

Introduction and Purpose

The City of Jacksonville recognizes that a geographically precise and accurate addressing system is paramount to a quick and efficient emergency response. Proper addressing and street naming is the backbone of the 911 system and it is the primary element that drives a complex process of emergency services technology, allowing 911 call takers, dispatchers, and responders to pinpoint an emergency location as quickly as possible. Precise addressing also contributes to effective governmental operations since a majority of government data is location specific.

The purpose of the City Jacksonville Addressing and Street Naming Policy is to provide specific guidelines and strategies to be used to implement the Addressing and Street Naming Regulations under Chapter 745 of the City's Ordinance Code.

STREET NAMING POLICY

There are three components that make up a street name. These components are the street name, street type and street direction.

The **street name** identifies the stretch of roadway that the parcel/structure/occupancy is addressed from. Within the City of Jacksonville, all street names originate from subdivision plats or street name petitions submitted to the Planning and Development Department for approval.

The **street type or suffix** is an identifier to make the street name unique if duplicate street names already exist, and can also help describe the road's length and/or layout. A "Circle" (CR), for example, will normally connect back to its street of origin. A "Court" (Ct) is a short street that begins at an intersection and ends in a cul-de-sac. There are no general conventions in the City of Jacksonville for assigning street types aside from such descriptive terms. For example, all "Roads" do not run in a north/south direction, nor do all "streets" run in an east/west direction.

In the City of Jacksonville the following suffixes are the approved for use.

Avenue	Expressway	Road
Boulevard	Highway	Street
Circle	Lane	Terrace
Court	Place	Trail
Drive	Parkway	Way

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The **street direction** is the third and final identifier. Its values are ‘N’, ‘S’, ‘E’, and ‘W’. The street suffix is used to describe the direction and orientation of streets. For example, if two drives with the same street name and type branch off to either side from a central thoroughfare, one might be named “Gardenia Drive W” and the other “Gardenia Drive E” to distinguish between them. The need to assign street suffixes should diminish under the current E-911 policy of avoiding duplicate street names. Street direction will only be used as a suffix. Street names using the street direction as a prefix will not be allowed (ie, North Jones Road).

STREETS REQUIRING NAMES

A roadway will be named if it meets at least one of the following conditions:

- If the roadway is a public or approved private road.
- Public and approved private street designed as short cul de sacs (or bubble streets) will require a street name when four or more lots use the cul de sac exclusively for their access.
- If two or more dwelling units or business related buildings exist, or are proposed to be constructed, along the roadway or are served by the roadway. A roadway for this purpose can be identified as an unapproved private road, unimproved ROW, or an access easement that serves as the primary means of access to two or more structures.

STREET NAME SELECTION

The following street naming standards will be used for street name approval.

- A street name should be appropriate and easy to read (so that children can use the name in an emergency situation)
- Historically used road names shall be retained where possible.
- Names tending to be confused as homonyms, having the same or similar pronunciation but with a different spelling are prohibited (e.g., Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan).
- Names that may be offensive (slang, double meanings, etc.) shall be avoided.
- Use of frivolous or complicated words, or unconventional spellings in road names such as Pointe, Greene, or Olde shall be avoided.
- Avoid sound-alike names (e.g. Bay View DR, Bayview DR or Brainard LN, Barnard LN).
- Do not use special characters in road names such as hyphens, apostrophes, dashes or periods.
- Do not use abbreviations in a street name.
- Street names shall not exceed a total of 30 letters and /or spaces. This will include street type and direction.

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- Avoid the use of standard suffixes or directional suffixes or prefixes as the road/street names (e.g. North Bv, Court St).
- Street Direction shall not be used as a prefix to a street name.
- Avoid family names or individuals names. Individual names may be used if the individual has achieved prominence as a result of his or her significant contribution to the United States of America and or the local community. The individual whose name is used must have been deceased for a period of no less than 5 years.
- Any street name that matches an existing or proposed subdivision name must be located within the subdivision in which it shares the name.

