



ADDRESS ASSIGNMENT APPLICATION

PUBLIC WORKS DEPARTMENT
DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

APPLICATION NO. (STAFF USE ONLY)

Instructions: Use this form to request the assignment of an address to your project. For information on the addressing process, see page 3. Submit this form and all necessary documents by email to Address@coj.net.

Please note:

- (1) Addresses are issued to **structures and occupancies**, not the parcel of land that they occupy. A vacant parcel may be assigned an address only when the applicant is ready to begin the permitting process for a structure or occupancy.
- (2) Application must be signed by the property owner or an agent of the property owner. If signed by an agent of the property owner, please include an agent authorization form or other form of documentation that establishes your legal authority to sign on behalf of the property owner.

APPLICANT INFORMATION: SECTION 1

| | |
|----------------------|--|
| Applicant Full Name | |
| Street Address | |
| City, State, and ZIP | |
| Phone Number | |
| Email | |

PROPERTY INFORMATION: SECTION 2

| | | |
|---|-----|----|
| Parcel RE Number | | |
| Current Property Address | | |
| Property Owner Full Name | | |
| Requesting Unit? <i>If yes, skip to Section 5</i> | YES | NO |
| Is this a Lot of Record? <i>(Sec.650.105(p), Ord. Code).</i> | YES | NO |

If YES, attach supporting documentation (Recorded Plat, Zoning Confirmation Letter, Deed recorded prior to 9/21/1990, etc.)

PROJECT INFORMATION: SECTION 3A

Description of Proposed Construction (check one):

| | |
|---------------------------------------|------------------|
| Single Family Residence | Apartment |
| Townhouse | Retail |
| Duplex | Office |
| Quadraplex | Warehouse |
| Condominium | Storage |
| Other (Describe): | |
| Number of Addresses Requested: | |

PROJECT INFORMATION: SECTION 3B

| | | |
|--|------------|-----------|
| City Development Number (CDN) (if applicable): | | |
| Are there any approved Zoning Waivers, Deviations, Variances or Exceptions on the property? | YES | NO |
| If YES, provide the zoning application numbers: | | |
| Have there ever been, or are there presently, structures on the site that have addresses? | YES | NO |
| If YES, provide addresses: | | |
| Will the current property be split or subdivided to create new lots | YES | NO |
| If YES, provide number of new lots: | | |

SITE PLAN: SECTION 4

A complete site plan is required to be submitted with this application (NO EXCEPTIONS). Please provide a site plan drawn to scale on a property survey that contains the following information:

1. Proposed structures with the location of the main entrance doorways
2. Existing structures identified with their addresses (if any)
3. Location of all existing and/or proposed driveways
4. Names of all roads bordering the property
5. Legal description of the property

FLOOR PLANS: SECTION 5 (COMMERCIAL/INDUSTRIAL ONLY)

If unit address assignments in a commercial or industrial building are being requested, provide a scaled and/or dimensioned building floor plan that contains the following information:

1. Proposed layout of units with the location of the main entrance doorways
2. North Arrow showing building orientation on the site

I hereby certify that all of the information contained in this application is true and correct to the best of my knowledge.

(Signature of Property Owner/Authorized Agent)

DISCLAIMER

PLEASE NOTE THAT THE ASSIGNMENT OF AN ADDRESS SHALL NOT BE CONSTRUED AS THE CITY'S APPROVAL OF A PROPOSED USE, NOR SHALL IT SERVE AS CONFIRMATION THAT APPLICABLE LOCAL, STATE, OR FEDERAL LAWS, REGULATIONS OR REQUIREMENTS HAVE BEEN SATISFIED.

PLEASE NOTE THAT UNDER FLORIDA'S PUBLIC RECORDS LAW, COMMUNICATIONS TO AND FROM CITY OF JACKSONVILLE OFFICIALS ARE SUBJECT TO PUBLIC DISCLOSURE.

OFFICIAL USE ONLY

| | | |
|----------------------------------|-----------------|---------------|
| Application Status | APPROVED | DENIED |
| If YES, Addresses issued: | | |
| If NO, reason for denial: | | |
| Reviewer | DATE | |

APPLICATION PROCESS

1. Complete the Application
2. Email Application, site plan and any other supporting documents to the Addressing Section at Address@coj.net.
3. The Addressing Section will examine the Application for completeness. An incomplete Application will be rejected and returned to you with an explanation.
4. If the Application is complete, the Addressing Section will proceed with a review of the Application information.
5. After the review is completed, the Addressing Section will return a copy of the Application with either the issued addresses identified or an explanation for any denial.



IMPORTANT ADDRESS ASSIGNMENT INFORMATION

PUBLIC WORKS DEPARTMENT DEVELOPMENT SERVICES DIVISION - ADDRESSING SECTION

- It shall be the **duty of the record owners and occupants** of each building, structure, commercial business and residential property **to properly display the assigned address number** of the property. Please refer to Section 745.103, Ordinance Code for additional information.
- It shall be the **duty of the record owners and occupants** of each building, structure, commercial business and residential property **to notify all others of any new address assignment(s)**. Although requirements vary, a copy of your building permit may be considered an acceptable proof of address. To obtain a copy of your building permit, you may contact Building Inspections at 904-255-8500.
- Addresses will only be assigned to residential parcels that **meet the minimum zoning requirements** for the zoning district in which the property is located. Properties identified as a Lot of Record may not be subject to all of these requirements.
- When civil plans (aka "10-set") are required, **new addresses will be assigned during our review of the civil drawing submittal** to COJ Development Services Division.
- Addresses in new subdivisions will be made available for permitting **once the subdivision plat has been recorded** with the Duval County Clerk of Courts. Prior to the plat being recorded, you may be able to apply for a certain number of addresses through the **Model Home** process that is administered by Development Services. If you have any questions or need assistance with this, contact Development Services at 904-255-8310.
- In order for JEA to recognize a new address in their system, **you must pull a permit for new service with COJ Building Inspections Division**. If you have any questions or need assistance with this, you may contact Building Inspections at 904-255-8500.
- For **vacant parcels** that Property Appraiser identifies with a 0 address, the new address will be updated in their system **after** they reappraise the property.
- **An address is not needed to sell land.**
- To obtain a copy of a recorded deed, **contact the Duval County Clerk of Courts**. Requests can be made in person in room 1253 of the Duval County Courthouse located at 501 West Adams Street or by mail. If you have any questions or need assistance with this, you may contact the Clerk of Courts at 904-255-2000.