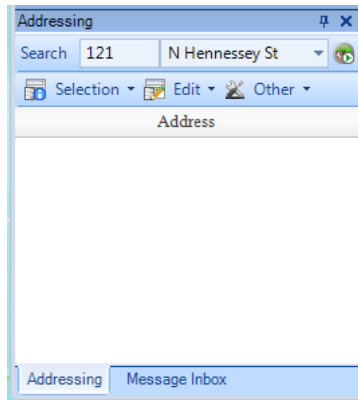


Address Issues in LAMA


- 1.1 [In General](#)
- 1.2 [Street Exists, Number Does Not – Details on What to Do](#)
- 1.3 [Street Exists, Vacant Lot – Details on What to Do](#)
- 1.4 [Street Does Not Exist – Details on What to Do](#)

1.1 In General



- A. When creating a permit, license, planning project, or violation case in LAMA, you may find that the street or street number that you want to associate it with does not exist in the addressing search box shown below.



- B. When this is the case, **you should:**

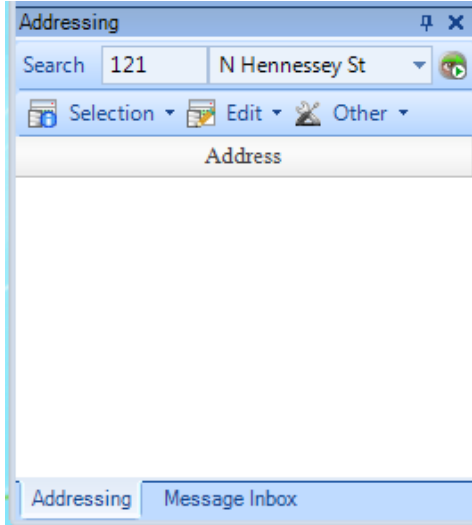
1. **put a special “Address Problem”**  **flag on the permit, license, planning project, or violation.**
This will cause it to come in a queue for the City’s GIS Staff.
2. **Write a short note along the lines of the examples below:**
 - i. “Requested address 123 Main St.”
 - ii. “This is a vacant lot. The assessor’s website calls it 10002345687 N Blue St.”
 - iii. “Rue Parc Fontaine has no lots. This should be the first facing the street on the left when you turn off of General DeGaulle. 3456 Rue Parc Fontaine.”
 - iv. “1219 St. Claude should be 1219 Henriette DeLille St. Street name changed.”
3. **You are done. You do not need to do anything else.**

The following steps will be completed by the City GIS Staff.

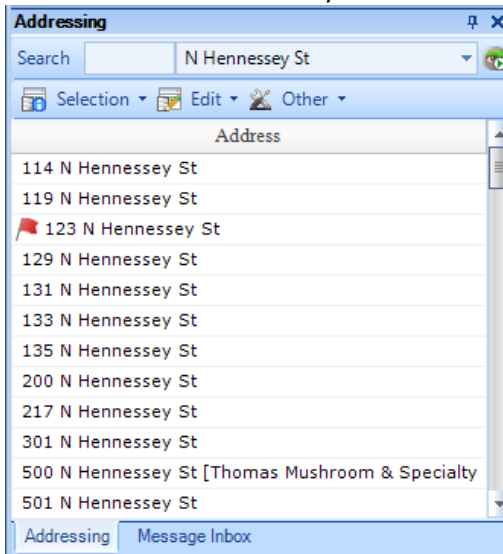
- *City GIS Staff will prepare edits to the City’s address database to add a point, lot, square, or street in the right location. You will be able to tell this is being done because the flag will change to a “Address Being Edited in GIS”*  *flag. Each Friday all of the edits made by GIS are loaded into the GIS Database.*
- *Once the City’s GIS Database is updated, LAMA still needs to receive the update. This may take about a week. You might notice that the flag changes to a “Address Waiting on GIS Update”*  *flag.*
- *After the update is received, your permit, license, planning project, or violation case in LAMA will be re-associated with the correct parcel or address by a City GIS Technician, and all flags will be removed.*

