and carry the suffix of "Alley" (Aly). All names approved will be placed in reserve. If no activity occurs within a three (3) year time frame from the submission date, the developer or agent shall be required to re-submit a new street naming application for approval. Any street name changes requested after the Administrative Release will require a rename and thereby incur a renaming application fee of \$900.00 (Note: Administrative Release is defined as submittal and approval of development plans to the Technical Review Committee).
 - b. A copy of the proposed street name(s) must be shown on the preliminary plat during the Application Review process meeting. Once reviewed and approved by the Leon County Addressing Unit, the approved street name(s) must be included on the final site and development plan submitted for DRC signature.
2. If any street name changes occur at the Administrative Release level, it shall be the responsibility of the developer or their agent to supply a new site and development plan with the corrected changes to DSEM along with the necessary renaming fees as stated above.
3. The DSEM Addressing Unit will notify DSEM and City Growth Management staff of approved street names.
4. The DSEM Addressing Unit will notify all 9-1-1 Response Agencies, as well as any other members of the ASC, of the new subdivision and its new street names once approval has been completed at the Administrative Release level.
5. All new apartment complexes will be required to be named as outlined by the following:
 - a. When choosing the name for an apartment complex, the name chosen must not be a duplicate of an existing street name or subdivision name. Creative use of an existing name may be permissible so as not to create a duplicate.
 - b. An example of creative use: "The Woodlands @ West Tennessee." In addition, the address number must be a major focal point, either before or after the name.
 - c. Emergency call boxes should be considered as alternative communication devices when large apartment complexes consisting of four or more buildings are under review for development. These type devices shall be located at the pool and/or club house sites of the apartment complexes. * See number four of page 15 of the AP&P manual for display board requirements.



Assignment of Street Address Numbers

1. Even number addresses will be assigned on the north and west sides of a street, and odd number addresses on the south and east sides. Diagonal and curvilinear streets should maintain odd and even addresses on opposite sides, depending on the dominant direction of the street.
 - a. Roads that wind, bend or weave should maintain a progression in their most dominant direction and should not change number series throughout their length to match the grid system.
2. Circle and loop roads should be addressed as follows:
 - a. Loops are addressed using grid numbers opposite the range of the road from which they originate and progressing around the loop to the right. Odd and even numbers should be maintained in the direction of progression until the road meets itself again.
 - b. A circle is addressed using the same range as the street from which it circles, beginning and ending in conjunction with such street. Odd and even numbers should be maintained throughout the length of the circle, with the outside of the circle similar to the side of the street which it intersects.
 - c. With Leon County's rural character, there will be cases in which streets will not fit typical conditions. The determination of DSEM, in conjunction with the U.S. Post Office and other concerned parties, shall be used to achieve the numbering sequence for these situations.
3. Where possible, each structure or unit shall be assigned a separate number.
 - a. In cases of higher density development requiring more than one number every 10.56 feet, suite numbers will be assigned to business properties and apartment or unit numbers will be assigned to residential properties. No alphabet lettering or numbers can be used as a part of an assigned address number.
 - b. All address numbers are required to be posted in front of the home or business it is associated with. If the home or business is not visible from the street, then the address number should be posted on a sign post or mail box leading to the structure. The address numbers must be a minimum letter height of no less than 3" for residential (the City Land Development Code requires residential address numbers within City limits be a minimum letter height of 4"). Both County and City codes require a minimum letter height of 7" for commercial properties. Slight alterations of assigned numbers may be granted if requested by the property owner, and if such alteration would maintain the general numbering policies outlined above. In cases where existing numbers already are in use, but are slightly out of line with the adopted grid system, slight alterations in assigning new numbers may be made so as to maintain sequential numbering without requiring unnecessary address changes.
4. Confirm the parcel identification number. This will ensure the correct location of the property requiring an address.
 - a. Examine the data received on the incoming building permit. Compare this information to the addressing maps and the Addressing Section Database (ADDUD), Point Address in GIS and in the parcel file of the Permit Plus Tracking System. The following are items to verify on the permit application, or when receiving an address request over the telephone:



