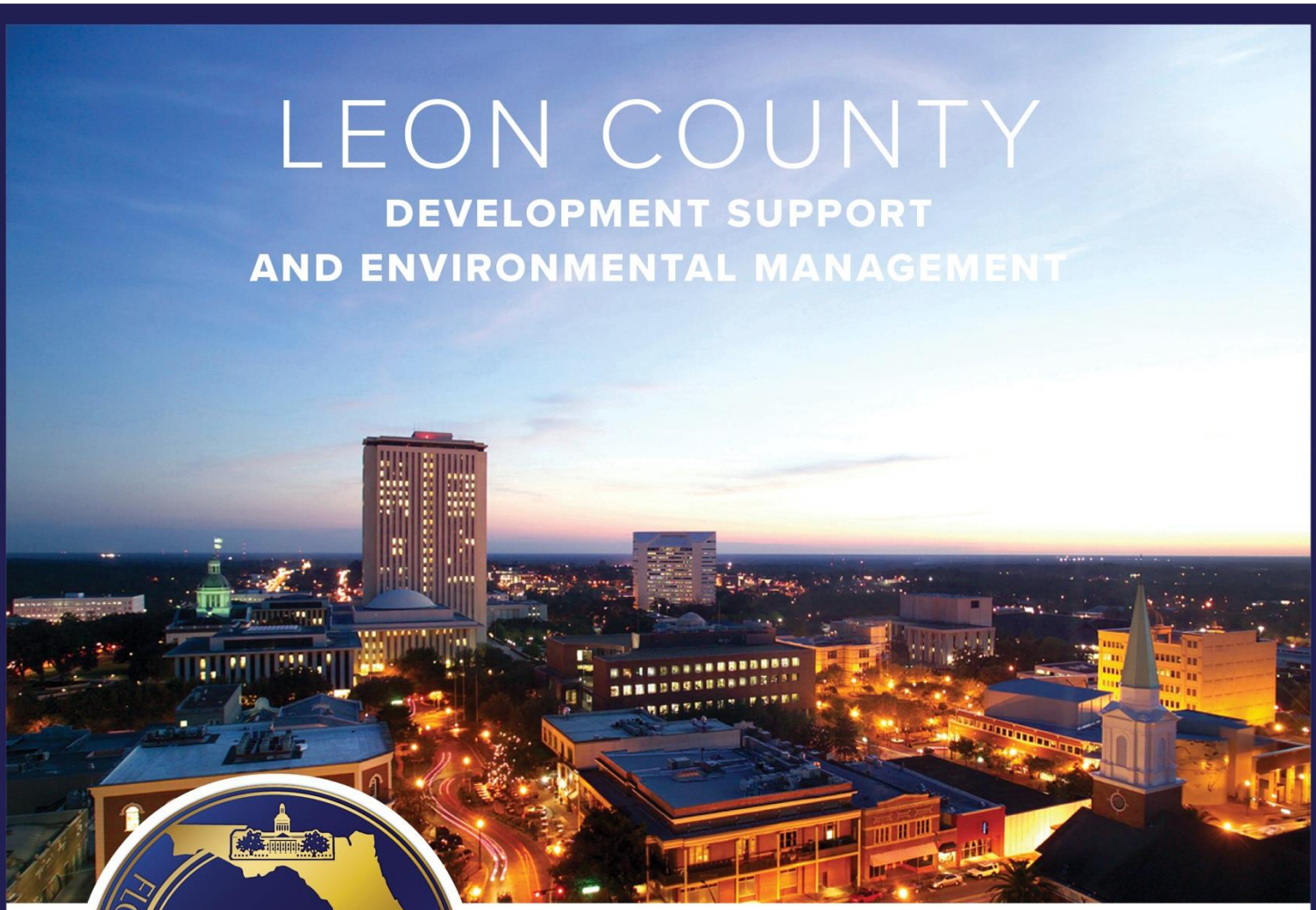
# LEON COUNTY

## DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT



***Development Services Division***
***Addressing Unit***

*Leon County/City of Tallahassee*

# Addressing Policies and Procedures Operating Guidelines

People Focused. Performance Driven.

## 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 renamings require 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.

