

# Staff Report

**Subject:** Addressing Fees  
**Author:** Pamela Melser, GIS Manager  
**Department:** GIS  
**Meeting Date:** March 18, 2025  
**Item Description:** Consideration to Create an Addressing Fee

## Summary Recommendation:

Effingham County's GIS Department is required to maintain accurate address data to support the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical service personnel. The creation of new addresses requires staff time from multiple departments including GIS, Planning, E911, and the Tax Assessors. To account for staff time, a new addressing fee has been created for review by the Effingham County Board of Commissioners.

## Executive Summary/Background:

Addressing requests for unincorporated Effingham County utilizes the OpenGov software application. Currently no fees are assessed with the applications. The estimated staff time required can vary but averages a minimum of 1-1.5 hours for individual applications. This includes assisting with application submission, plot plan review, building site suitability, and reviewing plats. In 2024 the GIS department processed 183 individual address applications, in addition to subdivisions, and industrial and commercial units. Below is the proposed fee schedule for addressing new residential, commercial, industrial units, and cell towers.

Service Rendered	Assessed Fee
<b>Addressing Fee for new residential/commercial/industrial units, and Cell Towers</b>	
0-50	\$40
51-100	\$80
101-250	\$200
251-500	\$400
501+	\$800

## Alternatives for Commission to Consider:

1. Approval of the Addressing Fee.
2. Do not approve the Addressing Fee.

## Recommended Alternative:

Staff recommends Alternative number 1

**Other Alternatives:** N/A

**Department Review:** GIS Manager