

# Leon County Growth and Environmental Management

## Development Services Division

### Addressing Unit

### Operating Guidelines Policies and Procedures

**Table of Contents**

1. Addressing Steering Committee Mission Statement.....3

2. Addressing Steering Committee Mission & Guidelines.....4

3. Addressing Steering Committee Street Renaming Policies.....6

4. Procedures for Coordination with the Postal Service.....8

5. Street Naming Procedures for Naming Unnamed Roads.....9

6. Subdivisions Street Naming Procedures..... 12

7. Street Address Number Assignment..... 13

8. Addressing Procedures for Mobile Home Parks/Apartment Complexes.....15

9. Citizens Request for Street Renaming.....17

10. Property Numbering Maps Maintenance Procedures.....19

11. Numerical Addressing Grid Interpretation.....20

12. Permits Plus Address Assignment Procedures.....21

13. Street Sign Placement Procedures.....22

## LEON COUNTY / THE CITY OF TALLAHASSEE ADDRESSING STEERING COMMITTEE



### **"VISION STATEMENT"**

The lack of uniformity of a numbering system causes a higher potential for longer response time for providing emergency 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 emergency 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.

### **MISSION SLOGAN**

## **"ADDRESSING THE FUTURE"**

**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 was created for the purpose of intergovernmental cooperation and communication. The Joint Addressing Steering Committee will also be responsible for overseeing the elimination of duplicate and sound alike street names.

2. The Joint Addressing Steering Committee Voting Members *shall* include one representative and two alternates from the following agencies:

- (a.)
  - 1. Leon County Growth & Environmental Management
  - 2. City of Tallahassee Growth Management
  - 3. Tallahassee/Leon County Planning Department
  - 4. Leon County Sheriff Office, Division of Emergency Management
  - 5. Tallahassee Fire Department
  - ~~6. United States Postal Service~~
  - 6. Inter-local Geographic Information Systems (GIS)
  - 7. Leon County School Board
  - 8. Leon County Property Appraiser's Office
  - 9. Leon County EMS (Ambulance Service)

\* *Six voting members* shall be required for a quorum. Only one committee member per agency can count in the over-all 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 members.

(b) In addition to the voting members, the ASC also, includes the following staff from the following agencies which act as technical advisors:

- 1. Inter-local Geographic Information Systems (Staff Person)
- 2. Supervisor of Elections Office
- 3. City Traffic Engineering Department
- 4. Leon County Public Works Department
- ~~5. United States Postal Service~~

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) Conduct Citizens education campaigns.

- (d) Hold community meetings as needed.
- (e) Review appeals from citizens as brought forth by the LC GEM Addressing Unit Staff. This would include, street renaming, re-ranging of streets and address re-assignments as well as citizens who oppose street naming.
- (f) The review of Addressing Procedures, as needed on an annual basis.
- (g) The Joint Addressing Steering Committee 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 scheduled meeting.

### Joint 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 Joint Addressing Steering Committee (ASC) to change those street names that were a safety hazard to life and property in accordance with these procedures. All duplicate or phonetically similar streets 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.

1. Street names will be required to be changed if they duplicate, are phonetically similar to, or are otherwise easily confused with other street names.
2. When duplicated, phonetically similar or otherwise confusing street names must be changed. The following priority order shall be considered:
  - (a) Street names with rural route boxes.
  - (b) The change which would affect the least number of people.
  - (c) The street with the least number of intersections.
  - (d) The most recently named street.
3. The Addressing Steering Committee will determine which street names to change using the above criteria.
4. The new street name will be selected by the Joint Addressing Steering Committee.
5. New street name suggestions will be collected from the abutting property owners and must have a 100% agreement between property owners before the chosen name can be approved.
6. Department of Growth and Environmental Management (GEM) will have the responsibility of approving street names submitted for use by the affected property owners.
7. Notices will be sent to the affected property owners by GEM or the City of Tallahassee Growth Management Department (TGM), depending on the location of the subject street within or out of the incorporated area.
8. 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 will be encouraged.
9. The Joint Addressing Steering Committee will hold community meetings if necessary to inform and to respond to citizens' questions and concerns.
10. The Fire Department will coordinate the time and location of each community meeting.
11. All streets that have names changed will also have the numeric portion of their address reviewed and reassigned concurrently, if necessary.
12. 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.
13. The new street name will be published in a public daily newspaper with an effective date.
14. Appropriate effective dates will be used to provide a smooth transition for citizens and businesses from their old address to their new address.
  - a. Effective dates will typically be 30-60 days advanced notice, followed by a one year phase-in period.

