

FREQUENTLY ASKED ADDRESSING QUESTIONS

1. ***Q: Why do you have to change my address? Why can't I keep my same address number or my rural route box number?***

In order to assist and improve the delivery of Emergency Services in Leon County, the County and City commissions adopted an ordinance which requires all addresses to be numeric addresses, while maintaining a sequential addressing number scheme (Article XI, Chapter 10, Leon County Code). If your current addressing pattern does not provide the information required to quickly and effectively locate your residence in case of an emergency it should be changed.

2. ***Q: Why Are You Changing My Street Name? When will the duplicate street name change take effect?***

In order to assist and improve the delivery of Emergency Services in Leon County, the County and City commissions adopted within the existing ordinance (Article XI, Chapter 10, Leon County Code) the renaming of all streets which are duplicate and/or sound alike street names. This effort was approved to aid in a quicker response time to emergency calls. The new street name takes approximately 90 days, from start to finish.

3. ***Q: Why does my driveway need naming?***

If you live on a road or drive which services three or more dwellings, it is considered an unnamed road. In order to assist and improve the delivery of Emergency Services in Leon County, the County and City commissions are requiring the naming of all roads (Article XI, Chapter 10, Leon County Code). Therefore, the street or drive must be named before we can convert to the proper number scheme required. Your current addressing pattern does not provide the information required to quickly and effectively locate your residence in case of an emergency.

4. ***Q: 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 traveled by the emergency vehicles.

5. ***Q: 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, and for businesses, the numbers should be no smaller than 7 inches in height.

6. ***Q: Where should I post my mail box? Will the Postal Service now travel my newly named road?***

You will need to contact the Postal Service for this information. They require that roadways meet certain criteria for travel by their local carriers. For more information regarding specifications, please contact the U.S. Postal Service at 1-800-275-8777.

7. ***How long does it take to get a new address and street name and, how much will it cost me?***

The use of your new address should not occur for fourteen (14) working days from receipt of the new addressing assignment notification letter you received from LC GEM Addressing Unit. The cost of a new address assignment is \$130.00. However, if the roadway has been targeted for 9-1-1 purposes it may take up to 60 days to complete the entire process.
8. ***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 new 9-1-1 System and for U.S. Mail delivery.
9. ***Q: How do I go about getting my roadway named?***

If your roadway must be named, you must complete and submit a street naming application to the Addressing Unit at the Leon County Department of Growth and Environmental Management. 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.
10. ***Q: I do not like the street name proposed, 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 suggests.
11. ***Q: 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 LC GEM Addressing Unit. After the forty-five (45) day period your address change will be reflected in the 9-1-1 database.
12. ***Q: 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 cause confusion with other service deliveries, including emergency services. You may place your family and yourself in jeopardy by not adhering to this requirement of the Leon County Code which requires that all dwellings and businesses post the correct address for emergency response.

13. ***Q: Will you assign an address to a vacant lot?***
No, County Code requires an approved development order (i.e., building permit) before an address can be issued.
14. ***Q: Why does the current addressing scheme have the odd/even numbers on the wrong side of the road?***
We are faced with the odd/even numbering situation not coinciding with the official grid almost on a daily basis, however the addressing ordinance allows for a certain amount of flexibility when faced with these types of addressing situations. When possible we will opt to leave the current odd/even scheme in place as to avoid re-addressing an entire street and continue on with the existing ranging patterns of the road.
15. ***Q: Why does my street have such a large gap between address number assignments?***
This process is known as gap number ranging which pre-existed the addressing ordinance. Where possible we have made efforts to “blend” with the current address pattern and scheme that currently exist rather than change every single property address number assignment on the street in question.