**Leon County**
**Addressing Policies and Procedures**

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*THE LEON COUNTY / CITY OF TALLAHASSEE*
*ADDRESSING STEERING COMMITTEE CHARGE*

CITY OF TALLAHASSEE

***"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"***

## Addressing Steering Committee

The Addressing Steering Committee (ASC) was created for the purpose of facilitating intergovernmental cooperation and communication. The ASC is responsible for overseeing the elimination of duplicate and sound-alike street names and approval of proposed street renaming where 100% of abutting owners agree to the change. The ASC reviews proposed street names for consistency with regulations and policy, including public safety.

1. **ASC Voting Members.** The ASC voting members* shall include one representative and two alternates from the following departments and agencies:

   a. (1) Leon County Development Support & Environmental Management (DSEM)
   (2) City of Tallahassee Growth Management (TGM)
   (3) The Department of Planning, Land Management and Community Enhancement (PLACE)
   (4) Emergency Management Agency (EMA)
   (5) The City of Tallahassee Fire Department (TFD)
   (6) Inter-local Geographic Information Systems (GIS)
   (7) Leon County School Board (LCSB)
   (8) Leon County Property Appraiser's Office (LCPA)
   (9) Leon County Emergency Medical Services (EMS - Ambulance Service)
   (10) United States Postal Service (USPS)
   (11) Consolidated Dispatch Agency (CDA)

   * *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 receives support staff from the following agencies which act as technical advisors:

   (1) Inter-local GIS
   (2) Supervisor of Elections Office
   (3) City of Tallahassee Traffic Engineering Department
   (4) Leon County Public Works Department
   (5) Consolidated Dispatch Agency

2. **ASC Responsibilities.** ASC responsibilities include:

   a. Provide intergovernmental communication and coordination;
   b. Provide oversight, coordination and approve street name changes to eliminate duplicate or phonetically similar names, or those which create confusion or emergency delays for E-911 response agencies;
   c. Approve address number re-assignments to correct sequencing, spacing, or other abnormalities that would create conflict or delays for E-911 response agencies;
   d. Approve or make recommendations to the Board regarding requests for street renaming;
   e. Conduct citizen engagement campaigns, outreach efforts, and community meetings as needed;
   f. Make recommendations to the Board regarding changes to the Ordinance;
   g. Make changes to the Addressing Policies & Procedures (AP&P) manual, as needed;
   h. Review appeals from citizens as brought forth by the DSEM Addressing Unit staff, including street naming, renaming, re-ranging of addresses and address re-assignments; and
   i. Meet on a bi-annual basis (every six months) to ensure intergovernmental communication. If special circumstances warrant, any member may request that a meeting be convened at any time before the next scheduled meeting.

3. All meetings of the ASC shall comply with the requirements of a decision-making committee as set forth in Leon County Policy No. 03-15.

## General Street Naming Standards

The following standards apply to the naming or renaming of streets.

1. **Street Naming Criteria.**
   a. Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved or in use;
   b. A proposed street name shall not exceed 23 characters in length. Street sign design and installation shall be consistent with the standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD);
   c. Prefixes (i.e., north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base Line. Post-directional identifiers will not be allowed (e.g., Plank Road South);
   d. Names phonetically similar to other street names are not allowed;
   e. Names that can be confused with the names of existing or proposed streets are not allowed;
   f. Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting);
   g. Street names shall not be used which will duplicate existing or reserved street names;
   h. Streets which are determined by DSEM or the ASC to be extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued;
   i. All streets names shall have a suffix. Suffixes can only be used as a true suffix;
   j. Streets cannot be named after a living person, unless initiated by the Board or City Commission; and
   k. No street name shall be used that constitutes an ethnic, religious, gender, or racial slur.

2. **Street Name Continuity.**

   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.
   b. 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 pre-approval for the street name.

3. **Naming of curvilinear or looping roads.**

   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 more, 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.

4. **Suffixes.** 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.

   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.