NAMING NEW STREETS

New streets will be named during the subdivision process. The developer shall propose the naming of all streets within a new subdivision at the time of filing the preliminary engineering. The City of Jacksonville Planning and Development Department will review proposed street names for conformance with the street naming policy at the time of preliminary engineering review. Once the street names have been approved, the developer will provide a site plan that shows the geometry of the streets with the approved street names labeled on the plan. If the development project is a phased project, the developer will need to provide a site plan for the current phase as well as an overall site plan of the entire subdivision that shows what the ultimate street configuration will be.

RENAMING STREETS

Street renaming should be limited toward correcting deficiencies in existing street names including but not limited to duplicate street names, to correct an error in the street name, to eliminate confusion created by multiple street name changes along a single roadway, or to make any other changes that would promote the implementation of Chapter 745 and this Policy. All street name changes will require a review and recommendation from the 911 Emergency Addressing Committee.

STREET EXTENSIONS

The use of existing street names will be used whenever an existing road is extended or expanded. Every effort should be made to maintain a single road name along the entire length of a roadway. Directional identifiers should only be used if the roadway passes into a different address quadrant and the potential for address ranges to repeat exists.

ADDRESSING POLICY

METHODOLOGY

The City of Jacksonville addressing system is designed to provide accurate location information for all of the structures and occupancies within the county. Addresses are issued to structures and occupancies rather than the land they occupy. A vacant parcel may be assigned an address in anticipation of a structure being built. However, since vacant parcel addresses are rarely posted in the field, they do not help the general public or emergency services. For that reason, structure and occupancy addresses are the primary focus of the Planning Department.

The City of Jacksonville's method of addressing can best be described as a *Frontage Interval System*. The origin *point* of the interval system grid is located at the intersection of Bay Street and Main Street in downtown Jacksonville. Two imaginary *base lines* extend north/south and east/west from this intersection to the borders of the county creating four addressing quadrants.

The address numbers along the streets will increase as one travels away from the origin point of the addressing quadrant. Street addresses are assigned to structures and occupancies by determining their orientation to, and direction and distance from, the base lines of each quadrant. North-South running streets will be addressed according to the N-S base line, and E-W streets will follow the E-W base line.

In the City of Jacksonville, odd-numbered addresses are located on the North side of East-West streets and on the East side of North-South streets. Even-numbered addresses are located on the South side and West side, respectively.

Each street address is comprised of an address number, unit number (if applicable) street name, street type and, if necessary, a street direction. The address number can be a one to five digit identifier that is determined by a location within one of the four addressing quadrants.

GENERAL ADDRESSING GUIDELINES

- *All necessary address components must be included.* For example, if the street name requires a directional, such as Gardenia Drive *W*, then the directional component is considered an integral part of the address.
- *The legal street name must be used.* Many streets are known by more than one name. Only the name that appears on the recorded subdivision plat or street name petition is considered the legal name.

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- *Fractional and alphanumeric address numbers are prohibited.* (e.g. 341/2 Main Street, 123A Elm Street)
- *The potential address range of the street must be identified.* Guidelines established for determining address range and assignment of individual addresses within that range, must be followed. For example, an address number of '350' cannot be assigned off a street with a potential address range of '3000-3099'.
- *Addresses must be assigned in numerical sequence.* The addresses along a street should advance numerically in one direction, and in a clear and defined sequence. Number 897, for instance, should not fall between 835 and 841.
- *Addresses across the street from one another should be similar.* If '645' is in use on the odd-numbered side of a street, one should expect to find numbers close to '644' or '646' on the even side. In practice, some variation from this guideline is to be expected, but it should be followed as closely as possible.
- *The odd/even relationship should be maintained along the entire length of a street.* In some older areas of the county, the odd- and even-numbered addresses may switch sides when the street makes a sharp turn. Under these guidelines the odd/even relationship is to remain constant along the full length of the street. EXCEPTION: When a street crosses from one county to another, a valid switch of the odd and even address may occur. The switch should never occur mid-way along a roadway. County addressing agencies will work together to coordinate addressing along roadways that extend from one county to the next.
- *A sufficient interval between address numbers should be left to allow for future growth.* In most residential areas, an interval of four addresses (210, 214, 218, etc.) is an adequate minimum standard. A minimum interval standard for commercial and industrial areas should be at least 6 numbers. A minimum of three address numbers will be used at the end of a cul de sac. The amount of road frontage a parcel has will ultimately determine the addressing interval used between properties.

