

Putnam County Florida



Street Naming & Addressing Policy

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SECTION 1: INTRODUCTION AND STANDARDS

PURPOSE

The Putnam County E911 Division establishes this Addressing and Street Naming Policy (the policy) to provide a uniform system for the assignment of street names and the renaming of existing streets, and assignment of address numbers for buildings accessed from officially named public and private roadways, all in the interest of public health, safety and the general welfare of the citizens and other persons within Putnam County, Florida (the County). Proper addressing and street naming is the backbone of the E911 system and the primary element that drives a complex process of emergency services technology allowing E911 call takers, dispatchers and responders to pinpoint an emergency location as quickly as possible.

The purpose of the Putnam County Addressing and Street Naming Policy is to provide specific guidelines and strategies for implementing and maintaining the uniform system described in Ordinance No. 2013-10.

GOALS AND OBJECTIVES

The primary goal of this policy is to provide for the safety of residents and efficient emergency services in Putnam County, Florida, and to provide for the enforcement of the standards of this Policy.

The project objective is to provide and maintain a consistent and accurate addressing and street naming system.

AUTHORITY

The authority to promulgate these standards is derived from the following relevant Florida Statute:

Florida Statutes Section 125.01, authorizes the Board of County Commissioners of Putnam County, Florida, to provide standards which will ensure its citizens' health, safety and welfare; and The Board of County Commissioners of Putnam County, Florida, recognizes that the health, safety, and welfare of its citizens will be better served by a comprehensive and clear uniform property numbering system; and it is necessary to provide for a Uniform Numbering System for assignment of address numbers to buildings in order that the system can be implemented.

APPLICABILITY

These standards shall apply to all lands within the unincorporated areas of Putnam County, Florida, and any incorporated areas included through inter-local agreement.

GENERAL PROVISIONS

1. Only the Board of County Commissioners or its appointed representative – the E911 Coordinator – may assign, approve, or change an address or street name.
2. Through Inter-local Agreements, Putnam County provides new addressing & street naming for the Town of Interlachen, City of Crescent City, City of Palatka, Town of Welaka and Town of Pomona Park. Only upon approval by the Town of Interlachen, City of Crescent City, City of Palatka, Town of Welaka and Town of Pomona Park may an address or street name be changed.
3. The E911 Coordinator shall be responsible for the administration of these Standards.
4. The E911 Coordinator shall process applications for address number assignments and reassignments, street naming and street name changes.
5. The E911 Coordinator may designate an authorized representative for any part of the provisions.
6. The GIS Office/E911 Division shall be responsible for the maintenance of all spatial data and databases related to addressing, including the Official Street Name List, the E911 Automatic Location Database, and the E911 Master Street Addressing Guide.

SECTION 2: STREET NAMING STANDARDS

1. Street name assignment does not affect property ownership.
2. Street names must be approved by the E911 Coordinator in order to be used for addressing, signage, or publicity.
3. Assignment of a name to a roadway does not affect or change the physical improvement standards of that roadway; the designation as a “named street” is for E911 addressing purposes only.
4. The Board of County Commissioners or the E911 Coordinator may initiate street naming or street name changes that are determined to be in the best interest of public health, safety and welfare. The Board of County Commissioners may elect to initiate a street name change or to name an unnamed roadway without submitting the Putnam County Street Name Petition (the petition) or other portions of this process.
5. When street name changes or new street names are adopted by the Board of County Commissioners or the E911 Coordinator, they will automatically become part of the Official Street Name List and the Putnam County E-911 Address Maps.

PART A: STREETS REQUIRING NAMES

1. New streets will be named during the development review process.
2. Street name(s) become final during final plat.

3. An existing street name will be used only when an existing road is extended or expanded.
4. In unincorporated Putnam County, it is up to the discretion of the E911 Coordinator to determine whether a public roadway must be assigned a street name. Factors taken into account include but are not limited to:
 - 1) The length of the roadway
 - 2) The configuration of the roadway
 - 3) The naming will improve location identification for E911 or emergency response purposes.
5. Any private roadway or easement within the unincorporated area of the County may be officially named if:
 - 1) An easement (singular or multiple) is accessed from a public street or another private easement and is currently or can potentially be occupied by two or more structures, it constitutes a private street.
 - 2) A private way is deemed by the E911 Coordinator to require naming.
 - 3) Notification is sent to abutting property owners of the assigned street name.