5. **Cause for street names to not be approved:**

a. An incomplete or non-existing street name change application;
b. The requested street name already exists, even if as a subdivision name;
c. The requested street name creates a duplicate or is considered phonetically similar to an existing street name. *Note: 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 Creek Subdivision would be considered duplicates* ***even*** *with different suffixes).*
d. The requested street name may be confused with an existing street name when spoken or written.
e. The requested street name is considered an ethnic, religious, gender, or racial slur.
f. It would not qualify because it is an internal circulation or access drive between rows of parking (e.g. apartment complexes, school parking lots, and shopping plazas).

## Required Street Renaming

1. **Duplicate and phonetically similar street names.** The ASC is delegated authority by the Board to change those street names in the incorporated or unincorporated areas that are deemed a safety hazard to life and property in accordance with these procedures and the adopted Ordinance. The ASC is delegated approval authority to rename all duplicate or phonetically similar streets names which create confusion or delays for E-911 response agencies.

a. **Criteria and Priority for Required Street Renaming.**
When duplicate, phonetically similar or otherwise confusing street names must be changed, the ASC will determine which street names to change using the following criteria, <u>in priority order</u>:

i. The change which would affect the least number of people.
ii. The street with the least number of intersections.
iii. The most recently named street.

b. **Public Participation and Notification.** The ASC will hold community meetings, if necessary, to inform and to respond to citizens' questions and concerns. The Fire Department will coordinate the time and location of each community meeting.

c. **New Street Names.** Street name suggestions submitted by abutting property owners will be considered where at least 75% of owners agree and have signed the street naming petitions. Abutting property owners are those identified in the most recent county tax rolls whose property abuts the street that is proposed to be renamed. For the purpose of counting votes, each individual parcel is counted separately, regardless if ownership is the same.

d. **Coordination.** DSEM has the responsibility of coordinating the street renaming review and forwarding recommendations to the ASC for their consideration. Where abutting property owners are unable to secure 75% agreement, DSEM will forward a recommendation for new street name to the ASC. Inside the incorporated areas, TGM staff is responsible for coordinating street renaming activities and providing updates to City Administration and City Commission.

e. **Public Notification.** Mail 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), which will inform them of the targeted street name change. 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 which is intended to encourage citizen input. Upon approval by the ASC, the new street name will be published in a newspaper of general paid circulation with an effective date. An appropriate effective date (usually 30-45 days) will be assigned to provide a smooth transition for citizens and businesses to convert from their old address to their new address. Property owners will also be notified via direct mail of their new street name and address number by mail providing the effective from which they will have to start using the new street name and/or address. The Post Office will cross-reference the new address with the old address for a period up to one year from the effective date of change. Property owners will be responsible for notifying all renters of address and street name changes. All streets undergoing name changes will also have the numeric portion of their address reviewed and reassigned concurrently, if necessary, to correct numbering or sequencing issues. DSEM will provide notification to local agencies and the Post Office of all new street name assignments.

## Street Naming of Unnamed Roads

Unnamed roads in Leon County are targeted for street naming to reduce emergency response times and to allow more efficient delivery of services. An unnamed road is a road (usually a private drive) without a street name that serves three or more principal buildings or crosses multiple parcel boundaries, extending five hundred feet or more in length. Residents are afforded the opportunity to select a street name during this process.

1. **Street Name Application Requirements.** DSEM has authority for the intake and review of all proposed street names within the unincorporated and incorporated areas of the County. The submittal of a completed 'Street Name Application' to DSEM or TGM offices is required. Forms are available online at the DSEM website and can also be provided at either DSEM or TGM offices.

    a. Applicants submitting a Street Name Application shall own property abutting the street to be named.
    b. Proposed street names must be cleared for use with DSEM prior to filing the application. This saves the customer time and effort by pre-approving the new street name before the application is completed and filed.
    c. The Street Name Application must include the signatures of at least 75% of the abutting property owners, as reflected on the most current tax rolls of Leon County. For the purpose of counting abutting property approval votes, each individual parcel is counted separately, regardless if ownership is the same.
    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 printout of the Property Appraiser's parcel map.