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- (1) Verify owner's name;
 - (2) Legal description/parcel identification number;
 - (3) Acreage;
 - (4) Street location;
 - (5) Parent parcel (if applicable); and
 - (6) In/outside city limits.
5. Compare Permits Plus data with the Addressing Map records and the point file layer within GIS software. Occasionally, subdivided property does not show on either the parcel screen or the tax parcel maps. If this occurs, you may either check the Development Services' mapping records for the most recent subdivision of property, or contact the Leon County Property Appraiser for the most recent information.
6. Examine the Property Numbering Maps (tax I.D. maps).
- a. Verify the parcel has legal access as defined by the Leon County Code of Laws. If the parcel is legally accessed from an unnamed street, a street number cannot be assigned until the street is officially named (see Street Naming Procedures).
 - (1) Inform the property owner of the requirements to have a street named.
 - (2) Assist property owner in naming street.
 - b. If the parcel has legal access to a named street, whether the street is private or public, assign the address number according to addressing tax maps.
 - c. If the parcel needing an address does not have a legally acquired easement, an address must be supplied for 9-1-1 purposes. Use the following steps to ensure the correct address has been supplied:
 - (1) Verify the street name and correct spelling with the Street Naming Address Guide.
 - (2) If questions arise concerning the street name:
 - a. Check the street name application files.
 - b. Research the recorded plats.
 - c. Field verify the spelling on the street sign.
7. Determine the correct street address number from the Numerical Addressing Grid (see Numerical Address Grid Interpretation Procedures).
- a. If the street traverses in an east-west direction, use the ranges determined for the sections which run east-west.
 - (1) If the street is traversing east-west, assign even numbers to parcels on the north side of the street and odd numbers on the south side of the street.
 - b. If the street traverses in a north-south direction, use the ranges determined for the sections which run north-south.
 - (1) If the street is traversing north-south, assign even numbers to parcels on the west side of the street and odd numbers to parcels on the east side of the street.
 - c. If the street traverses in several different directions, make an initial determination whether north-south or east-west numbers will be used and maintain that numbering format throughout that street's span.



8. If the parcel to be addressed is in an area known for address inconsistencies, an inventory of the surrounding parcels and their addresses located on the same road should be initiated.
 - a. This inventory is accomplished through the use of the Permits Plus Tracking System, the Addressing Database (ADDUD), Point Address GIS layer, and field surveying data.
 - b. Once a list or inventory of known addresses is compiled, they are then compared to the mapping records maintained by the Addressing Section and GIS. From this comparison, a logical street number is generated and issued.
9. Once an address number is generated, it must be entered into the mapping records maintained by the Addressing Section and GIS.
10. Once an address is issued, a letter is mailed notifying the property owner of the official address for that property.
 - a. In addition, an Address Notice Report is generated on a bi-weekly basis. This report also includes private and commercial offices which utilize addressing information, and is supplied to the following agencies:
 - (1) Leon County Sheriff's Office, Division of Emergency Management
 - (2) Tallahassee Fire Department
 - (3) Tallahassee Police Department
 - (4) Leon County EMS Department
 - (5) United States Post Office

Address Assignment and Street Naming Procedures for Mobile Home Parks/Apartments/Duplexes/Townhome Communities and Commercial Plazas

Address assignments should be handled and determined in the following manner for the above:

1. In manufactured home subdivisions (individually owned lots) which may contain a combination of manufactured homes and site built homes, each lot will be assigned an individual address number.
 - a. Manufactured home parks (owned by one primary owner leasing lots) will be assigned one main address off the named access road with designated lot numbers for each mobile home, except when the main access road is classified other than a local road or when the major access roadway does not connect with any other roadways within the park or apartment complex. In those cases, each individual street must be named and each lot assigned an individual address number. A site layout of the park identifying address assignments shall be maintained by the Addressing Section and coordinated with the manufactured home park management.
 - b. All existing manufactured home parks will be reviewed on a case-by-case basis by County and City staff, and a determination made according to the criteria as outlined in 1(a) above for address assignments and street naming. If warranted by either governmental agency, the situation may be brought to the ASC for further direction.
 - c. The grandfathering of existing parks will be determined based on individual addressing concerns relating to ingress/egress access issues as outlined in 1(a).
2. Apartments and other multiple tenant (rental/leasing) structures other than townhouse style structures will be assigned one primary address off the main access road with assigned unit NUMBERS (no alphabet