PART B: RENAMING STREETS

1. Street renaming should be limited toward correcting deficiencies in existing street names including but not limited to:
 - 1) Duplicate street names.
 - 2) Correction of errors in a street name.
 - 3) Elimination of confusion created by multiple street names along a single roadway.
 - 4) Changes required for compliance with this policy.

PART C: SELECTION OF STREET NAMES

1. The E911 Division shall select street names from the Putnam County Official Street Name List established by the E911 Division. Consideration will be given to coordinating the name with other streets in the area.
2. All new street names shall use the commonly accepted spelling, according to Merriam-Webster's Standard Collegiate Dictionary.
3. A street name should be easy to read (so that children can use the name in an emergency situation).
4. All new street names must use only accepted suffix designations. The abbreviations for street suffixes are set forth and published by the United States Postal Service, in USPS Publication 28 (See Exhibit 1 Suffix Designations and Abbreviations).
5. Historically used street names should be retained where possible.
6. Streets running in one direction shall have only one name and shall have the same name its entire length.
7. Street naming avoidances:

- 1) No numerical names (i.e., 1st, 2nd, etc.) or single alphabetical (i.e., A, B, etc.)
 - 2) No spaces between initials in street names (i.e., EFK Drive)
 - 3) No punctuation or special characters permitted (i.e., O'Brien would be OBRIEN)
 - 4) No similar sounding names to cause identity conflicts (Lynwood and Linwood and Pinetree and Pine Tree)
 - 5) No compass directions shall be used as street names (i.e., EAST ST)
 - 6) The word "and" shall not be permitted in a street name
 - 7) Streets will not be named after a person, living or dead, without the consent of the Board of County Commissioners
 - 8) No duplication of street names permitted regardless of its suffix
8. These rules apply to all new streets.

PART D: NAMING AND STREET CONFIGURATION

1. Major arterials and highways that change direction for a significant distance, crossing into a new Quadrant, shall change directional prefixes at the most logical and convenient break point.
2. Streets located on the same alignment in the same geographical region should bear the same name and directional prefix even though they are not connected, if, in the discretion of the E911 Coordinator, there is a reasonable expectation that they can connect in the future.

PART E: STREET NAMING FOR NEW SUBDIVISION PROVISIONS:

1. During Preliminary Subdivision or Preliminary Planned Unit Development Plat submission review, the developer shall submit to the E911 Coordinator a set of plans, which includes a map of the overall tract illustrating street layout. The E911 Coordinator shall assign street names that are compliant with this policy in its entirety including Part C of Section 2. The approved street names shall be included in the Final Plat map.
2. Names with the same theme (i.e., flowers, states) are suggested for all streets within a subdivision, as a means of general identification.

PART F: STREET NAME DISPLAY STANDARDS

1. Street name signs shall match the street name on the Putnam County Official Street Name List and E911 Division Maps.
2. All named streets, public and private, shall be signed.
3. All street name signs shall be installed and conform to the standards set forth by the Putnam County Public Works Department's Sign Shop.

PART G: STREET ADDRESS RANGE CALCULATION

1. Measure the street segment length in feet.
2. Divide the length by 75 if using old standard; divide by 5.28 if using new address spacing standard. This determines the number of addresses that can span the segment. Most addresses in the County will use the 75 feet standard. Newer subdivisions are most likely to use the 5.28 feet standard.
3. Add this quotient to the established 'High Range' of the previous contiguous segment to determine the actual range.
4. Example: An existing street has been extended. The new street segment measures 2200 feet from begin point to end point, (using old standard) divide by 75. The address range can span Twenty-nine (29) addresses. The last 'High Range' used on the street was 437. If this new segment is within the 400s block add 29 giving a new range of 439 to 466.