15. Conditions under which street names will not be approved by GEM 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. 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.
  - d. A street name will not be approved if it may be confused when spoken or written with an existing street name.
  - e. A street name will not be approved if it may be considered an ethnic, religious, gender, or racial slur.

## Procedures for Coordination with the U.S. Postal Service

1. 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 structures' 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 a list as long as it includes the name of the recipient, the old address, and the new address.
  - c. Citizens having their address changed will have their mail delivered if addressed to the old address for up to one year. After that time the Post Office will only deliver to the new address.
  - d. The Post Office will also send out their own letter confirming they know the structures' new address and the customer should 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.
2. Rural Route Conversion
  - a. Rural route elimination will start by zip code. If this presents a logistical problem, elimination will be by carrier route.
  - b. Each area will have a Property Appraiser report done indicating who is receiving a tax notice to a rural route address. This report will be matched against the Post Office's list of rural route deliveries.
  - c. Field verification of each street will be performed to confirm address number reports and required addresses.
  - d. Change of address notices with effective dates will be generated and distributed to the property owners, the Post Office, and the Leon County Emergency Management Department, along with all other affected agencies.
  - e. The Post Office will send an additional letter to the rural route box number user confirming the address change.
  - f. The Post Office will run a report twelve (12) months after the last conversion to ensure completion of the rural route conversions.
3. New street names
  - a. The Post Office will be notified of all new street names along with the appropriate address number range.

### Street Naming Procedures for the Naming of Unnamed Roads

1. Leon County Growth and Environmental Management (GEM) 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 GEM for approval. Forms are available on line under the GEM Web-site and at GEM as well TGM.
2. GEM will have the responsibility for notification on all new street names to all users of addressing information.
3. The following conditions must be met for new street name approval:
  - a. An official GEM Street Name Application must be filled out and returned to GEM before final approval.
  - c. All names must be cleared for use with GEM prior to completing the application. This saves the customer time and effort by pre-approving the new street name before the application is completed.
  - d. The application must include the signatures of at least three-quarters (3/4) or 75% of the abutting legal property owners.
  - e. 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.
  - f. Street qualifications:
    - (1) Existing unnamed streets:
      - a. An unnamed street must serve three or more principle buildings or cross multiple parcel boundaries.
      - b. The street must have been in existence before the adoption of the addressing ordinance.
    - (2) Proposed streets:
      - a. All easements of access created by the subdividing of a parcel of land through GEM approved under Policy 2.1.9 or Section 10. 7.202 of the Leon County Code of Laws which leaves any lot(s) 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.
      - b. The street naming application must be completed and approved prior to the Development Review Committee meeting.

4. GEM shall have the authority to name any unnamed street. Proper notification is required after the name of the street is determined.

a. Conditions under which GEM 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 GEM 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.

(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.

(a) GEM will make the above determination at the time of approval for the street name.

4. 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 end at the same street.
- (4) **COURT (Ct.)**.....Any permanently closed, dead-end street that generally ends in a cull-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 cull-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 (*Ally*).....A narrow street or passageway between or behind buildings.

(b) In determining the number of names required on curvilinear or looping roads, the following should be considered.

- (1) A street road that winds, bends or meanders weaves shall should maintain the same name throughout its length, unless the street road makes a *turn of 75* 90 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; turn, and continues in the new direction for over 500 feet or 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.
- (2) Streets Roads that continue back to themselves, or begin and end on the same road are considered circles or loops.