ADDRESS RANGES

In order to determine the address ranges on a new roadway it is necessary to first identify whether street is a north-south or east-west running streets. The following techniques can be used for streets in which the orientation is not easily identified.

Street Orientation

For the purpose of assigning addresses it is necessary to identify the *street orientation* in order to determine the address range that should

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be used. For streets that already run north-south or east-west the street orientation is easily identified. However for curvilinear streets or for streets that run diagonally the street orientation is more difficult to identify. The following methods should be used to identify the street orientation.

Diagonal Streets- When a minor street intersects a major street (a classification based off of vehicular traffic) the minor street will use the opposing orientation that is used by the major street. For example, if the major road is identified as having an east-west orientation then the minor street will use a north-south orientation.

In a situation where it is difficult to determine or distinguish the classification of roadways, the existing street can be identified as the major street. Whenever possible, streets that branch from a north-south roadways should use an east-west orientation, and those that branch from an east-west roadway should use a north-south orientation.

Curvilinear or Circular Streets- Sometimes intersections cannot be used to determine street orientation. This situation commonly occurs within large residential subdivisions where the streets are added in phases or have many curves. Under these conditions, the best determining factor for street orientation is the preponderant length of the street itself. Even if the roadway curves, it will usually follow a rough north-south or east-west course. From this alignment, the appropriate addressing range can be selected. Each street will retain its original address range throughout its entire length no matter how many times the roadway turns or bends.

Establishing an Address Range

Establishing an *address range* for each street is another key component of the addressing system. The lowest and highest address numbers that can be assigned to the street are determined by the street location, length, and alignment. A determination of the addressing numbers already in use nearby provides a guide as to the number that will be used to establish a starting point for the new street. Once the starting point is established new addresses can be assigned.

Linear Interval

Addressing for residential projects will use an interval increase of approximately 2 numbers for every 20 feet of roadway length. For example, a single family subdivision with 60' foot lot widths would increase address numbers at a rate of 6 numbers per lot. The address

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number closest to the center of each lot shall be used as the street address for each lot.

For commercial or industrial areas the incremental increase would be approximately 2.6 numbers per 20 feet of roadway length. The address closest to the driveway access location on the site will be used to address the parcel. There may be some variation on this increment to allow for street length. An effort should be made to stay consistent with address ranges established along main roads within the City.

ADDRESS ASSIGNMENT FOR RESIDENTIAL USES

Addresses will be assigned to a site plan once the street names have been approved on the street naming plan (if applicable) and the plan has completed preliminary engineering review by the Development Management Group.

Site plans submitted to the Planning and Development Department for addressing residential uses should include the following information.

- Subdivision or Project Name (pre-approved by Public Works)
- City Development Number (CDEV)
- North Arrow
- Scale
- Identify street in which the project receives access
- Street Names as approved on the street naming plan. (*if applicable*).
- Lots with lot numbers labeled on the plan
- Parcels labeled on the plan
- Out parcels or easements that will require a separate address.
- If subdivision is a unit or phase of a larger subdivision, then existing phases should be identified.

Addresses will be assigned to all identified and labeled lots, parcels, tracts, structures, and any labeled facility that would require a separate address assignment including but not limited to a guard house, gate, mail kiosk, trash compactor, Bell South easement, or JEA lift station.

Single Family Subdivisions

Addresses will be assigned to all residential developments utilizing the frontage interval addressing system in which addresses will increase at an interval of 2 address numbers for each 20 feet of roadway. When addressing along a curve the outside curve should represent the linear front for lots on both sides of the street.

Structure facing is the key factor to consider when addressing residential buildings on corner parcels. Since address assignment

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occurs prior to the structure being placed on the site, addresses will be assigned to a parcel from each street that the parcel directly fronts. Once the orientation of the residence is established the address will be assigned from the street in which the house fronts.

Townhomes

Townhomes are generally identified as multi-occupancy structures in which the entrance to each unit fronts on a named roadway and the front door access at the ground level or first floor level of the building. Townhomes can be assigned addresses in different ways depending on whether or not the townhome is located in a platted subdivision.