PART H: STREET NAME OR CHANGE USING THE PUTNAM COUNTY STREET NAME PETITION

1. Any person may initiate the process to name or rename a public or private roadway within the County by submitting the Putnam County Street Name Petition with the E911 Coordinator (Exhibits 2 and 3).
2. Upon approval of the street name change, the petitioner(s) will pay the full cost of time and material for the change of street signage (\$125.00).
3. Upon the Board of County Commissioners' approval of a street name change, the street name shall not be changed again for ten (10) years, unless the Board of County Commissioners finds that a threat to the health, safety or welfare of the residents exists.
4. A street name change or new street name shall become effective thirty (30) days after the date of E911 Coordinator or Board approval unless a longer term is designated.
5. A Street Name sign reflecting the approved street name shall be posted by the Putnam County Public Works Department within forty five (45) days of the date of approval unless a longer term is designated. In the interest of public safety, street name signs shall conform to the Street Name Display Standards of Section 2.
6. The petition must contain the following items:
 - 1) A list of names, mailing addresses and physical addresses as listed in records of the Putnam County Property Appraiser, of all affected parties. This includes property owners or condominium unit owners, whose parcel or condominium unit is adjacent to, accessed by, crossed over or otherwise intersected by the roadway.
 - 2) Current street name and new street name, with three (3) alternate choices from the Putnam County Official Street Name List.
 - 3) The signatures of, or individual letters from, affected parties as described above indicating support of the selected street name(s).

- a. If the street name selected is approved by the E911 Coordinator and at least eighty percent (80%) of the affected parties as described above agree, the petition shall be processed.
- 4) A valid statement of the reason(s) why the street name change is needed (i.e., eliminate duplicate name, help improve emergency services to the area, how the request conforms to Street Naming, etc.)
- 5) If the street is a platted street or within a recorded subdivision, the following additional steps are required:
 - a. An agenda item and resolution for adoption will be prepared by the E911 Coordinator and presented to the Board of County Commissioners at their regularly scheduled meeting (Exhibit 2 Street Name Petition).
 - b. The Board of County Commissioners shall grant or deny the renaming request within its sound discretion, after recommendation by the E911 Coordinator.
- 6) A map showing the vicinity of the roadway if the subject roadway does not exist in street mapping data maintained by the E911 Division.

SECTION 3: ADDRESS ASSIGNMENT STANDARDS

PART A: PRE-EXISTING ADDRESS SYSTEMS

1. In an area where an addressing system has been in use prior to adoption of these Standards, the E911 Coordinator may issue addresses in accordance with that system even if that system does not correspond with the County system.
 - 1) The pre-existing system by which addresses are assigned in Putnam County is as follows: by the calculation of the distance as measured in miles (to 3 decimal places) from the nearest intersecting, officially named street to the approved driveway/access, using 1:75' (one address per 75 feet).
2. The E911 Coordinator shall, in co-operation with any other jurisdictions concerned, determine the limits of areas affected by any pre-existing address system.

PART B: ADDRESS RULES AND GUIDELINES

1. Only the property owner(s) or a legal representative can request a 'New E911 Address' or a 'Change of E911 Address'.
2. Requests for E911 addresses require the identification of point of access (driveway).
3. A new E911 address will only be assigned to a landlocked, meaning it does not have a roadway bounding any portion of the property for direct access property if either an easement is obtained from the impeding property's owner or the Waiver of Access Restrictions form (Exhibit 7), is signed by the property owner.
4. The assignment of an address for a building or parcel may be withheld until such time as a legal easement and/or physical access to the site is established.

5. All commercial and residential buildings and dwellings shall have access for public safety vehicles for the health, safety and welfare requirements affecting all Putnam County citizens.
6. The Property Appraiser's Scanned Plats may be reviewed to confirm parcel information.
7. If the parcel is bound on more than one side by a roadway a Site Plan with the driveway location indicated, is required.
8. If the parcel is large enough to allow multiple sites, a Site Plan with the driveway location(s) indicated is required.
9. If an address cannot be determined from the information provided the requestor will be informed that further consideration is required. An E911 representative will make contact as soon as possible.
10. The assignment by the E-911 Coordinator and posting by the Owner or Occupant of the assigned number shall be a condition precedent to the issuance of a building permit for any such building.
11. An E911 physical address is assigned where the parcel access (driveway) intersects the roadway. Home orientation on the parcel is not a factor.
12. Requests for a New E911 Address are acceptable for either of the following:
 - 1) Approved Address Number Assignment Application
 - 2) Issuance of permit(s) for new driveway and/or construction
 - 3) Unassigned structure (some cases might require a change to existing E911 address)
 - 4) Parcel separations
 - 5) Parcel combinations
13. Requests for an E911 Change of Address are acceptable for the following reasons, but not limited to:
 - 1) Access changed
 - 2) Address is non-existent
 - 3) Duplicate address
 - 4) Even street number on odd side
 - 5) Newly named street
 - 6) Odd street number on even side
 - 7) Street name spelling correction
 - 8) Street number is out of sequence
 - 9) Wrong address (on file)
 - 10) Wrong street name
 - 11) Parcel separations
 - 12) Parcel combinations
14. Requests for a Tower Site address requires a Site Plan and must be confirmed with the Putnam County Planning and Development department (386-326-0310).
15. Only the official E911 address assigned by Putnam County (the County) should be used to reference a building or property. Postal or mailing addresses should not be used to reference property and building locations.
16. Parcel addresses should be unique to a roadway of a unique name within the County.

