



**CITY OF GREENACRES
DEVELOPMENT AND NEIGHBORHOOD SERVICES DEPARTMENT
POLICY AND PROCEDURE**

POLICY # PDO-015
ISSUED: 11/01/2021
EFFECTIVE:

SUBJECT: Establishment of a Staff Addressing Committee

PURPOSE: To ensure that there is a process for addressing of property within the City of Greenacres.

POLICY: Addressing Committee

a. Establishment. There is hereby established the addressing committee to consist of a representative from the development and neighborhood services department, police department and fire department.

b. Goal. To create a comprehensive and uniform system of permanent road addresses for all residences and businesses throughout the City of Greenacres to eliminate confusion for first responders in the event of an emergency.

c. Responsibilities. The committee shall have the following responsibilities:

(i) Review and approve address plans, street names, and subdivision names for developments.

(ii) Ensure that approved address plans are consistent with the requirements of the city's comprehensive plan and land development regulations

(iii) Provide specific comments regarding consistency of addresses, street names, and subdivisions with the requirements detailed in the city's addressing guidelines.

(iv) Provide specific recommendations for changes if an addressing plan is not consistent with applicable requirements

d. Members. The committee shall consist of no less than four (4) nor more than six (6) members. The GIS analyst/planner shall serve as chair of the committee.

PROCEDURE: The Development and Neighborhood Services Department will require implementation of a cost recovery system in accordance with the requirements of this policy.

REVISED:

Kara L. Irwin-Ferris
Development and Neighborhood Services Director