- (3) Street Road alignments that do not fit "normal" patterns or definitions as described herein merit special consideration. In these cases, the Leon County Growth and Environmental Management Department shall determine the number of street names required according to the general intent of this system.

**Conditions under which street names will not be approved by GEM are:**

- a. An incomplete or non-existing street name application.
- b. A street name is the same as a name currently being used 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 when spoken or written with an existing street name.
- e. It may be considered an ethnic, religious, gender, or racial slur.
- f. 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).

**Subdivision Street Naming Procedures**

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 GEM prior to submittal of a site and development plan at the Technical Review screening process for both

County and City Growth Management agencies.

- a. The developer or their agent shall submit to GEM a street naming application with the proposed street names for approval. All alley ways created during the new subdivision / development process must be named and carry the suffix of "Alley". 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.)
1. The developer or their agent will then be required to submit two (2) copies of the proposed site and development plan showing the layout of all proposed streets with the names inserted in place to GEM upon approval at the Administrative Release Level of the Development Review Committee (DRC).
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 GEM along with the necessary renaming fees as stated above.
3. The LC Addressing Unit will notify the Growth Management agencies of approved street names.
4. The LC Addressing Unit will notify all 9-1-1 Response Agencies of the new subdivision and its new street names once approval has been completed at the Administrative Release Level.

### Street Address Number Assignment

A. 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.

c. 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.

d. Circle and loop roads should be addressed as follows:

1. 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.

2. 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.

3. With Leon County's rural character, there will be cases in which streets will not fit typical conditions. The determination of the Leon County Growth and Environmental Management Department in conjunction with the U.S. Post Office and other concerned parties shall be used to achieve the numbering sequence for these situations.
- e. Where possible, each structure or unit shall be assigned a separate number. In cases of higher density development requiring more than one number every ten and fifty-six hundredths (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 ½ numbers can be used as apart an assigned address number.
- f. 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.

1. Confirm the parcel identification number. This will ensure the correct location of the property requiring an address.
  - B. Examine the data received on the incoming building permit. Compare this information to the PID maps, the Addressing Unit's Database (ADDUD) and in the "parcel" file of the Permit Plus Tracking System. The following are things to look for on the permit applications or when receiving an address request over the telephone:
    - (1) Check owners name;
    - (1) Legal description/parcel identification number;
    - (3) Acreage;
    - (4) Street location;
    - (5) Parent parcel (if applicable); and
    - (6) In/outside of city.
2. Compare Permits Plus data with the Property Numbering Maps (tax I.D maps). Occasionally, recently subdivided property does not show on either the parcel screen or the tax parcel maps. When this happens, there are two places to check:
  - a. Check the Development Services' Parcel Specific Zoning Maps for the most recent subdivision of property, or
  - b. Call the Property Appraiser's Land Department for the most recent information.
3. 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 by an unnamed street, a street number cannot be assigned until the street is officially named. See Street Naming Procedures.
    - (1) Inform the citizen of the requirements to have a street named.
    - (2) Assist citizen in naming street.
  - b. If the parcel has legal access to a named street, whether the street is private or public, verify that the parcel requiring an address has legal access.
  - 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 check the spelling on the street sign.

4. Determine the correct street address number from the "Numerical Addressing Grid" (see numerical address grid interpretations 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.
5. If the parcel to be addressed is in an area known for address inconsistencies, an inventory of 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), and field surveying data.
  - b. Once a list or inventory of known addresses is compiled, they are then compared to those on the Property Numbering Maps. From this comparison, a logical street number is generated and issued.
6. Once an address number is generated, it must be entered on the Property Numbering Maps by writing the number on the applicable parcel.
7. Once an address is issued, a letter is mailed notifying the applicant of the official address.
  - a. Four copies of the letter are produced:
    - (1) One for the customer
    - (2) One for GEM records
    - (3) One for Leon County Emergency Management
    - (4) One for the Postal Service

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

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

1. In "Mobile/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) Mobile/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.
  - b) All existing mobile/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 Addressing Steering Committee (ASC) for further clarification and 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 letters or ½ numbers can be used as assigned address numbers) 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, townhouse style communities, and mobile/manufactured home subdivisions that are individually owned will be assigned street names and individual address numbers as outlined in Section 10-2003 for Street Name Definition and as defined in Section 10-2007 3(e) of the Leon County Code of Laws.