17. The system by which addresses are assigned in Putnam County (except in incorporated areas and areas which retain a pre-existing address system) shall be by the calculation of the distance as measured in miles (to 3 decimal places) from the nearest intersecting, officially named street to the approved driveway/access, using 1000 addresses per mile (1:5.28'). The final digit is rounded either up or down, depending on which side of the street the access is located.
18. Address numbers shall be assigned with odd numbers on the North side of streets running east and west, and on the West side of streets running north and south; and with even numbers on the South side of streets running east and west, and on the East side of streets running north and south. The odd/even relationship should be maintained along the entire length of a street.
19. Existing address numbers on or near the property must be evaluated for compliance to this policy.
20. A sufficient interval should be left between address numbers to allow for future development.
21. Addresses must be assigned in numerical sequence. The addresses along a street should increase consistently in one direction. Address numbers should not be assigned out of sequence. For example, number 119 should not fall between 111 and 117.
22. Address numbers across the street from one another should be similar. If 1717 is in use on the odd-numbered side of a street, one should expect to find numbers close to 1716 and 1718 on the even side. In practice, some variation from this guideline is to be expected, but it should be followed as closely as possible.
23. An address shall be complete and official only if it contains all of the following elements:
 - 1) Number (Value denoting distance from the approved road origin. Fractions or alphabetical letters shall not be included in an address number or suffix designation.)
 - 2) Street Name (As shown in the GIS System and recognized by the E911 Coordinator). Street names shall include an accepted directional prefix and suffix designation, where applicable.
24. An address may only contain suffix designations as assigned by the E911 Coordinator.
25. Whenever possible, duplication of address numbers on similar streets shall be avoided (i.e., 113 Daniels Av, 113 Daniel Boone Av).
26. A building on a corner lot shall be assigned an address on the street the driveway accesses.
27. A building on a large parcel shall be assigned an address for the point at which its private driveway intersects a named street.
28. Address numbers must be displayed in accordance with the Address Number Display Standards Item 6 of the Address Assignment Standards, prior to occupancy of structures on the property.
29. Where two (2) or more separate businesses or residences are contained in one building or complex, a single address shall be assigned with suffix designated numbers in accordance with Exhibit 4 Suffix Designations and Abbreviations and verified by the E911 Coordinator. Private clustered housing developments with no

- more than two (2) points of vehicular access, including mobile home or RV Parks may likewise be assigned a single address with suffix designation numbers.
30. Accessory structures such as barns sheds, garages, shade, and garden structures shall not have an address assigned unless a certificate of occupancy or a permit is required, or it is deemed necessary by the E911 Coordinator.
 31. Stacked addresses are defined as structures that are located on a single parcel of land and are using a single driveway access. The preferred method for addressing is to assign a primary address number to each structure from the roadway using the same increment established for a 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 address numbers on the parcel. In these instances, it may be necessary to use unit numbers with the primary address number that has been assigned to the existing address. For example, the original structure would have an address of 100 Crown Road. The additional structure located on the parcel would have an address of 100 Crown Road Unit 1. This addressing method should only be used if there is no other option.
 32. Vacant, un-platted and unimproved property will not be assigned an address until a driveway location is determined and a permit is required for utility service or other purposes. If the point at which the driveway intersects a named road is changed, the address will have to be changed accordingly.
 33. When a street name is changed or new street names are adopted by the Board of County Commissioners and the E911 Coordinator, the E911 Coordinator shall create new address numbers, compliant with this policy, for any previously assigned addresses that are affected and notify each owner of the new address. The previously assigned addresses will become invalid thirty (30) days after the date of approval unless a longer term is designated.
 34. No new addresses will be assigned for Right-of-Way Permits. Examples of utility companies that issue permits for items that do not need to be addressed (i.e. power poles etc.) include:
 - 1) Comcast
 - 2) Windstream
 - 3) Florida power and Light (unless they pertain to transformer stations etc.)
 - 4) Clay Electric (unless they pertain to transformer stations etc.)