2. **Criteria for the naming of unnamed streets.** DSEM has been delegated the authority to coordinate the assignment of all street names within the incorporated and unincorporated areas of the County. DSEM shall have the authority to name any unnamed street which meets the definition of a street in the interest of the health, safety, and welfare of the residents.

    a. An unnamed street is defined as a street that serves three (3) or more principle buildings or crosses multiple parcel boundaries.
    b. Street naming of unnamed streets requires approval from no less than 75% of abutting parcel property owners. For the purpose of counting votes, each individual parcel is counted separately, regardless if ownership is the same. Should the property owners not secure 75% approval from abutting parcel owners, DSEM is authorized to recommend a street name within thirty (30) calendar days of the first attempt.

## Street Naming Procedures for New Development

1. All new developments and subdivision of land that create new streets in Leon County and the City of Tallahassee, whether private or public, shall file a Street Name Application with DSEM at the time an application for site and development plan review is filed.

    a. The developer or their agent shall submit to DSEM a street naming application with all 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 application review. 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 approval.

    c. All easements of access which serve three or more lots and created by subdivision of land pursuant to Policy 2.1.9 (Family Heir, Section 10-7.202 of the Land Development Code) shall be named.

    d. The street naming application must be submitted concurrent with the application for subdivision review. The proposed street name shall be approved and reflected on the plans at the time of subdivision approval.

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 revised site and development plan with the corrected changes to DSEM or TGM along with the necessary renaming fees as stated above.

3. The DSEM Addressing Unit will notify DSEM and TGM 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 or sound alike street name. 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.

    b. Emergency call boxes should be considered as alternative communication devices when large apartment complexes consisting of four are more buildings are under review. These types of devices shall be centrally located at the pool and/or club house sites of the apartment complexes. See display board requirements on page 13 of this manual.

## Citizen Requests for Street Renaming

1. The Board has delegated DSEM with the authority to coordinate the assignment of all street names within the incorporated and unincorporated areas of the County. Citizens who desire to rename streets must submit a completed Street Name Change Application Form to DSEM for review. All citizen requests for street renaming requires at least 75% approval from abutting property owners. Forms are available at DSEM and TGM offices or can also be accessed from the DSEM website (www.leonpermits.org). Inside the incorporated areas, TGM staff is responsible for coordinating street renaming activities and providing updates to City Administration and City Commission. 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. If a request for street renaming receives 100% approval of abutting property owners, the street renaming shall be reviewed for safety and consistency with street naming criteria and may be approved by the ASC if it meets that criteria. Requests for street renaming with at least 75% approval from abutting owners shall be reviewed by the ASC for safety and consistency with street naming criteria with a recommendation that is forwarded to Board for final approval by resolution.
g. For the purpose of counting abutting property approval votes, each individual parcel is counted separately, regardless if ownership is the same.

## Board-or City Commission-Initiated Street Name Changes

The Board or City Commission may initiate street name changes at their discretion which will be directed to the County Administrator. Requests for renaming initiated by the Board or City Commission shall proceed as follows:

1. DSEM will provide research and recommendations for the ASC's consideration.
2. The County Administrator shall direct and require review by the ASC for public safety and consistency with street naming criteria.
3. The ASC will provide a recommendation to the Board for consideration.
4. Approval of street name changes shall be adopted by the Board by resolution.
5. This process does not apply to nor limit in any way, Board or City Commission efforts to approve honorary designations of roadways that do not change the actual street name or associated address numbers.
6. The cost for street signs and installation shall be borne by the local government requesting the street name change.
7. Notice to abutting owners of the street name change shall be provided as set forth in the Ordinance.

## Assignment of Street Address Numbers

1. **Odd and Even Number Assignment.** 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. 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 streets 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 is 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. **Address Number Assignment**. 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. Alphabet lettering or ½ numbers cannot 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 mailbox 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 to maintain sequential numbering without requiring unnecessary address changes.

4. **Confirm the parcel identification number (PIN).** Confirm the PIN through the Leon County Property Appraiser's Office. This will help confirm 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:
      (1) Verify owner's name;
      (2) Legal description/PIN;
      (3) Acreage;
      (4) Street location;
      (5) Parent parcel (if applicable); and
      (6) In/outside of city limits.