If the townhomes are constructed on fee simple lots within a platted subdivision then each unit will be treated as a separate residential structure and receive a separate primary address assigned from the road that the unit faces. This may result in some of the townhomes in a single building being addressed off of more than one street. The interval used for addressing townhomes is the same as what is used for single family development.

If the townhomes are constructed on communal property then they will be treated as condominiums. (See townhome style condominiums)

Duplexes, Triplexes and Quadraplexes

There are two options for assigning address numbers to these types of structures. The first is to provide a separate primary address number to each unit and the second option would allow for the primary address to be assigned to the structure and unit numbers assigned to each unit. However, if the units face separate streets then the preferred method would be to address each unit as if they were individual structures.

Apartments and Condominiums

Apartments and Condominiums are generally multi-occupancy structures located on communal property in which there are multiple floor levels in which units may be accessed. There are two options for addressing these developments.

If internal roadways or driveways are named, then an address will be assigned to each building and unit numbers will be assigned to each of the occupancies. A unit address would identify the floor number and unit number of the unit. For example, unit 3 located on the first floor would have a unit address of 103. This is considered the preferred method for apartments and condominiums.

If internal driveways are not named, then a single primary address will be assigned to the overall complex. The address will be assigned off

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of the roadway in which the complex receives access. The apartment buildings will be identified with separate building numbers and each of the units will be addressed with a unit number that identifies the building number, floor number, and unit number. For example, the 3rd unit on the second floor of building 4 would have a unit address of 4203. The first digit represents the building number (building 4), the second digit represents the floor number (2nd floor) and the last two digits represent the unit number (unit 3).

Current database constraints prohibit this method when there are 10 or more buildings in the complex. Until such time changes are made to the database to provide additional character spaces to the unit field, the unit addresses within these complexes will include only the building and unit number.

For townhome style condominiums the internal driveway should be named. The preferred method for addressing is to assign a separate primary address to each townhome as if it were a single family residence. The second option is to assign a primary address to each building and then assign unit numbers to each townhome. Building address assignment will also be based off of the same interval as utilized for single family address assignment.

Mobile Home Subdivision and Parks

Mobile Homes function in the same manner as a single family residence. Whether the mobile home is located within a platted subdivision, or within a mobile home park, each mobile home functions as a separate residential structure. As such, the same addressing method will be used for both mobile home subdivisions and parks. The internal road (whether a platted road or internal driveway) will be named and the mobile homes will be addressed from the road in which they receive access. The same addressing interval used for a single family subdivision will be used for assigning addresses within the mobile home development.

Stacked Addresses

There are situations in which more than one house or mobile home is located on a single parcel of land and are using a single driveway access. Stacked residences are defined as residential structures that are located behind other existing residences that front the road. The preferred method for addressing is to assign a primary address number to each structure from the roadway using the same increment established for single family residential development. Although this is the preferred method, there are instances in which the existing address numbers along the roadway prohibit the assignment of primary

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address numbers within the site. In these instances, it may be necessary to use unit numbers with the primary address number that has been assigned to the existing residence that fronts the roadway. For example, the original residence that fronts the street would have an address of 5320 Crown Road. The residence located behind the original structure would have an address of 5320 Crown Road Unit 2. This addressing method should only be used if there is no other option available. The property owner must meet all other regulations for use and density on the site prior to address assignment.

Addressing Landlocked Parcels

By definition, a parcel is *landlocked* if it does not abut a public or approved private road. Because of this defining characteristic, landlocked parcels require a special set of addressing rules.

Landlocked status does not prevent property owners from ever building a structure on their land, however the property must either be identified as a lot of record or must have been approved for a Waiver of Road Frontage prior to being assigned an address for permitting purposes. The address can be assigned for the purpose of filing a Waiver of Road Frontage application but it cannot be used for permitting purposes until the Waiver has been approved.

An address assigned to an individual landlocked parcel that meets these requirements will be addressed as though it fronts the public or approved private road. The address will be assigned from the location in which the property receives access using a minimum interval of four (4) address numbers between residences.

When a landlocked parcel is located along an unapproved private road, unimproved ROW, or an access easement that serves as the primary means of access to two or more structures, the access road will be named and addresses will be assigned from the newly named road. If the parcel is located along an existing access road or easement in which residential structures exist, but have been previously addressed from the main road, the new structure will trigger this requirement and the existing addresses will be changed to reflect the new street name and address range.