Address Numbering for New Subdivisions

1. All applicants seeking plat approval, or other development order approval where addresses have not yet been assigned, shall submit to the E-911 Division a list of proposed street names for the plat or other development which are subject to approval by the E-911 Coordinator. The address must be officially assigned by the E-911 Division prior to being used with any development application.
2. The E911 Coordinator may create an address numbering scheme for the parcels in accordance with Section 3 Address Assignment Standards.

3. If any address number monuments are installed, they shall conform to the standards in Section 3 Address Number Display Standards.

PART C: PROCEDURES FOR ASSIGNMENT OF ADDRESS NUMBERS

1. Address numbers are created using the location of the driveway or access, according to Section 3, Address Assignment Standards; therefore, no addresses will be assigned until a driveway location has been submitted by means of a site plan (an existing survey or a sketch), this site plan should also indicate the building footprint and street(s) with name(s). The assigned address could change if the driveway is not constructed as stated on the site plan submitted.
2. Minimum Street Address 'Low Range' is 100, except where existing addresses are less than 100.
 - 1) New addresses will be assigned no lower than 100.
 - 2) Sub-Addresses will be used for new addresses located outside of the minimum 'Low Range'.
3. Street Segment Address Ranges must begin with even block numbers where possible.
 - 1) For instance: one hundreds block begins with 100, two hundreds block begins with 200, resistant to 104 or 210, except where established addresses for street segments dictate otherwise.
 - 2) A block with multiple street segments may be exempt, where necessary.
 - 3) Street segments that have only one side facing within the county will have an assigned address range for that facing side only. Opposite side facing different county will be set to zero.

PART D: CORRECTING AND CHANGING ADDRESS NUMBERS

1. The E911 Coordinator may change or correct an address number or street name if the change or correction is necessary for orderly maintenance of the overall addressing system and to preserve safety and welfare.
2. Preference shall be given to an address number change instead of a street name change. Such change or correction shall be performed only after notice is given to the property owner(s).
3. If an address change is initiated by the E911 Coordinator or his/her assignee that includes a street name change. The address will be assigned and an Official Address Notification Form shall be sent to the owner approximately (7) business days after the street name change.
4. If an incorrect address is being used, an Official Address Notification Form shall be sent to the owner by mail designating the address change. If the owner has received certified mail from the E911 office within the previous sixty (60) days then the owner will be notified by means of regular mail. Otherwise the owner will be notified by means of certified mail. This form can be used for verification when correcting their address for mortgage, insurance, utilities, driver license, etc.

PART E: DISSEMINATION OF ADDRESSES

As new addresses and street names are created, the data that represents the full address or street name is then entered into the Property Appraiser's Database System. This allows other departments within the county without GIS access to have access to the published street and addressing information.

All addresses and street names that have been altered in anyway, i.e. changed, or corrected, temporary or permanent, shall be reported to the following entities by the E911 Coordinator within one week of assignment:

- Putnam County Sheriff's Office
- Putnam County Property Appraiser
- Putnam County Supervisor of Elections
- Putnam County Planning & Development Services
- Putnam County Public Work's Department
- Any other appropriate emergency response agency(ies) (e.g. Fire District and Rescue District)
- Appropriate United States Post Office

PART F: Address Number Display Standards

All buildings in the unincorporated areas of Putnam County shall have its assigned building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of the property owners and occupants of each building in the unincorporated areas to post the assigned building number on the property in the following manner:

1. The building (address) number shall be affixed to the building, or to a separate structure (such as a mailbox, post, wall, fences, etc.) in such a manner so as to be clearly visible and legible from the public or private roadway on which the building fronts.
2. Address numerals shall be Arabic numerals per Florida Fire Prevention Code and the Florida Building Code. Structures within municipal boundaries are subject to the regulations of their respective municipality.
3. The numerals shall be of a contrasting color to the immediate background of the building or structure on which such numerals are affixed.
4. Suffix designation numbering (e.g., Suite 1, Apt. 1, etc.) shall be affixed to each door by the property owner

Note: Current Florida Building Code requires numerals to be Arabic and less than four inches (4") in height and one-half inch (1/2") in width

SECTION 4: NOTIFICATION FOR NEW STREETS OR EASEMENTS AND ADDRESSES

1. Via Certified Mail, send the Official Street Naming Notification document or the Official Address Notification Form to all parcel owners with parcels that touch the street or affected addresses.
2. Notify county personnel of street name change or address change via email or interoffice correspondence seven (7) business days after parcel owner notification.
3. Fax or email the Official Street Naming Notification document and graphic with street address range or the Official Address Notification Form to the Post Office that services the area of the newly named street or address(es) seven (7) business days after parcel owner notification.

SECTION 5: 911 EMERGENCY ADDRESSING REVIEW COMMITTEE

1. The 911 Emergency Addressing Advisory Committee ("Committee") is hereby created to review and revise standards and policies to implement the objectives of this Ordinance. The Committee shall be composed of one representative each from the E-911 Division, Planning and Development Department, the Putnam County Sheriff's Office, Emergency Management, and the Property Appraiser's Office. Members shall serve until their respective entity appoints another representative to serve on the Committee.
2. Any person receiving an adverse street name or address decision from the E-911 Division shall have the right to appeal to the 911 Emergency Addressing Advisory Committee.
3. The Committee shall be organized as follows:
 - 1) The E-911 Coordinator shall serve as the Chairman of the Committee. The Chairman shall preside at all meetings of the Committee and cause records and the minutes of the Committee to be kept.
 - 2) The Committee shall meet quarterly and informally, or at the discretion of the members of the Committee, in consideration of the request of all members. A quorum shall consist of a majority of members. Meetings will be as follows: January; April; July; and October.
 - 3) The Committee shall adopt, amend, and rescind rules for the conduct of its business and to implement the provisions of this Section.
4. The Putnam County Street Naming and Addressing Policy ("Policy") is hereby adopted as the official document containing the present and existing standards and policies used by the E-911 Division and the Committee to implement this Ordinance. The Policy shall remain in effect unless revised by the E-911 Coordinator or the 911 Emergency Addressing Advisory Committee.
5. The Committee is established for the following purposes:
 - 1) To review and revise from time to time the Putnam County Street Naming and Addressing Policy.

- 2) To provide a forum to hear requested revisions to the Policy to keep it in a current status.
- 3) Review appeals to E-911 Division's street naming and addressing decisions.
6. In implementing its purposes under this Section, the Committee shall have the following duties and procedures:
 - 1) Review and approve or revise the document titled the Putnam County Street Naming and Addressing Policy.
 - 2) Entertain requested revisions to the Policy by Committee members. A member may request revisions as a representative of his/her entity or on behalf of the general public.
 - 3) Review and render decisions concerning property owner or occupant appeals to street naming and addressing decisions made by the E-911 Division.
 - 4) Identify duplicate street names and out of sequence addresses and rename such duplicate streets and reassign such out of sequence addresses in accordance with this Ordinance and the Policy.

EXHIBITS

1. Suffix Designations and Abbreviations
2. Street Name Petition Instructions
3. Street Name Petition
4. Suffix Designations and Abbreviations
5. Address Number Assignment Application
6. Official Address Notification Form