5. **Additional confirmation.** Compare Accela 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 to a street 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 legal access easement, an address must be assigned for E-911 purposes. Use the following steps to ensure the correct address has been assigned:

      (1) Verify the street name and correct spelling with the Street Naming Address Guide (SNAG).
      (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. Verify 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 using the Accela, 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 assigned for the specific structure on the property.

    a. An 'Address Notice Report' is generated on bi-weekly basis for the following agencies:
        (1) Leon County Sheriff's Office
        (2) Emergency Management Agency
        (2) Tallahassee Fire Department
        (3) Tallahassee Police Department
        (4) Leon County EMS
        (5) United States Post Office

## Mobile Home Parks/Apartments/Duplex/Townhome Communities and Commercial Plazas

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

1. **Manufactured Home Parks.**

    a. Manufactured home subdivisions (individually owned lots of record), which may even contain a combination of manufactured homes and site-built homes, will be assigned an individual address number.
    b. Manufactured home parks (one overall parcel where the owner leases individual dwelling units) will be assigned one main address off the named access road with designated lot numbers for each manufactured 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. 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.

c. 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 for address assignments and street naming. If warranted, the situation may be brought before the ASC for discussion and further direction.

d. The grandfathering of existing manufactured home parks will be determined based on individual addressing concerns relating to ingress/egress access issues.

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

3. **Subdivisions.** Duplex and townhouse style and manufactured home subdivisions that are individually owned will be assigned street names and individual address numbers.

4. **Display Boards.** A display board will be **REQUIRED** at the site plan application review stage for all ***new*** mobile/manufactured home parks, and multi-tenant large apartment communities that have four are 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. Sign Code Specifications shall be followed, regardless of size. Non-compliance with these requirements may delay issuance of a Certificate of Occupancy.

   a. For mobile/manufactured home subdivisions, parks, and apartment complexes in existence prior to November 2002, a display board will be required to be placed at the main or primary entrance to each community but is encouraged.

   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 must have a display board that is visible from the main or primary entrance to the community approved by the Development Review Committee. The location of the display board is included as part of the overall site plan development order issued by DSEM or TGM.

   c. The display board shall delineate each building or mobile/manufactured home location within the subdivision, park or apartment complex.

5. **Commercial Shopping Centers.** Commercial shopping centers or other non-residential buildings with multiple tenants will be assigned one primary address along with suite **NUMBERS** for each individual tenant space within the development. Addressing of commercial centers will be coordinated during the site and development plan review process. Where appropriate, proposed multiple tenant, non-residential projects will be requested to place a display board at the main access roadway leading into the development.

## U.S. Postal Service Coordination

DSEM will coordinate all street naming, renaming and address reassignments through the Post Office.

a. The Post Office requires fourteen (14) calendar days advance notice for the implementation of street name and address changes. This allows the Post Office time to prepare their system for the new street name and address number ranges. The new street names and addresses should be uploaded into the national database within fourteen (14) business days of receipt by the Post Office.

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)

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.

i. This letter should contain both the old and new address and the name of the property owner;
ii. The letter shall notify the property owner of the effective date for the new street name or address;
iii. 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 street renamed or 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 with the Post Office, 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. The notification will inform the occupant of the structure that they will no longer deliver mail to the old address after one year.

## Property Numbering Maps and Maintenance Procedures

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.

1. **Section Maps.** Each map is a one 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 staff (GIS Inter-local) is required.

2. **Mapping Schemes.** 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 specific parcel.

3. **Exceptions.** 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.

4. **Maintenance.** As land is subdivided, the new parcel layout should be coordinated with the mapping records maintained by the Addressing Section and GIS.

   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.

5. **Plats.** 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.

   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 Address Grid Interpretation