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letters or 1/2 numbers can be used as a assigned address number) for each individual building, except as outlined in 1(a) above. *Note: Section 10-1 of the Land Development Regulations defines a townhouse style structure as a single-family dwelling unit attached to one or more single-family dwelling units by not more than two party walls.*

3. Duplex and townhouse style and manufactured home subdivisions that are individually owned will be assigned street names and individual address numbers as defined in Section 10-11.103 under Street Name Definition.
4. A display board will be **REQUIRED** at the technical review stage for all new mobile/manufactured home parks, and multi-tenant large apartment communities that have four or more buildings. This will include rental and individually owned mobile/manufactured home developments and multi-tenant apartment communities. Permitting will be required for any display board over 24 sq. feet. Additionally, Sign Code Specifications must be followed, regardless of size, or the final Certificate of Occupancy could be delayed.
 - a. For mobile/manufactured home subdivisions, parks, and apartment complexes in existence prior to November 2002, a display board will be requested to be placed at the main or primary entrance to each community.
 - b. All new mobile/manufactured home subdivisions, parks, and apartment complex projects that have completed the site and development plan review process since November 2002 will have a display board that is visible from the main or primary entrance to the community approved by the Development Review Comment.
 - c. To be effective, the display board shall delineate each building or mobile/manufactured home location within the subdivision, park or apartment complex.
5. Commercial shopping centers or other non-residential buildings with multiple tenants will be assigned one primary address along with suite **NUMBERS** for each additional space within the development. Addressing of commercial centers will be coordinated during the site and development plan review process. All proposed multiple tenant, non-residential projects will be requested to place a display board at the main access roadway leading into the development.

Citizen Requests for Street Renaming

1. Leon County DSEM has sole authority for the approval of all street renaming. Initial renaming requests of existing streets require that the applicant own property abutting the street to be renamed. The applicant must submit a completed Street Name Change Application Form along with the renaming fee of \$900.00 to DSEM for approval. Forms are available at DSEM and TGM office, or can also be accessed from the DSEM website (www.leonpermits.org).

DSEM will have responsibility for notification of renamed streets to all agencies utilizing addressing information:

2. The following conditions must be met for street renaming approval:
 - a. All proposed street names must be cleared for use with DSEM prior to completing the application. This saves customers time and effort by pre-approving the new street name before the application is complete.
 - b. An official DSEM Street Name Change Application must be completed and submitted to DSEM for review.



- c. An application for street name change will not be accepted without submittal of the required renaming fee with the application. Payment should be made to the Leon County Board of County Commissioners. Fees are waived for the removal of any duplicate street name initiated by a citizen.
 - d. Fees are also waived if the changing of a street name is in the interest of public safety (e.g. If a street name is being confused with another phonetically similar street name).
 - e. A map or plat drawing is required to accompany all street name change applications to verify the exact location of the subject street. This map can be a digital version of the Property Appraiser's Tax Parcel Map.
 - f. One hundred (100) percent of the abutting property owners must sign the street name change application form. In cases where 100 percent of the required signatures is not possible, the application will be reviewed by the ASC for a final decision to accept the application.
3. DSEM has the authority to rename any street in the interest of public safety and welfare once approved by the Board of County Commissioners for incorporated and unincorporated areas of Leon County and the City of Tallahassee. The City of Tallahassee Commission will be advised via city staff/status report of the intended changes..
 4. If the street crosses the meridian, or base line, it may be necessary to require the use of the pre/post designations "north, south, east, or west" or it may be necessary to use a different name in order to avoid duplicate street numbers. DSEM will make that determination at the time of preapproval for the street name.
 5. Conditions under which street names will not be approved by DSEM are:
 - a. An incomplete or non-existing street name change application.
 - b. A street name will not be approved as a new name if the new street name is not located within the same subdivision as the name being requested.
 - c. If it creates a duplicate street name or is considered to be too similar to an existing street name.
 - d. If it may be confused when spoken or written with an existing street name.
 - e. If it may be considered an ethnic, religious, gender, or racial slur.

Property Numbering Maps Maintenance Procedures

1. Property number addresses are maintained by the Addressing Unit on the property numbering maps or digital GIS map records. These maps are representative of the tax parcel maps of Leon County.
2. Each map is a square mile section of the county and has a predetermined address number range.
 - a. This number range is determined from the numerical addressing grid overlay on the General Highway Map of Leon County.
 - b. This map is also used by the City to determine address ranges.
 - c. For streets that traverse through both County and City boundaries, coordination with the TGM staff and City Addressing Unit (GIS Inter-local) is required.