ADDRESS ASSIGNMENT FOR COMMERCIAL AND INDUSTRIAL USES.

Addresses will be assigned to a site plan once the street names have been approved on the street naming plan (if applicable) and the plan has completed preliminary engineering review by the Development Management Group.

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Site plans submitted to the Planning and Development Department for addressing residential uses should include the following information.

- Subdivision or Project Name (pre-approved by Public Works)
- City Development Number (CDEV)
- North Arrow
- Scale
- Identify the street in which the project receives access
- Street Names as approved on the street naming plan. (*if applicable*).
- Lots with lot numbers labeled on the plan (*if applicable*)
- Parcels labeled on the plan. (*if applicable*)
- Out parcels or easements that will require a separate address.
- If subdivision is a unit or phase of a larger subdivision, then existing phases should be identified.
- If the project is a phased project on a single parcel, then the location of phases and the proposed building locations will be identified.

Addresses will be assigned to all identified and labeled lots, parcels, tracts, structures, and any labeled facility that would require a separate address assignment including but not limited to a guard house, gate, mail kiosk, trash compactor, Bell South easement, or JEA lift station.

The section of roadway used to reach a structure from a public or private right-of-way is termed its access rout. The access route for commercial/industrial structures usually leads from the street to a parking lot close to the building, a considerable distance in some modern ‘campus style’ office/industrial parks. Because such commercial/industrial structures can be very large and may face a different street than the one they are accessed from, the access route is the key factor to consider when addressing commercial/industrial structures on corner parcels. Should an emergency vehicle need to reach this building, the driver will need to know where the access route is located. For commercial/industrial structures, their larger size and unique layouts emphasize the importance of the *access route* over actual structure facing when assigning an address.

Commercial and Industrial Subdivisions

Addresses will be assigned to all commercial and industrial developments utilizing the frontage interval addressing system in which addresses will increase at an interval of approximately 2.6 address numbers for each 20 feet of roadway.

Office Complex

If internal roadways or driveways are named, then a primary address will be assigned to each building and unit numbers will be assigned to

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each of the occupancies. A unit address would identify the floor number and unit number of the unit. For example, unit 3 located on the first floor would have a unit address of 103. This is considered the preferred method for apartments and condominiums.

If internal driveways are not named, then a single primary address will be assigned to the overall complex. The address will be assigned off of the roadway in which the complex receives access. Each office building will be identified with a separate building number and each of the units will be addressed with a unit number that identifies the building number, floor number, and unit number. For example, the 3rd unit on the second floor of building 4 would have a unit address of 4203. The first digit represents the building number (building 4), the second digit represents the floor number (2nd floor) and the last two digits represent the unit number (unit 3).

Shopping Center

Each building in the shopping center will be assigned a separate primary address with unit numbers. The unit numbers will increase in the same direction the address numbers increase along the roadway.

In most cases, the buildings within a shopping center are constructed as a building shell with the individual unit size and location being identified at a later time. To accommodate this phased approach to construction, the unit addresses for a shopping center will be assigned using a linear incremental increase of 1 unit number for each linear foot of building front. For example, a shopping center that had 3 unit spaces with 20 feet of store front each, 2 units with a store front of 40 feet each, 1 unit with a 50 feet storefront, 1 unit with 30 feet store front and then 1 more with 20 feet will be assigned unit addresses as follows.

1st unit is unit 1
2nd unit is unit 2
3rd unit is unit 3
4th unit is unit 5
5th unit is unit 7

6th unit is unit 9
7th unit is unit 11
8th unit is unit 12

Skipping unit numbers will allow larger units to be divided at a future date without changing unit addresses for surrounding units. Although the unit numbers listed above will be the final address numbers used, all unit address numbers (1-12) will be entered into the permitting database for future possible use. This method will be used for any commercial or industrial use that follows the same phased construction

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as found in shopping centers where a building shell is created prior to the identification of unit sizes or locations.

