

## COOSA COUNTY EMERGENCY COMMUNICATIONS BOARD STREET AND ROAD NAMING GUIDELINES

The purpose of these policies and guidelines are to establish procedures for:

- 1) Making application for a non-existing E-911 physical address.
- 2) Residence and or Property owners requesting a review or change of an existing road or street name or number.
- 3) Establishing names and or numbers on previously unnamed or unnumbered roads or streets.
- 4) Residence and or Property owners appeals process.

Attachment #1 is the Coosa County policy for naming and or numbering of all Roads and Streets within the boundaries of Coosa County. This is an all inclusive procedure and is applicable County wide.

Attachment #2 is the form required to establish a new E-911 physical address within Coosa County. All utilities, health department, and the Tax Assessors office will require a completed CCE911-1 form prior to establishing service.

- 1) Application for a new E-911 physical address.
  - A) Form CCE911-1 can be obtained from the E-911 Director or the Tax Assessors office.
  - B) The form, CCE911-1, is to be completed by the requesting party and returned to the E-911 Director or the Tax Assessors office. (Note: After completing form CCE-911-1 do not separate, return all three forms to the E-911 Director or the Tax Assessor.)
  - C) The E-911 Director will notify the requesting party as soon as the New E-911 address is established.
  - D) The E-911 Director shall retain the top copy as a permanent record.
  - E) Copy #2 is to be forwarded to the Tax Assessors Office.
  - F) Copy #3 is to be retained by the requesting party. (It is important to retain this copy at the property, as the Utility Companies will require this verification.)
- 2) Residence and or Property Owner procedures for requesting changes to their **established** Street/Road Name or Road Number.
  - A) All request must be in writing.
  - B) Unanimous written consent of all Residents and or Property Owners must be achieved for consideration of any change to an existing Street/Road Name and or Road Number.

C) The approval authority shall rest with the Coosa County E-911 Director. (**Address numbers on both Roads and Streets are GPS assigned and are not negotiable.**)

D) See step #4 for the appeals process.

3) Residence and or Property Owners procedure for establishing a New Road name or number or a New Street name where they previously were unnamed or unnumbered.

A) All request, must be made in writing, and addressed to the E-911 Director.

B) A minimum of two thirds (2/3) of those affected property owners must be achieved prior to names or numbers being established. Without this consent the naming will be at the discretion of the E-911 Director.

C) The approval authority shall rest with the Coosa County E-911 Director.

D) See step #4 for the appeals process.

4) Appeals procedure for steps 2 & 3 above.

A) If the requesting party(s), feel they have not been able to reach a satisfactory resolution, they may request a meeting with the Coosa County Emergency Communications Board. (E-911 Board).

B) The request should be in writing, describing the point (s) of disagreement. The written request should be addressed to the E-911 Director.

C) The requesting party will be notified, by the Director, concerning the date their request will be brought before the E-911 Board.

D) The guiding principal for both the Director and the E-911 Board shall be policies and procedures contained in Attachment #1

E) The decision of the E-911 Board will be the final approval authority.

The objective of the policies and Procedures, shown above, and approved by the E-911 Board, is designed to maintain the accuracy of the Emergency Data Base and be applied fairly and consistently through out Coosa County.