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3. Each assigned address number is documented on each individual parcel using the following color scheme:
 - a. Red is for a new address number assigned after the 1995 ordinance took effect. Additionally, a red number represents either the number has been previously assigned or is in reserve for future use upon submission of a permit.
 - b. Blue is for address number confirmation and represents addresses that were assigned before the creation of the Addressing ordinance in 1995. A blue line above the red address numbers or blue address numbers indicates the address number is in use by that parcel. This also indicates the number was previously assigned by other agencies or was self-assigned by the property owner.
 - c. Green underline is for address number assignments which have been assigned by the Addressing Unit to that particular parcel.
4. Special circumstances that require exceptions to the address numbering sequence should be indicated on the maps by special notes along the borders of each map or wherever possible near the exception.
5. As land is subdivided, the new parcel layout should be coordinated with the mapping records maintained by the Addressing Section and GIS.
 - a. Check Development Services Division's mapping records periodically for any new subdivisions of property in Leon County. Alternatively, the Property Appraiser's Office may have property subdivision information. However, staff should be cautious in utilizing the Property Appraiser's database as a primary source since their records may not reflect subdivisions of land that have been approved through the appropriate subdivision processes established by Leon County.
6. New plats of subdivisions should be received well in advance of any address number assignments. New subdivision plats can be found on line at the Clerk of Courts website at http://cvimage.clerk.leon.fl.us/official_records/index.asp.
 - a. New subdivision plats will be addressed once all processes have been approved by the Development Review Committee at administrative release. Address numbers should be assigned from the approved plat.

Numerical Addressing Grid Interpretation

1. The numerical addressing grid is overlaid on the general highway map of Leon County. It also depicts the County in terms of township and section. It is divided into quarters by the base line and meridian. The particulars are:
 - a. **Townships:** There are twenty-nine (29) townships in the County. A complete township is 36 square miles. Each square mile makes up one section of that township. Only 12 are complete 36 mile townships with the rest being less than 36 square miles (or less than 36 sections).
 - b. **Sections:** Each section of a township represents one square mile of that township. The sections are numbered in the townships like a serpentine. Section One always starts in the upper northeast corner of a township and the numbers start sequencing to the left for six numbers, then down to the right for six numbers, and so on.
2. To locate the proper address number range for a road that traverses east-west in a particular section, count the section lines from the meridian line at Meridian Road. Count the meridian line as one hundred (100) and the next section line to the east or the west as one thousand (1000). The next section line would be two thousand (2000), the next three thousand (3000), and so on.



3. To locate the proper address number range for a road that traverses north-south in a particular section, count the section lines from the base line at Park Avenue. Count the base line as one hundred (100) and the next section line to the north or south as one thousand (1000). The next section line would be two thousand (2000), the next three thousand (3000), and so on.

Base Line		100	1000	2000	3000	4000	5000	6000
Meridian Line		6	5	4	3	2	1	
		7	8	9	10	11	12	
		18	17	16	15	14	13	
		19	20	21	22	23	24	
		30	29	28	27	26	25	
		31	32	33	34	35	36	
		Sample Township						

Sample Addressing Overlay for Leon County

Address Assignment Procedures for Permits Plus

1. All Permits are scanned into ProjectDox by the Permit Technician(s) and routed to Building Plans Review for a quality control check. Once signed off by the Building Plans Examiner an invitation email is sent via ProjectDox for concurrent review by each department.
 - a. All land use development permits must have been reviewed by Development Services staff to make sure the permit meets the necessary requirements per the LDC. Should any addressing questions arise, the ProjectDox scanned permit request form includes the contact information of the applicant.
 - b. Verify and compare the property identification number (PID) against the site plan which should all be included in the ProjectDox packet via email.
3. If the parcel (permit) requiring an address abuts a named street, follow the procedures for Street Address Number Assignment.
4. If the parcel (permit) is on an unnamed street, see Street Naming Procedures.