4. A Display Board will be **REQUIRED** at the Technical Review stage for all *new* Mobile/Manufactured Home Parks, and multi-tenant apartment communities. 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 adhered to 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 DRC.
  - 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. All proposed multiple tenant, non-residential projects will be requested to place a display board at the main access roadway leading into the development.

### Citizens Request for Street Renaming

4. Leon County Growth and Environmental Management has sole authority for the approval of all street renaming. Initial renaming of existing streets requires that the applicant own property abutting the street to be renamed. The applicant must submit a completed Street Name Change Application Form to GEM for approval. Forms are available on line under the GEM Web-site and at GEM as well TGM. GEM will have responsibility for notification of renamed streets to all users of addressing information.
5. The following conditions must be met for street renaming approval:
  - a. An official GEM Street Name Change Application must be filled out and completed, then returned to GEM before final approval.
  - b. An application for street name change will not be accepted without submittal of the required fee with the application. ***Checks should be made to the Leon County Board of County Commissioners for requests in the unincorporated area and to the City of Tallahassee for requests in the incorporated area (city limits).***
  - c. Fees are waived for the removal of any duplicate street name initiated by a citizen.
  - d. Fees are also waived if the changing of 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. All proposed street names must be cleared for use with the GEM prior to completing the application. This saves customers time and effort by pre-approving the new street name before the application is complete.
  - f. 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 photocopy of the Property Appraiser's Tax Parcel Map.
  - g. 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 Addressing Steering Committee for a final decision to accept the application.
4. GEM has the authority to rename any street in the interest of public safety and welfare once approved by the Board of County Commissioners for unincorporated areas and by the City of Tallahassee Commissioners in the incorporated areas (city limits).
5. If the street crosses the meridian, or base line, it may be necessary to require the use of the designations "north, south, east, or west", or it may be necessary to use a different name in

order to avoid duplicate street numbers. GEM will make that determination at the time of preapproval for the street name.