1.2 Street Exists, Number Does Not – Details on What To Do

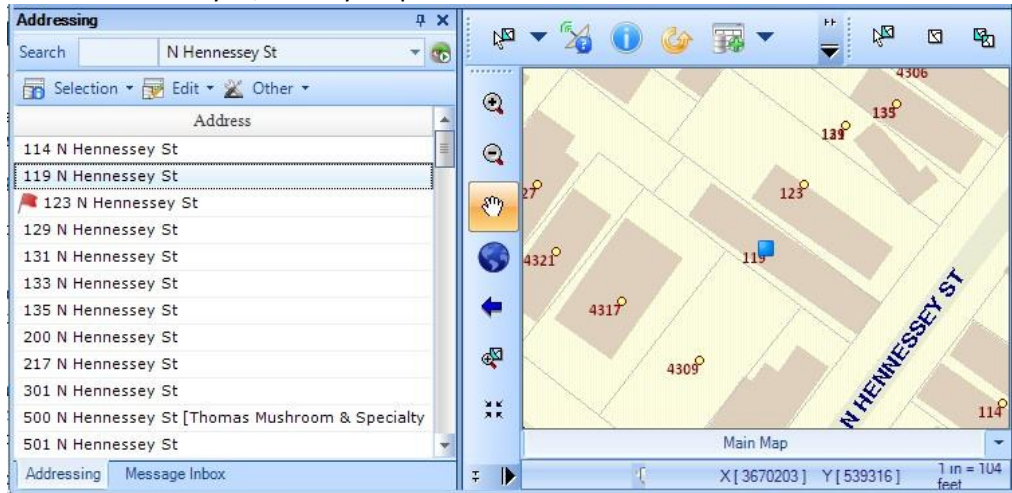
- A. **Only one address on a parcel with multiple addresses is showing up.** (In the scenario below, I describe what to do about 121 N Hennessey St. It is part of a double that includes both 119 and 121 N Hennessey St.)
1. When I search for the address, none are returned.



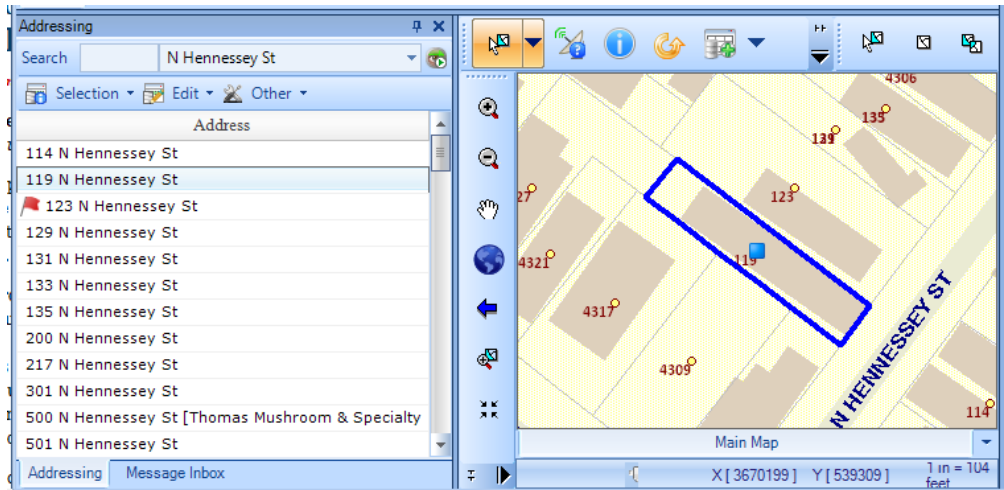
2. So, I search for the street name only.



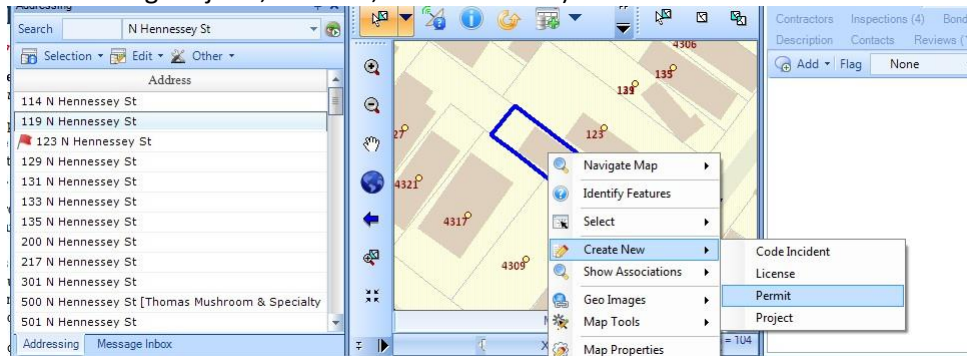
3. I click on 119 N Hennessey St, and my map zooms to that location.



