



# Leon County AP&P Operating Guidelines

## FREQUENTLY ASKED QUESTIONS

The Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance (Article XI of Chapter 10, Leon County Code of Laws) was adopted in 1995, in response to numerous concerns and safety issues from emergency service providers in their attempts to locate citizens in need of assistance in a timely manner. Primary concerns at the time were unnamed roads and duplicate street names.

### **Why is my street name changing?**

A street name change may occur for several reasons, but the more common reason is duplicate or sound-alikes street names. These streets create opportunity for confusion and delays for emergency responders. Street renaming may be initiated by citizens. Citizen-initiated street renaming requires at least 75% approval from abutting property owners on the street that is proposed to be renamed. A street name change initiated by the Board or City Commission is not a common occurrence but is usually initiated to honor a prominent individual(s) or identify something historic associated with an area.

### **Why does my driveway need naming?**

In order to reduce emergency response times and provide for more efficient delivery of services, an unnamed street that serves three or more principal buildings or crosses multiple parcel boundaries is required to be named.

### **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 address numbers should be no smaller than 3 inches in height in the unincorporated area and 4 inches within the City of Tallahassee. Business addresses 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?**

Effective dates will ensure a smooth transition for citizens and businesses receiving a change of address or street name. Property owners will be notified of their new address number or street name 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. The application fee for street renaming (Street Name Change) is \$900.00. 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 to select a name; Leon County DSEM will name the street if at least 75% of abutting property owners are not in agreement. Abutting property owners shall include: all persons that currently own 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 provided 75% of abutting property owners agree.

### **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, DSEM staff will notify the Postal Service of the change. Most businesses allow you to conveniently update your contact information, including your mailing address online. Bills and statements usually include an address change request; 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 DSEM 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.