

Guidelines for Street Names

All proposed names for public street and private easements shall be reviewed and approved by the Morristown Planning Commission (MPC).

- No duplicate street names are allowed.
- New street names shall be unique:
 - ◇ street 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 cannot exceed twenty (20) characters.
- Common suffixes that may be used for a cul-de-sac are Lane, Court, Way, and Place.



Guidelines for Addressing

- An address for each lot or building will be derived using the street that allows main access to the primary structure.
- Multiple principle structures on a lot shall receive a unique number or letter for each structure.
- 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.

It's Your Responsibility to Change

• Driver's Licenses & Car Tags

Contact the County Clerk's Office at 423-587-1993 or go online at www.hamblencountyclerk.com

The Clerk's Office is located in the County Courthouse. Hours of operation: Mon-Thur 8:00 a.m. until 4:30 p.m. , Mon-Fri 8:00 a.m. until 5:00 p.m.

• Social Security Benefits

Go online at <http://www.socialsecurity.gov/myaccount/> or 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.

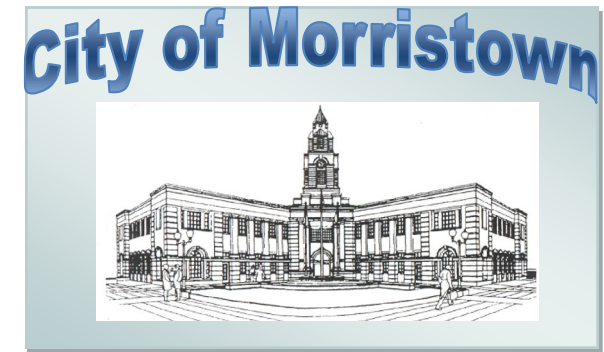
• Financial Institutions/Credit Cards

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.**



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 Morristown-Hamblen GIS (MHGIS) staff assign all addresses in Hamblen County. Addresses are assigned based on the Uniform Street Naming and Addressing Ordinance.

E 9-1-1 addressing changes within the City are the responsibility of GIS Coordinator.

E 9-1-1 street address numbers are governed by a master grid covering the entire county. This grid consists of designated baselines defining the East-West and North-South quadrants.

Validating an Address or Land Parcel Information

All property in Hamblen County must have a valid E 9-1-1 street address to receive a development permit. This applies to both individuals and contractors. They must use the address by which the parcel is accessed.

Correcting Address Problems

MHGIS 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 name but different road type (Hampton Cir and Hampton Lane).

Approving New Public or Private Road Names and Road Name Changes

If a driveway provides access to 3 or more dwellings, the driveway will be identified as a private street. The naming of a street does not imply ownership or maintenance responsibility by the Municipality.

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.

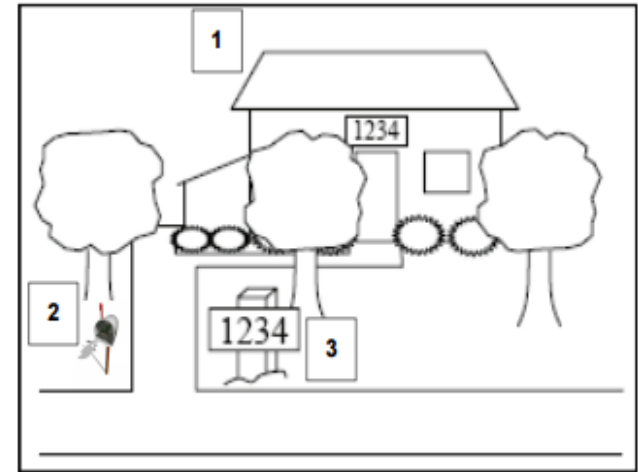
- **If your address is not changed on your utility bill contact your local utility provider as soon as possible .**

Post Office

- Your mailing address will change immediately
- **Please follow up with the postal service: to complete your "Change of Address" form as soon as possible as this will ease the address change process.** If you do not change your address, your mail may not be delivered.
- Call your post office with any mailing issues such as mailbox placement and private road delivery.

Address Signage

PLEASE POST YOUR ADDRESS!



1. The street (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. Where such buildings have access to an alley, the numbers shall also be posted on the rear of the building, subject to the same requirements, so as to be easily seen from the alley. The numbers should be at least 3 1/2 inches in height and made of reflective material.
2. The street (house) number should be on the mailbox.
3. Street (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 MHGIS Department web site at mymorristown.com/gis. The site also includes a link to the Uniform Street Naming and Addressing

Addressing Agency:

City of Morristown
100 W 1st North St Morristown, TN 37814
Phone: 423-585-2790
Cell 423-312-0696