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Telephone Requests: The following information should be collected from citizens requesting an address by telephone:

- a. Name
 - b. Property identification number
 - c. Subdivision
 - d. Street where address is requested
 - e. Number of dwelling units on the property
 - f. Current mailing address
 - g. Home or work phone numbers
5. Citizens are responsible for providing the Addressing Unit with their PID numbers.
- a. Citizens could own multiple properties, requiring them to determine the correct PID number to be addressed, or
 - b. The request could come from a citizen that is renting. It is incumbent upon the renter to call the landlord and get the correct PID number for the property where they are located.
6. For a request on a named street, follow the procedures for Street Address Number Assignment.
7. For a request on an unnamed street, follow the procedures for Street Naming, then the procedures for assigning a Street Address Number.
8. Once an address has been assigned, enter addressing information into the Access Database file (ADDUD) as well as Permit Plus.
9. Address Assignment notification letters are printed Fridays, on a bi-weekly basis to notify the property owner of their new address number.
10. Address Notice Report, which also includes private and commercial office which utilizes addressing information, is generated on bi-weekly basics for the following:
- a. DSEM records
 - b. Leon County Sheriff's Office, Division of Emergency Management
 - c. Tallahassee Fire Dept.
 - d. Tallahassee Police Dept.
 - e. Leon County EMS Dept.
 - f. Post Office

Street Sign Placement Procedures

1. All named streets shall be identified by a street sign specified by the appropriate County or City Public Works Department. Cost of the sign shall be the obligation of the developer or their agent applying for a development permit for construction of the road. Exceptions are unnamed roads targeted for naming based on a safety issue as outlined by the ordinance.
 - a. For private road easements created by a subdivision of land, the subdivider, at his or her expense, shall provide and post the required street signs when they are not directly adjoining public right-of-ways.
 - b. For unincorporated areas of the County, Leon County Public Works Department is responsible

Leon County AP&P Operating Guidelines



for verifying the placement and installation of all appropriate street signs that are required to be posted by the subdivider.

- c. For incorporated areas (city limits), the City Public Works Department or Traffic Engineering Division will be responsible for verifying the placement and installation of all appropriate street signs that are required to be posted by the subdivider.
2. When a street sign is required to be placed along a roadway which abuts the right-of-way of an existing public road, it shall be the responsibility of the appropriate County or City Public Works Department to post the required street sign along the public right-of-way.
3. Existing unnamed roadways that are selected for street naming based upon the Addressing Ordinance will be provided a street sign by the appropriate County or City Public Works Department. The cost of these sign shall be the responsibility of the appropriate local governmental agency. For all roadways located in the city limits, initial signage will be provided by the City of Tallahassee, but the sign will not be maintained once initial placement has been completed.
 - a. For private-to-private roads the local governmental agency shall provide the property owner the street sign for roads that do not offer access from a public right-of-way.
 - b. If the property owner elects to have installation of the street sign be completed by the appropriate governmental agency for private-to-private roadways he/she shall waive his/her rights for claims to damage.
4. If the removal of street signs for rescinded or undeveloped road should occur, a letter will be forwarded to the affected property owner(s) giving an explanation of why the street name has been rescinded along with a deadline date of fifteen (15) days for removal of the street sign.
 - a. If the street sign is located on the public-right-of-way the sign will be removed by the appropriate Public Works Department having jurisdiction over said roadway.
 - b. If an approved street sign has been rescinded on private-to-private the removal of that sign is the responsibility of the property owners.
5. If an unapproved sign has been erected on private-to-private property and causes confusion for 9-1-1 responders the property owner will be advised of the situation and given a grace period of thirty (30) days to remove the sign. Failure to remove the street sign within the thirty (30) day grace period will result in a Notice of Violation being sent via certified mail, return receipt to the property owner at the address listed in the tax collector's office. The code inspector shall notify the violator and give him or her a reasonable time to correct the violation. Should the violation continue beyond the time specified for correction, the code inspector shall notify an enforcement board and request a hearing. This action can result in a fine of not less than ten dollars for every day that the situation is not rectified. This action is as prescribed in Section(s) 10-11.111, and 10-11.112 of the Addressing Ordinance and enforced by the Leon County Code Enforcement Board.

The letter requesting the property owner to remove the street sign will be generated by DSEM, with copies generated to the City Growth Management Department and the appropriate Public Works Departments.



Leon County Development Support and Environmental Management

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