

# 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.