EXHIBIT 1 – SUFFIX DESIGNATIONS AND ABBREVIATIONS

Accepted Suffix Designation	Standard Abbreviation	Description
Avenue > 1,000 FT	AV	A roadway or thoroughfare lying in a North/South Direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
Boulevard > 1,000 FT	BLVD	A major thoroughfare with a landscaped median dividing the roadway.
Circle	CIR	Discouraged but allowed, at the discretion of the E911 Coordinator. Specifically, a looped street that terminates on the same road at two points is discouraged, particularly in situations where confusion may arise to emergency responders due to duplicate intersection descriptions.
Court < 1,000 FT	CT	Permanently dead-end street or terminating in a cul-de-sac lying in an East/West Direction.
Drive < 1,000 FT	DR	A roadway or thoroughfare lying in a NorthWest/SouthEast Direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
Highway	HIGHWAY	Used to designate State or Federal roads only.
Lane < 1,000 FT	LN	A roadway or thoroughfare lying in a NorthEast/SouthWest Direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
Loop	LOOP	A street that begins and ends at the same cross street, such as a semi-circle.
Place < 1,000 FT	PL	Permanently dead-end street or terminating in a cul-de-sac lying in a North/South Direction.
Road > 1,000 FT	RD	A winding main thoroughfare extending the length of a subdivision or complex which continues through to other rights-of-ways.
Street > 1,000 FT	ST	A roadway or thoroughfare lying in an East/West Direction, not ending in a cul-de-sac, and the future extension in either direction is possible.
Way < 1,000 FT	WAY	A short connecting street between two main roadways or thoroughfares.
Trail DO NOT USE !! Plaza, Square, Walk	TRL DO NOT USE !! PLZ, SQ, WALK	Limited to use on non-vehicular trails and recreational trails. An exception would be for historical uses that include the suffix of trail, such as "Overland Trail." Not allowed for new vehicular streets.

EXHIBIT 2 – STREET NAME PETITION INSTRUCTIONS

Any person may initiate the process to name or change the name of a public or private roadway within Putnam County by submitting Street Name Petition to the E911 Coordinator, using the Street Name Petition form.

- A. Included in the application shall be the following items:
 - 1. A list of names, mailing addresses and physical addresses as listed in records of the Putnam County Property Appraiser, of all affected parties. This includes property owners or condominium unit owners, whose parcel or condominium unit is adjacent to, accessed by, crossed over or otherwise intersected by the roadway.
 - 2. Current street name and new street name, with three (3) alternate choices from the Putnam County Official Street Name List.
 - 3. A petition containing the signatures of, or individual letters from, affected parties as described above indicating support of the selected street name(s).
 - a. If the street name selected is approved by the E911 Coordinator and at least eighty percent (80%) of the affected parties as described above agree, the petition shall be processed.
 - 4. A valid statement of the reason(s) why the street name change is needed (i.e., eliminate duplicate name, help improve emergency services to the area, how the request conforms to Street Naming, etc.).
 - 5. A map showing the vicinity of the roadway that is the subject of the application. If the recorded plat map showing the street exists, it shall be submitted as part of the application.
 - 6. Upon approval of the street name change, the petitioner(s) will pay the full cost of time and material for the change of street signage (\$125.00).
- B. The application is made to and processed by the E911 Coordinator, mailing address:
Putnam County GIS Office/E911 Division
PO Box 307
Palatka, FL 32178-0307
- C. The property owners abutting the street will be notified by the E911 Coordinator of any proposed street name change.
- D. If the street is a platted street, the following additional steps are required:
 - 1. An agenda item and resolution for adoption will be prepared by the E911 Coordinator and presented to the Board of County Commissioners at their regularly scheduled meeting.
 - 2. The Board of County Commissioners shall grant or deny the renaming request within its sound discretion, after recommendation by the E911 Coordinator.
- E. Upon approval, all concerned parties will be notified of the street name change by certified mail within thirty (30) days of approval.
- F. Upon approval the Board of County Commissioners of a street name change, the street name shall not be changed again for ten (10) years, unless the Board of County Commissioners find that a threat to the health, safety, or welfare of the residents exists.

EXHIBIT 3 – STREET NAME PETITION

New Street Name

Change Street Name

“We the undersigned, petition the Putnam County Board of County Commissioners to change or assign the current name of _____ to the proposed name of _____.

The reason for the change or assignment is:

Please provide at least three (3) alternate street name choices from the Putnam County Official Street Name List. NOTE: Changing the suffix of a name does not constitute an alternate choice. For example: Dirt Rd, Dirt Dr, Dirt St.

