

Guidelines for Street Names

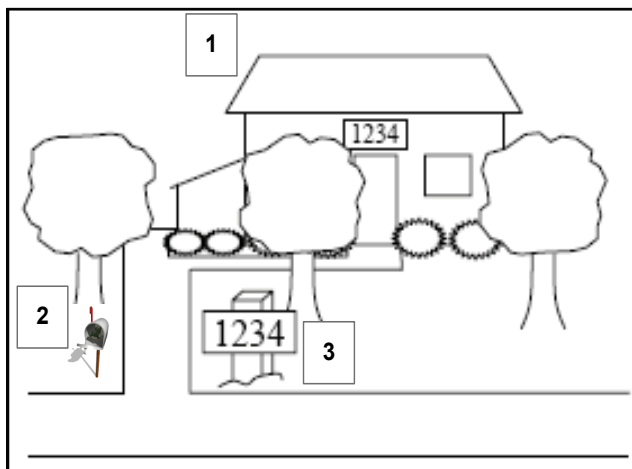
- No duplicate street names are allowed.
- New street names shall be unique:
 - route names should not reference street type suffixes (road, drive, lane, etc.) **Ex: Circle Drive**
 - without directional words (north, south, east, west) **Ex: East Drive**
 - without combining two words or separating one word.
- No use of more than one suffix in a street name.
- Street names in Hamilton County cannot be more than thirteen (13) characters. Private street names in the City of Chattanooga cannot be more than ten (10) characters (including spaces).
- Streets in the City of Chattanooga cannot be named after a living person.
- Common suffixes that may be used for a cul-de-sac are Lane, Court, Way, and Place.

Guidelines for Addressing

- Address and suite numbers must be whole numbers. No letters or partial numbers (such as halves) are allowed.
- An address must be in sequence with surrounding addresses.
- When vacant land is developed, an address is reserved for every ten (10) linear feet.
- Even addresses must be on the south and east sides of the street. Odd addresses must be on the north and west sides of the street.
- Buildings with apartments, suites, or offices and retail space must have interior addresses as well as a road address.

Address Signage

- **PLEASE POST YOUR ADDRESS!**



1. The house number should be placed within five (5) feet of the front door, provided that the front door is clearly visible from the street in front of the building.
2. The house number should be on the mailbox. The numbers should be at least 2 1/2 inches in height and made of reflective material.
3. House numbers should be placed a safe distance from the road (preferably within ten (10) feet).

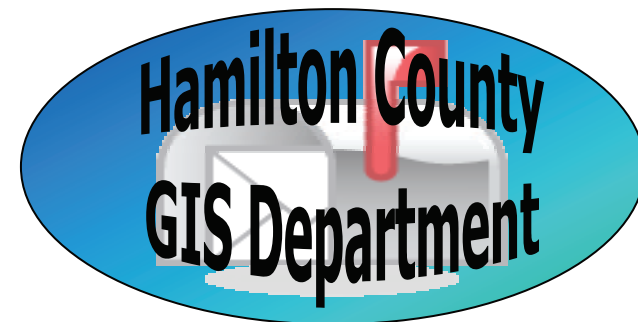
Web Site Information

A directory of all current street names in the County can be found on Hamilton County's GIS Department web site at gis.hamiltontn.gov. The site also includes a link to the Regional Addressing Policy (RAP).



Addressing Agency:
Hamilton County GIS Department
1250 Market St., Ste 1010
Chattanooga, TN 37402
Phone: 423-209-7760
Fax: 423-209-7761
Email: GIS@hamiltontn.gov

City of Chattanooga
Chattanooga Public Works
1250 Market St., Ste 2100
Chattanooga, TN 37402
Phone: 423-757-5117
Fax: 423-757-0566



E 9-1-1/Addressing Information

- **Why do I need an E 9-1-1 address?**

Primarily, to assist emergency services in responding to emergency calls. An E 9-1-1 address is a site location address. An E 9-1-1 address helps emergency services to locate residents and business locations. A faster response time can make a significant difference in survival and degree of recovery. However, E 9-1-1 location addresses are also often required for telephone service, building permits, driver's license renewal, mail and package delivery to the location, insurance and for other purposes requiring a site location.