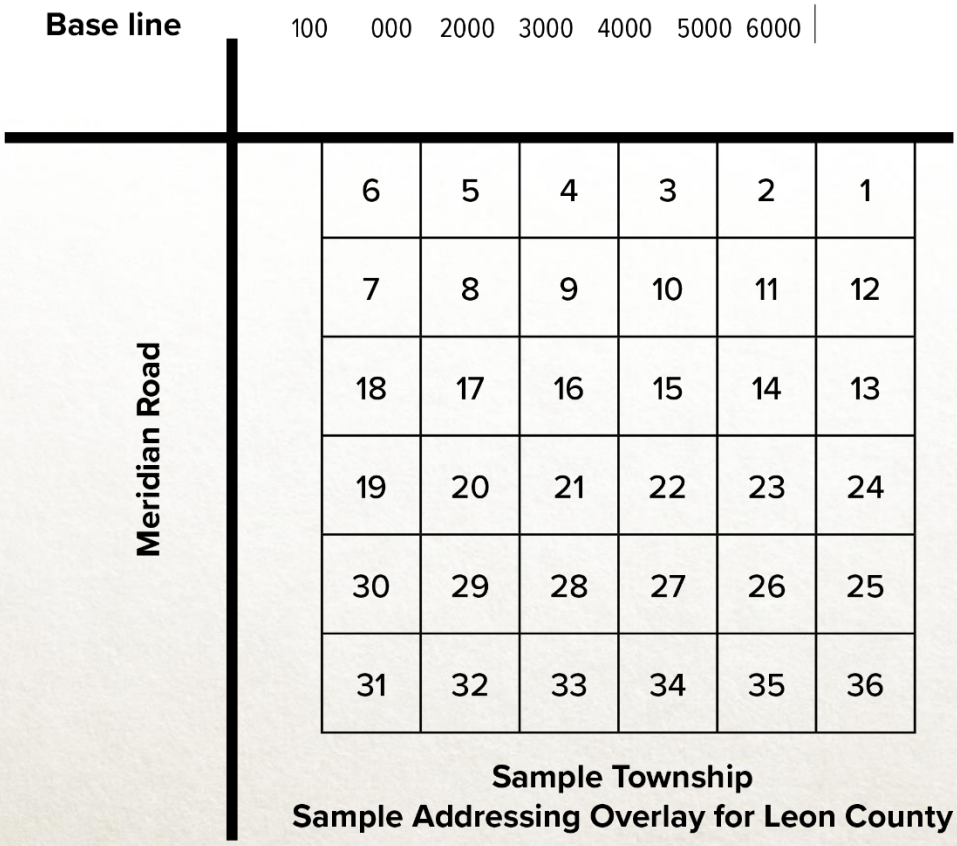
1. The numerical addressing grid is overlaid on the general highway map of Leon County. It also depicts the County in terms of township and section. It is divided into quarters by the base line and meridian.

   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-square mile townships in Leon County 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 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 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 Township**
**Sample Addressing Overlay for Leon County**

## Address Assignment in Accela and Project Dox

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 PIN against the site plan which should all be included in the ProjectDox packet via email.

2. If the parcel (permit) requiring an address abuts a named street, follow the procedures for Street Address Number Assignment.

3. If the parcel (permit) is on an unnamed street, see Street Naming Procedures.

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

    a. Name
    b. PIN
    c. Subdivision name
    d. Street where address is requested
    e. Number of dwelling units on the property (identify structure to be addressed via GIS)
    f. Current mailing address
    g. Home or work phone numbers and email address

5. **PIN Numbers.** Citizens are responsible for providing the Addressing Unit with their PIN numbers.

    a. Citizens could own multiple properties which makes it important DSEM verifies the correct PIN number to be addressed, or
    b. The request could come from a citizen that is renting. It is incumbent upon the renter to contact the landlord and get the correct PIN number for the property where they are located.

6. **Address Requests on a Named Street.** For an address request on a named street, follow the procedures for Street Address Number Assignment. For a request on an unnamed street, follow the procedures for Street Naming, then the procedures for assigning a Street Address Number.

    a. Once an address has been assigned, enter addressing information into the Access Database file (ADDUD) as well as Accela.

    b. Address Assignment notification letters are printed Fridays, on a bi-weekly basis to notify the property owner of their new address number.

    c. The 'Address Notice Report', which includes private and commercial offices, is generated on bi-weekly basis for the following agencies:

    An 'Address Notice Report' is generated on bi-weekly basis for the following agencies:
    (1) Leon County Sheriff's Office
    (2) Emergency Management Agency
    (2) Tallahassee Fire Department
    (3) Tallahassee Police Department
    (4) Leon County EMS
    (5) United States 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. The 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 and street renaming required due to public safety.

    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 and required street renaming, consistent with 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 private 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.