Multi-Use Developments

Addressing large multi-use developments that combine different uses within a single parcel development will require internal driveways to be named. Any internal driveway that provides the only means of access for 2 or more uses within the site should be named. However, the final determination as to whether a driveway will need to be named will be determined by the Planning and Development Department during the street naming phase.

Addresses can either be assigned to each building within the project with the assignment of unit addresses within each building, or primary addresses can be assigned to each unit as would be found in a predominately pedestrian urban environment where the storefronts are located directly adjacent to the street.

If addresses are assigned to the building, the increment increase will be the same for any commercial use (For each 20 feet there will be an increase of 2.6 numbers). If primary addresses are assigned to the storefront, they will be assigned at a minimum increment of four numbers per unit. The larger the storefront the greater the incremental increase should be.

OTHER ADDRESSING

Addressing Non-Contiguous Parcels

Properties made up of two or more sections separated from each other by roadways or other parcels are termed *non-contiguous parcels*; an arrangement usually made for the benefit of property owners who want a single tax bill for multiple pieces of land they own in a particular area. These properties will be addressed as individual parcels.

Handling Parcels Used as Roadways

Some private streets are actually parcels, which serve exclusively as roadbeds within residential subdivisions, apartment complexes, and office parks. Roadway parcels may be used to provide vehicular access routes to a landlocked property. Parcels used as roadways are not addressed. The Planning and Development Department views them simply as vacant parcels that do not require an address.

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Handling Parcels Located Within a Right-of-Way

Some residential subdivisions, apartment complexes, and office parks have decorative landscape tracts located within the right-of-way. These parcels may also serve as sites for small guardhouses or information centers. Additional addressing guidelines are required for this type of parcel since they are located within the right-of-way instead of abutting the right-of-way.

Whenever a parcel within a right-of-way needs to be addressed, the biggest question is whether to assign it an even- or odd-numbered address. The following guideline is recommended for addressing structures built on right-of-way tracts near the main entrance of a development: Since traffic moves along in the right-hand lane of the street, the tract should be given an address from the range of the left-hand side of the street (as a driver approaches the entrance from outside of the development). All other general addressing guidelines apply.

Addressing Temporary Structures

Temporary structures are small buildings or trailers erected on a property for a specific use during a limited time period (e.g., construction site offices and special event tents). Once that temporary use has come to an end, the structure will be removed from the property. Addresses are required for such structures because they usually have utilities, and telephone service on occasion, and need to be linked into the city's E-911 emergency response system.

The procedure for addressing temporary structures is the same for any other single-occupancy structure. If a construction trailer has been given an address of 731 Bay Street according to the general addressing guidelines, the address will cease to be valid when the temporary structure is removed. Once it is removed, the temporary address number of 731 cannot be transferred or used for another structure until it is officially re-assigned by the City of Jacksonville.

Nonconforming Street Address Corrections

Nonconforming address numbers may include but are not limited to the following:

- Overlapping primary address numbers addressed from the same roadway.
- Address numbers that do not follow a logical pattern or sequence along a roadway (out of sequence).
- Address numbers that fall outside of the range of the road segment in which the property is located.

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- Odd numbered addresses on the even side of the street or even numbered addresses on the odd side of the street.
- Address numbers assigned from a street that the property does not front or directly receive access.

Notification on nonconforming addressing

Nonconforming street addresses are grandfathered unless or until:

1. A street addressing issue is reported by one of the following, and no database solution is available for correcting the reported addressing issue:
 - 911, JSO, JFRD, USPS experiences difficulty in finding or mapping to a location. (Incident Report required)
 - Any other government agency experiences in finding or mapping to a location, or data systems used by the City fail to function properly due to an addressing problem. (Incident Report required)
 - Property Owner reports an addressing issue concerning their address. (Written Communication required)
2. The Addressing Office is unable to assign a new address in sequence unless surrounding addresses are corrected:
 - No address numbers are available to allow for an address to be assigned in sequence and correctly on the odd or even side of the street. (Incident Report Required)
3. Existing addresses become outdated due to new development.
 - New development changes access to an existing property.
 - Roadway realignment causes the access to the property to change or requires the renaming of the roadway.
4. When communication is received from 911 Emergency Response personnel to request the correction of existing nonconforming addressing for the purpose of improving the general health, safety and welfare of the citizens of Jacksonville. The request shall be in written format which describes the addressing issue and shall be issued by one of the following individuals: 1) Assistant Chief of the Jacksonville Sheriff's Office Communications Section, 2) Chief of City of Jacksonville Fire Department Rescue Division or Jacksonville Sheriff's Office Zone Commander, 3) JSO CAD Administrator, or JFRD Emergency Systems Technician, 4) City of Jacksonville Fire Department Director of Emergency Preparedness or other emergency response personnel in a supervisory position.