- **Ensure your telephone service provider has your correct E 9-1-1 address!**

People placing emergency calls often have difficulty providing their addresses. Children, visitors, hearing or speech impaired callers, or callers in a life-threatening situation, may not be able to provide address information to dispatchers. Ensuring your telephone company has your correct E 9-1-1 address is important as that is the information (E 9-1-1 address) that is displayed in the call center. This allows the dispatchers to send the appropriate fire, medical personnel, or law enforcement, even if the caller is unable to communicate and for other purposes requiring a site location.

Assigning New Addresses

The Hamilton County GIS (HCGIS) staff assign all addresses in Hamilton County except for the City of Soddy-Daisy. Addresses are assigned based on the Regional Addressing Policy (RAP). E 9-1-1 addressing changes within the City of Chattanooga are the responsibility of Chattanooga Public Works. Street address numbers are governed by a master grid covering the entire county. This grid consists of designated baseline streets and boundaries. Address numbers are assigned on a ten (10) linear foot spacing at the centerline of the road based on the access to the property.

Validating an Address or Land Parcel Information

All property in Hamilton County must have a valid address to receive a development permit. This applies to both individuals and contractors. Corner lots will be assigned two addresses. They must use the address by which the parcel is accessed.

Correcting Address Problems

HCGIS coordinates with 911, USPS, and other local government agencies to correct addressing problems. Valid addresses consist of a number and a road name. Common problems include addresses that are shared by more than one structure, duplicate road names or duplicate address numbers, non-sequential address numbers, continuous road segments with the same base number but different road type (Garden Lane and Garden Street), and road names with inconsistent spellings (Edgemon Road and Edgmon Road).

Approving New Public or Private Road Names and Road Name Changes

If a driveway provides access to more than one dwelling, the driveway may be designated a private street. The appropriate governing agency will not accept this private street as public unless it is constructed to the required specifications.

Local Agency Coordination

Requests for changes to address assignment and street names may be submitted by local government agencies, affected owners, utility companies, 911, and the United States Postal Service.

Utilities and Other Agencies

In order to help with the process of changing an address, letters are distributed to local agencies to inform them of the changes. A complete list of agencies notified is located at the bottom of the change of address letter. If your address is not changed on your utility bill contact your local utility provider.

Post Office

- Your mailing address will change immediately but you will have up to one year to complete your address change. If you do not change your address, your mail may not be delivered after that point.
- Call your post office with any mailing issues such as mailbox placement and private road delivery.

It's Your Responsibility to Change

• Driver's Licenses

Contact the County Clerk's Office at 423-209-6500 or go online at www.tennesseeanytime.org/tndlr/. The Clerk's Office is located in the County Courthouse Room 201. Hours of operation: Monday — Friday, 8:00 a.m. until 4:30 p.m.

• Car Tags

Contact the County Clerk's Office at 423-209-6525 with the license plate number and owner's name or go online www.countyclerkanytime.com. Submit a request in writing to the County Clerk, Room 101 Courthouse, Chattanooga, TN 37402. Hours of operation: Monday — Friday, 8:00 a.m. until 4:30 p.m.

• Social Security Benefits

Go online at <http://www.socialsecurity.gov/coa>, call 1-800-772-1213 or your local Social Security Office.

• IRS

Change your address by writing it on your tax return or submitting a Form 8822 found on the IRS web site www.irs.gov.

• Financial Institutions/Credit Cards

Contact your financial institution's customer service in person or by their web site. Contact your credit card company(s) or fill out the change of address section of your bill.

• Insurance Agencies

Contact your local agent, their customer service, or visit their web site.

The information above is to assist you with your address change but does not necessarily include all changes needed.