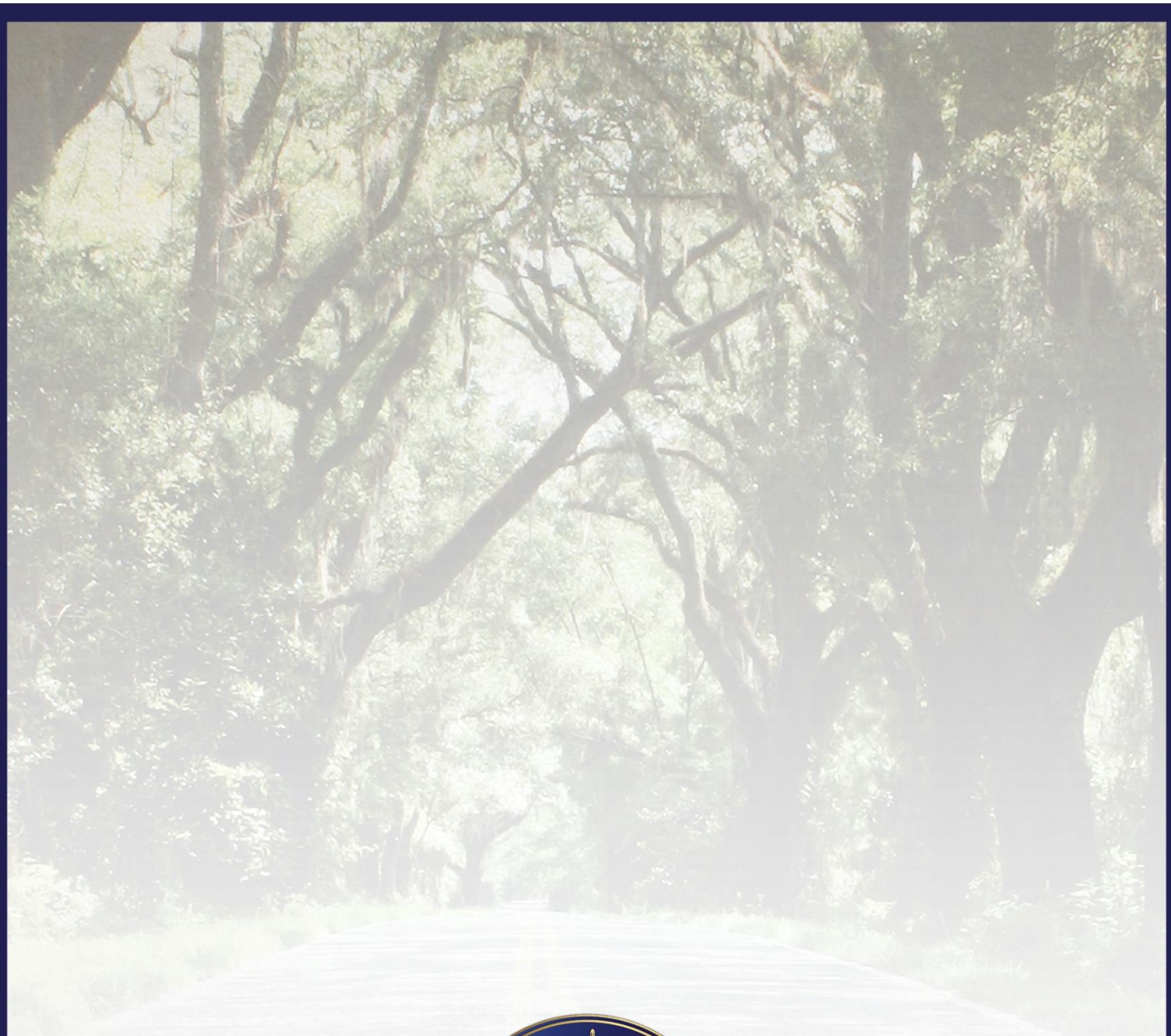
4. If the removal of street signs for a rescinded or undeveloped road should occur, a letter will be forwarded to the affected property owner(s) explaining why the street name has been rescinded along with a deadline date of fifteen (15) days for removal of the street sign.

    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 TGM and the appropriate Public Works Department.



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