Procedures for Correcting an Address

The City of Jacksonville acknowledges that it is in the best interest of the City and its residents to convert as many nonconforming address into compliance when public health and safety is at stake. When a resident, business owner or

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property owner is opposed to the re-assignment of their address, health and safety shall govern the decision making process.

The Addressing Office may change an address in order to correct a reported addressing issue, to maintain the orderly maintenance of the overall addressing system, or to preserve public safety and welfare. Preference shall be given to solutions that create the fewest impacts or affect the least number of property owners/occupants.

1. An addressing issue is reported or an address change is requested as previously described under “Notification of nonconforming addressing” and a determination is made that a database solution is not available to correct the reported problem or eliminate the necessity for the requested address change.

2. The Addressing Section determines an appropriate solution according to established strategies and addressing guidelines established within the Street Naming and Addressing Policy. Within 30 days of the receipt of a request to correct an addressing issue or a request to change an address, the Addressing Section staff will send a letter to affected property owner(s) or occupant(s) to notify them of:

- a) The Addressing Office’s receipt of a request to correct an addressing issue or a request to change their address,
- b) The new address assignment,
- c) And information concerning the administrative review process.

3. The property owner or occupant can choose to either accept the new address assignment or they can submit a request for an administrative review within 14 days from the date of the letter.

4. Administrative Review:

- a) When the property owner requests an administrative review the district JFRD and JSO contact person in the area where the property is located will be requested to provide a written report as to the health and or safety issue posed by the addressing problem.
- b) The administrative review will be held within 30 days of receipt of the JFRD/JSO report.
- c) Attendees shall include:
 - Property Owner/occupant requesting the review or their representative(s)/designee(s).
 - Chief of DSD and/or his appointee
 - Addressing Coordinator and relevant COJ Staff
 - 911 Coordinator

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- d) The property owner/occupant may present information to support maintaining the existing address and provide new or additional information that was not known or considered by staff at the time that the solution was developed.
- e) If the administrative review determines that address change is not necessary or an alternative solution that eliminates the need for the address change is developed, it will be deemed as the final decision concerning the issue.
- f) If the review confirms that the address change is necessary, the affected property owner(s) and or occupant(s) will be notified of the option to appeal the decision before the 911 Emergency Addressing Advisory Committee.

5. Appeals Process 911 Committee:

- a) When the property owner requests an appeal before the 911 Committee, the Appeal will be heard on the next regular meeting of the Committee.
- b) The Committee may grant or deny the appeal
- c) The Committee may also require the Appellant/Property owner to execute a Release of Liability and Waiver in accordance with Section 745.232, Ordinance Code, which will be recorded on the deed.
- d) If the Committees review confirms that the address change is necessary, then the affected property owner(s) and or occupant(s) may appeal the decision before the Council.

6. Appeals Process City Council:

- a) The request for appeal will be filed in accordance with Sec 745.232
- b) A public hearing will be schedule within 30 days of determination that the notice of appeal is sufficient.
- c) The decision of the Council is the final decision concerning the address change.

Additional review by the 911 Emergency Addressing Advisory Committee

The Addressing Section may request the Committee's review of any solution to resolve an addressing problem or to resolve an addressing request. Additional circumstances requiring the Committee's review include the following:

1. Any issue involving 20 or more separate primary address changes.
2. Any issue in which there is not an established strategy for correcting the nonconforming address issue.

EXHIBIT 2 – Draft revisions start on Page 14

3. Any issue in which the Administrative Reviewer seeks additional guidance in resolution of the addressing issue.

Procedural Flow Chart to follow on the next page.

EXHIBIT 2 – Draft revisions start on Page 14

Procedural Flow Chart for Correcting Nonconforming Street Addresses

