

POLICY AND PROCEDURE

POLICY TITLE: Address Assignment Policy

EFFECTIVE DATE: October 14, 2008

REVISION/REVIEWED DATE: February 14, 2018

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STATEMENT OF POLICY:

It is the policy of the Engineering Department's Geographic Information Systems Division to assign official property addresses to insure validity and accuracy in a manner that enhances the safety of our citizens through dispatch of law and code enforcement and emergency management services, along with other city services. Addressing accuracy is crucial for the Columbus Consolidated Government to provide the most efficient and highest quality service possible for our citizens.

SCOPE:

This policy applies to all property located within the jurisdiction of the Columbus Consolidated Government in accordance with the City's Unified Development Ordinance Section 7.8.8. Street Addresses.

RESPONSIBILITY:

The GIS Division is responsible for assigning new addresses, researching inquiries regarding address discrepancies and correcting addresses that are found to be invalid.

Upon receiving notice from the GIS Division that an address change is required, the owner or occupant is required to remove the existing numbers and replace with the new numbers within 60 days of the date of the notice.

It shall be the responsibility of the owner or occupant of every building, mobile home or residence to have placed thereon in a place visible from the street (both private and public) numbers at least 4 inches high showing the official address number assigned to that location.

Failure to post the correct address upon notice will be deemed a violation of The City of Columbus Georgia's Unified Development Ordinance.

PROCEDURE:

For **NEW** addresses, the owner shall provide a copy of a plat as filed and recorded with the Clerk of Superior Court to the GIS Division before an address will be assigned. For **NEW** Multi-family/Multi-business secondary addresses (suites, apartments, buildings numbers, units, etc), the owner shall provide a complete list of the secondary addresses to the Building Inspections and Code Enforcement when applying for a business license that will then be presented to the GIS Division for approval. Any changes from the original secondary addresses provided by the owner are at the discretion of the GIS Division in accordance with the requirements outlined in this policy.

For voluntary **CHANGES**, a signed written request from the owner of the property to be changed shall be on file. All changes are at the discretion of the GIS Division in accordance with the requirements outlined in this policy.

City personnel or the owner of the property in question may initiate an **ADDRESS INQUIRY** regarding the validity of an address currently in use. External address inquiries requiring an official address confirmation letter shall be considered a parcel map purchase and charged at the current fee as authorized by city council. An official address confirmation letter will accompany the map.

A **MINIMUM** of three business days will be required to process new address assignments or changes to existing addresses. During periods of high activity processing times may be significantly longer. All requests will be processed in the order that they are received.

OFFICIAL ADDRESS REQUIREMENTS:

- All addresses shall be in sequence with the other official valid addresses on the street.
- Addresses shall not duplicate another official valid address on the same street.
- Each parcel shall have a single numeric address¹. In the case of apartments, suites or multiple buildings, unit numbers shall be used. Fractional numbers will not be allowed in the assignment.
- For existing streets, all addresses shall be on the correct side of the street. Example: odd address on the odd side and even addresses on the even side as defined by the other existing addresses on the same street.

- For New Streets, address numbers shall be assigned in either a northerly or easterly direction. For northerly direction, odd numbers will be located on the west side and even numbers on the east side. For Easterly direction, odd numbers will be located on the north side and even numbers on the south side.
- **Private Street Names for Apartments and Businesses.** In the case of apartment complexes or corporate entities a private drive or street name may be utilized for addressing purposes provided it is reviewed and approved through the Geographic Information Division (GIS) of the Department of Engineering and provided it meets the minimum safety requirements set forth below. The drive or street shall not serve more than one business or complex and shall be restricted to using a single name and number for the entire complex.
- **Utility Addresses-** These are addresses to be used for lighted signs, water meters, cell towers, traffic control boxes, etc. whether the utility is located within a parcel or on ROW. Address will be assigned within the existing street range where possible; otherwise an existing address will be used. Always use the letter U suffix. Example: 450U RIVER RD
- **Detention Ponds-** These are addresses to be used for detention ponds. The designation of the letter "D" will be used following the official address. Address will be assigned within the existing range. Always use the letter D suffix. Example: 904D AMBER DRIVE
- **Address Assignment for Multi-family/Multi-Business Dwellings-** Apartments, Townhomes, Duplexes, Triplexes, Quadraplexes and Condominiums are assigned secondary addresses. The secondary address will include the primary address followed by Alpha, Unit or Suite numbers.

Examples below:

- **Apartments** A single primary address will be assigned to the overall complex. The address will be assigned off 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 and unit number.
- **Cottages** in the back of a home will share Unit Alpha numerics with the main address number.
- **Townhomes and Condominiums** will be assigned a 3 digit unit number designator.
- **Commercial Suites** will be assigned unit numbers.
- **Duplexes, Triplexes and Quadraplexes** will be assigned Unit Alpha. Example: A, B, C & D
- **Exceptions** are made if Townhomes are constructed on individual 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.
- **Mobile Homes-** All will be assigned individual Lot #'s beginning with the lowest value to the highest value in accordance with the GIS Division addressing policy.
- **Existing Buildings** all addresses shall be on the correct side of the street. Example: odd addresses on the odd side and even addresses on the even side. An address cannot duplicate another address. Addresses must follow in either a northerly or easterly direction. For northerly direction, odd numbers will be located on the west side and even numbers on the east side. For easterly direction, odd numbers will be located on the north side and even numbers on the south side.

¹Exceptions may be made for areas that are zoned for multi-use such as PUD, CRD and UPT Mixed use will follow guidelines stated in above policy.

² South of 4th Street Address numbers shall be assigned in a southerly direction

³ West of Broadway address numbers be assigned in a westerly direction and street names acquire the West prefix. Example: W 11th St