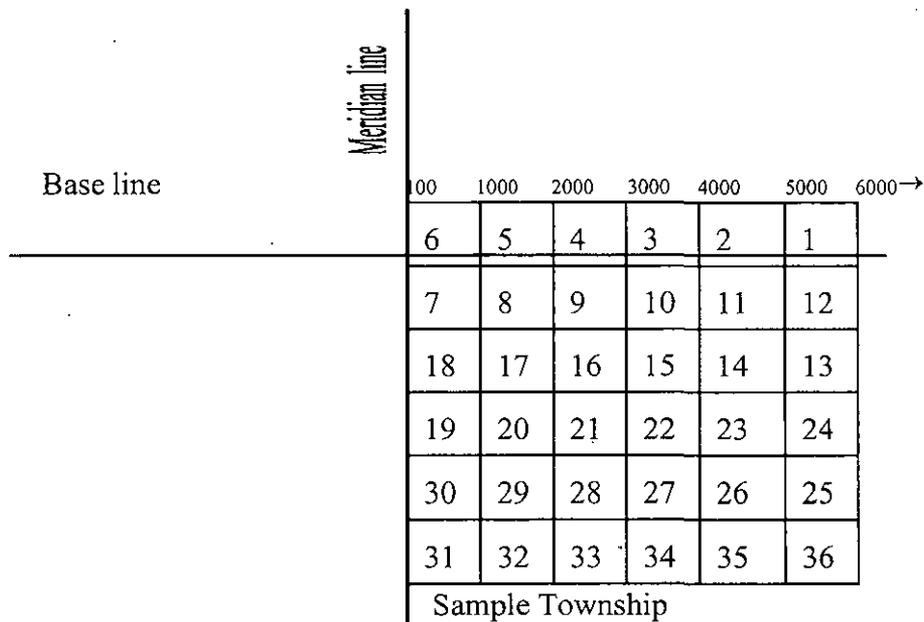
6. Conditions under which street names will not be approved by GEM are:
  - a. An incomplete or non-existing street name change application.
  - b. A street name will not be approved as a new name if the new street name is not located within the same subdivision as the name being requested.
  - c. If 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. These maps are 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 City Addressing Unit (GIS Inter-local) is required.
3. Each assigned address number is written on each individual parcel using the following color scheme:
  - a. Red is for address number assignments. The number in red has either been previously assigned or is in reserve for use.
    - (1) Caution: Addresses that were assigned before 1992 may not be in use by those who received that address number prior to the ordinance. Any street that has not been reviewed since the creation of the ordinance needs to be reviewed and surveyed according to these procedures before a number is assigned and recorded on the property numbering maps.
  - b. Blue is for address number conformation. A blue line above the red address number 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 made-up 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 sketched on the property numbering maps.
  - a. Check Development Service Division's parcel specific zoning maps periodically for any new subdivisions of property in Leon County.
  - b. If necessary, the Property Appraiser's Office should have the subdivision information and they will fax or mail it to the Addressing Unit.
6. New plats of subdivisions: These should be received well in advance of any addresses number assignment. If you have not received a plat you can check with the Planning Department, Public Works, or the developer's site planners.
  - a. New subdivision plats will be addressed once all processes have been approved by the DRC at administrative release.
  - b. Address numbers should be assigned from the plats until such time as a new revised section map is available from the Property Appraiser via GIS. At that time, the address numbers will be transferred to the section maps that contain the subdivision.

### Numerical Address 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.



Sample Addressing Overlay for Leon County

### Address Assignment Procedures For Permits Plus

1. Permit Processors route a completed permit application to Addressing Unit for action.
  - a. Permit packages are placed in a designated box in the Addressing Unit. This box will be checked throughout the day for permits requiring addressing action.
  - b. All original permits routed to the Addressing Unit must have been through Dev. Ser. for a complete review. A copy of permits which do not need concurrency review will be routed directly from the permit processors and should include a completed "Address Request Form".
    - (1) This form includes the necessary information to contact the customer should any questions arise concerning the address assignment.
2. Verify the property identification number (PID) as the correct identifier for the parcel requiring an address.
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.

**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
2. 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.
  3. For a request on a named street, follow the procedures for Street Address Number Assignment.
  4. For a request on an unnamed street, follow the procedures for Street Naming, then the procedures for assigning a Street Address Number.
  5. Once an address has been assigned, enter the data into the Access Database file (ADDUD) as well as Permit Plus.
  6. Notification letters are printed on every Friday of each week to notify the property owner who requested the address.
  7. A query report of each mail-out is also routed to:
    - a. GEM records
    - a. Leon County Sheriff's Office, Division of Emergency Management
    - b. Tallahassee Fire Dept.
    - c. Tallahassee Police Dept.
    - d. Leon County EMS Dept.
    - e. The 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 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 roadways 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 roadways should occur, a letter will be forwarded to the property owner giving an explanation of why the street name has been rescinded along with a deadline of fifteen (15) days for removal of the street sign. Failure to remove the street sign within the fifteen (15) day grace, will result in a thirty (30) day Notice of Violation Letter to the appropriate Code Enforcement Board. This action will result in a fine of no less than ten dollars for every day that the situation is not rectified. This action is as prescribed in section(s) 10-2011, and 10-2012 of the Addressing ordinance and enforced by the appropriate Code Enforcement Board.

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

- A. All street signs located on public-right-of-ways will be removed by the appropriate Public Works Department having jurisdiction over said roadway.
- B. All street sign removals on private-to-private are the responsibility of the property owner. The request to remove the sign will be included in the letter which rescinds the street name.