

## **ADDENDUM TO 9-1-1 ADDRESSING INTERLOCAL AGREEMENT**

The City/Town of \_\_\_\_\_, Florida (hereinafter “City”), has opted to transfer the responsibility of assigning addresses to properties within its jurisdiction to Brevard County (hereinafter “the County”), to include the responsibility of coordinating with developers and property owners.

- I. **COUNTY RESPONSIBILITIES:** This section supersedes, Section II -County Responsibilities outlined within the original 9-1-1 Addressing Interlocal Agreement.
  - A. Assign and/or change addresses, provide appropriate notification correspondence, and assist with all inquiries (via phone, email, or in person) made directly to the County or forwarded by the City.
  - B. Maintain and update addresses in the 911 ALI, 911 GIS, and the County’s Community Development Databases (collectively, the databases) to ensure accurate information is available to Public Safety Answering Points (PSAPs), the Property Appraiser, the Supervisor of Elections, and other relevant agencies.
  - C. Process Annexations, Deannexations, and Vacates upon submittal and update the databases.
  - D. Collaborate with the City to correct any discrepancies in the naming or numbering of streets within its municipal boundaries
  - E. Provide address verification letters when requested by property owners or lien holders.
  - F. Issue necessary address change letters.
  - G. Notify all concerned agencies of any new addresses that have been assigned to individual properties, to newly recorded plats, or that have been changed due to street naming and/or renaming.
  - H. Provide the City and developers with a copy of the recorded subdivision plat and/or approved site plan with addresses indicated thereon, along with an address table, if applicable.
  - I. Prepare street naming/renaming resolution, map exhibit, and record with the Brevard County Clerk of Court, if formally requested by the city.
  - J. Update the Department of Revenue Communication Sales Tax Database semiannually and approve or respond to any objections.
  - K. Conduct site visits as necessary.
- II. **CITY RESPONSIBILITIES:** This section supersedes, Section III – City Responsibilities outlined within the original 9-1-1 Addressing Interlocal Agreement
  - A. Direct all persons who contact the City about any addressing issues within the City to the County.
  - B. Submit to the County the following:
    - i. Any City Ordinance or Resolution currently authorizing/regulating addressing, and any future amendments to such Ordinances or Resolutions.

- ii. Any proposed street names for private or public streets, including mobile home parks, multi-family dwelling developments, and business complexes.
- iii. Any proposed subdivisions, site plans, preliminary annexations, and/or roadway vacating.
- iv. Any requests related to numbering or renumbering of private or public streets.
- v. Any discrepancies the City identifies in the naming or numbering of streets.
- vi. Any recorded City Ordinance, Resolution, or regulation relating to Annexation, Deannexation, or Vacates.
- vii. Any recorded City Ordinance or Resolution relating to the naming or renaming of streets or private accesses.
- viii. All newly recorded subdivisions and approved site plans.
- C. Notify internal departments of new, updated, or changed addresses.
- D. Notify the Department of Revenue in writing to add Brevard County 911 Systems Administration employees as approvers in the Communications Services Tax Database.

III. **FEE STRUCTURE:** By electing to have the County assume responsibility for assigning addresses within its jurisdiction, the City agrees to pay for this service and acknowledges that the County will directly invoice developers and property owners for any services rendered, as specified herein:

A. City:

- i. Annual fee based on the City's population for that fiscal year
  - 1. The fee shall be calculated at \$0.29 per person, based on current U.S. Census population data.
    - a. The County shall invoice the City each October for the services outlined above.
  - 2. Notice of any change to the annual fee shall be provided in writing one fiscal year in advance, with the new rate to take effect and be invoiced the following October.
  - 3. All checks shall be made payable to the Brevard County Board of County Commissioners and sent to the attention of:  
 911 Systems Administration  
 1751 Huntington Lane  
 Rockledge, Florida 32955

B. Customers (Developers and Property Owners):

- i. Fees shall be determined as set forth in Exhibit A – Schedule of Development Fees and Charges of Brevard County Resolution No 16-189, as adopted by the Board of County Commissioners.
- ii. The County shall invoice customers directly for all services provided

IV. Except as expressly modified above, all other terms of the current 9-1-1 Addressing Interlocal Agreement executed by the City's and County's duly authorized representatives and recorded pursuant to Section 163.01, Florida Statutes, remain in full force and effect.

Signed by the parties duly authorized representatives this \_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF BREVARD COUNTY, FLORIDA

\_\_\_\_\_  
Rachel Sadoff, Clerk

\_\_\_\_\_  
Thad Altman, Chair  
Brevard County Board of County Commissioners

As Approved by the Board on \_\_\_\_\_

ATTEST:

City/Town of

\_\_\_\_\_  
City/Town Clerk

\_\_\_\_\_  
Mayor or (his/her designee)