

How Leon County assigns an Address for 9-1-1

The Municode www.Municode.com hyperlink below is connected to the Leon County Code of Laws and Ordinances (Chapter 10 – Land Development Code.) This location gives a description of the requirements relating to some of the questions outlined below.

Creation of the Addressing Steering Committee (ASC) was effective upon adoption of the Ordinance. The ASC consists of local 9-1-1 agencies, school board, USPS, MIS/GIS, and several other local government agencies impacted by address assignments.

Authorities governed by the Ordinance include both jurisdictions of Leon County and the City of Tallahassee.

ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM

- Sec. 10-11.101. - Purpose.
- Sec. 10-11.102. - Title; authority; applicability.
- Sec. 10-11.104. - Uniform street naming and property numbering system implementation.
- Sec. 10-11.105. - Street names and street signs.
- Sec. 10-11.106. - Street naming criteria.
- Sec. 10-11.107. - Administration and number assignment.
- Sec. 10-11.108. - Street renaming and non-conforming addresses.
- Sec. 10-11.109. - Address number posting and cluster mailboxes.
- Sec. 10-11.110. - Private road signing.
- Sec. 10-11.111. - Enforcement.
- Sec. 10-11.112. - Penalty.
- Sec. 10-11.113. - Administrative appeal process

In addition to the Uniform Street Naming and Property Numbering System Ordinance, the Addressing Policies and Procedures Operating Guidelines manual was created and approved by the ASC. See hyperlink below.

<https://cms.leoncountyfl.gov/dsem/Divisions/addressing>

a. How are new streets created?

- New subdivisions which create legal access easements that abut multiple parcels are assigned street names.
- Property owners' request – this requires a 75% agreement for abutting property owner and must be approved by the ASC. There is a processing fee for cost incurred.

b. What are your processes/workflow for assigning numeric addresses?

Address numbers are derived from the "Primary Meridian Base Line Marker" which dictates the address number based on the township and section of how said street falls within the grid.

- New address assignments are provided at the time of permitting activity for properties.
- Numeric address changes are generated for 9-1-1 purposes. This process requires approval by the ASC.

c. What systems/software are used and in what order?

Leon County uses two primary databases for the tracking of address and street names. Each database has its own unique purpose based upon the needs of the department utilizing the software application. The two databases feed several agencies throughout both jurisdictions.

- Accela and the Addresser; which are both web-based.

d. Do you assign addresses for other jurisdictions?

- No, the Leon County Board of County Commissioners has given Development Support and Environmental Management (DSEM) authority to coordinate the assignment of all street names within both the incorporated and unincorporated areas of the County. However, each jurisdiction is responsible for assigning and maintaining their addressing schemes.

e. When a new construction building permit is assigned, how does the address get released to agencies and entered into the 911 database and/or 911 CAD?

- The databases mentioned above are linked to automatically feed all other databases including the 9-1-1 CAD system.

f. Do you review building permits and/or Development review for new projects?

- Yes, the Leon County Addressing Unit reviews building permits and newly proposed projects submitted to the DSEM Development Services Division.
- The address assignments under the County's jurisdiction are generated by the Addressing Unit staff. The City of Tallahassee is responsible for the assignment of their address numbers.
- The Leon County Addressing Unit is the responsible entity for both jurisdictions as it relates to new and existing street name approvals, therefore it is necessary that we review both City and County projects.

g. Do you remove addresses for demolished buildings?

- Once an address is assigned to a building location and the building has been removed or demolished, the address point is not removed but retired for future use, should another building be raised at that location.

h. What Department and staff roles are involved in assigning the address?

- Since address assignments are generated based on permit activity, the address numbers are assigned by either the County DSEM or City Growth Management Departments, depending on which jurisdiction the property falls under.

i. How does your street naming process work?

- All requested street names are submitted to Leon County on an approved street naming (or renaming) application designed by Leon County staff for both jurisdictions.
- New development street names are submitted to the Leon County Addressing Unit for review and approval. Approval or denial is based on non-duplication of existing street names or existing subdivision names for either jurisdiction. The process is the same for a street renaming request, except that it is sent to the ASC for review and recommendation to the Board of County Commissioners, which has the final authority for street naming for both jurisdictions.