Alternate street name choices are as follows:

- 1. _____
- 2. _____
- 3. _____

Owner Name	Signature	23 Digit Parcel ID	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please use backside if needed.

Petition Circulated by: _____
Printed Name Signature Date

EXHIBIT 4 – SUFFIX DESIGNATIONS AND ABBREVIATIONS

Accepted Suffix Designation	Standard Abbreviation
Apartment	APT
Building	BLD
Floor	FLR
Lot	LOT
Office	OFF
Room	RM
Suite	STE
Unit	UNIT

Commercial:

STRUCTURE	STRUCTURE DESCRIPTION	SUFFIX DESIGNATION
Single Building	Same building, separate entrances	Suite
Multiple Building Strip	Connected structurally	Suite
Multiple Buildings	Not connected structurally	Building
Multiple tenants within building structures	Same building, same entrance	Unit
Multiple tenants within building structures	Multiple floors	Building Floor Unit For example: Building 1 Floor 3 Unit 2 = 1302
Multiple tenants within building structures	Single floor	Building Unit For example: Building 1 Unit 2 = 102

Residential:

Apartments: APT

Mobile Home Parks: Lots – LOT

Townhouses: Units – UNIT

Duplexes: Units – UNIT

Condos: Suites – STE

Residential Homes: Units – UNIT

EXHIBIT 5 – ADDRESS NUMBER ASSIGNMENT APPLICATION

A driveway must exist before an address is assigned, unless you are also applying for a building or driveway permit!

Please check one:

New Address

To create an address number for a property previously unaddressed.

Address Change

To change the address number of a property previously addressed.

Reason for Change (List reason below)

Address is non-existent, Duplicate address, Street number is out of sequence, Spelling is incorrect, Odd street number on even side, Even street number on odd side, Wrong street name, and Wrong address.

Owner Contact Information:

Name: _____

Phone/Cell Number: _____

Email Address: _____

Current Mailing Address: _____

City, State, Zip: _____

Best time and method to contact
(phone, email, etc.) _____

Subject Property Description

1. Please supply the following information if know:

Parcel Identification Number
(required) _____

Current E911 Address
(if applicable) _____

2. Closest intersecting County Road or Named Road: _____

3. Please attach a site plan to this form. (May be an existing survey or you may sketch on the back of this form. Indicate building footprint, street with name, and location of access drive.)

-ADDRESSING OFFICIAL USE ONLY-

Address Assigned: _____ Date: _____

MSAG: Low _____ High _____ Street _____

New address fit MSAG: Yes No If no, MSAG Maintenance Ledger serial # _____

Update CAMA: Address Official _____ Date: _____

EXHIBIT 6 - OFFICIAL ADDRESS NOTIFICATION FORM

This is a NEW Address, or CHANGED Address

The assigned address: _____ Effective: _____

***Official Address must be posted within thirty (30) days of effective date (Per Ordinance 2013-10, Section VII Enforcement)**

Old address (if applicable) _____ Expires: _____

Reason for address assignment: _____

Address is non-existent, Duplicate address, Street number is out of sequence, Spelling is incorrect, Odd street number on even side, Even street number on odd side, Wrong street name, Wrong address, Other

Addressing Official: _____ Date: _____

Parcel Identification Number: _____

Emergency Service Number: _____ Township: _____ Range: _____ Section: _____

Additional numbers for your convenience:

Florida Power & Light – (800) 226-3545

Clay Electric – (386) 328-1432 / (888) 434-9844

AT&T Residential – (888) 757-6500 / Commercial – (866) 620-6000

Windstream – (352) 491-2500

Comcast – (877) 530-1219

DirectTV – (800) 481-6922

DHL Worldwide Express – (800) 225-5345

UPS/United Parcel Service – (800) 742-5877

Airborne Express – (800) 247-2676

Federal Express (Accounts Only) – (800) 622-1147

Don't forget to change your address with your personal correspondents, County Property Appraiser, Bank, Mortgage Company, Insurance Company, Credit Card Carriers, Cellular Phone Carrier, and other utility providers.

For information pertaining to a driver's license change due to an E911 correction, please contact the Putnam County Tax Collector's Office at (386) 329-0282.

The E911 Division will notify all County Departments and Elected Officials of the address assignment.