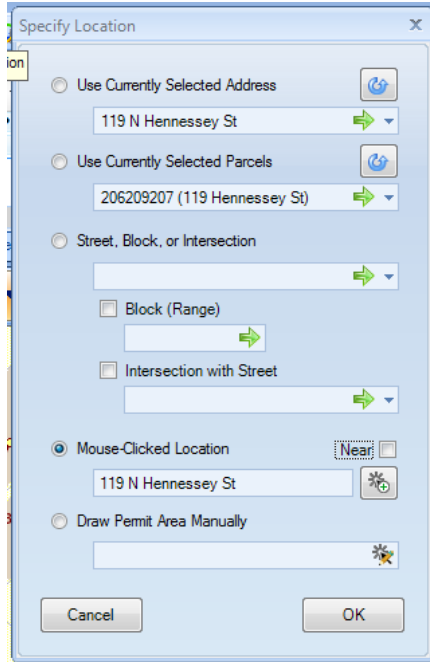
4. I'll use my Selector Tool located in the upper left-hand corner of the map to select this parcel. The pointer cursor will turn into a cross shape once the Selector Tool is enabled.



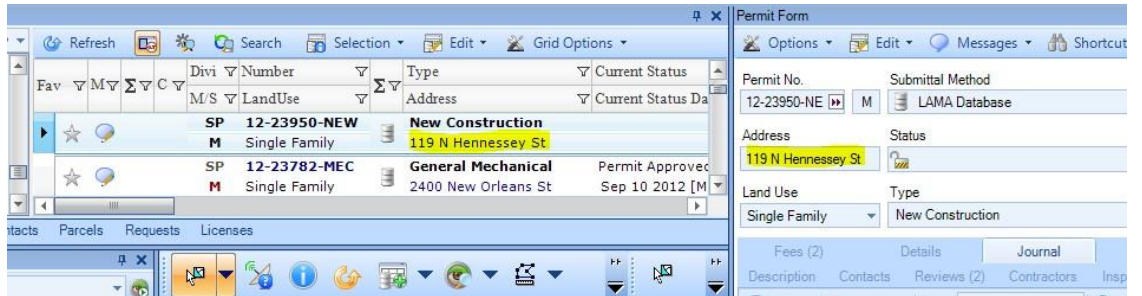
5. Once I've selected the parcel, I'll right click on the parcel to create a new permit. (You can also do this with Planning Projects, Licenses, and Violations.)



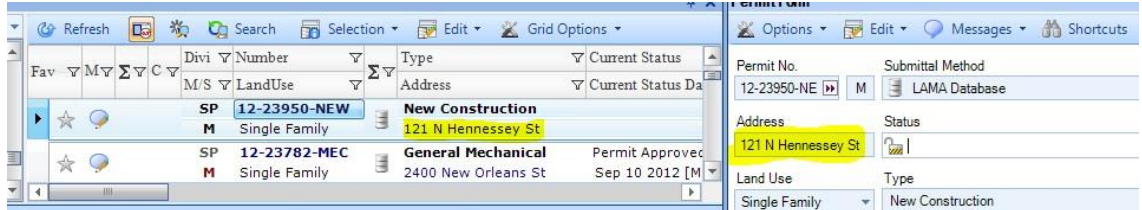
- You will be asked to specify a location in the next screen that appears. It defaults to “Mouse-Clicked Location.” Choose OK.



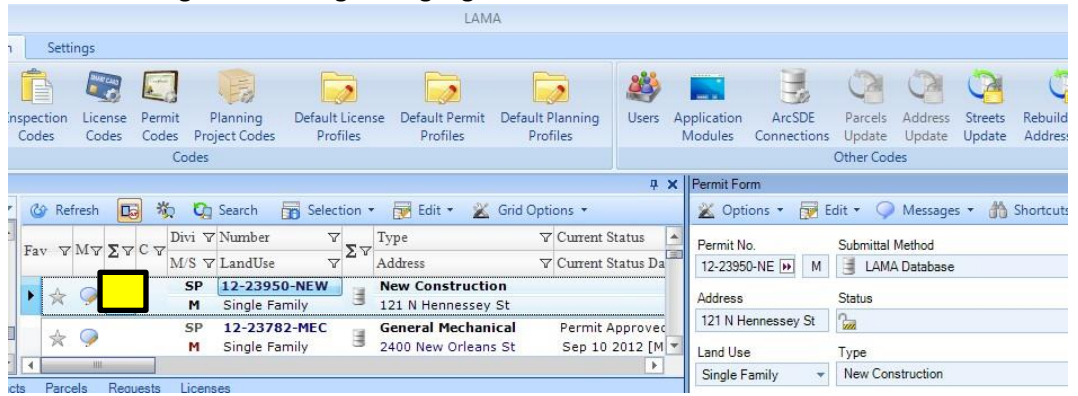
- Complete the normal permit, license, planning project, or violation creation process that you use. Once the application is created and appears in the grid and the form, it will show up with the incorrect address.



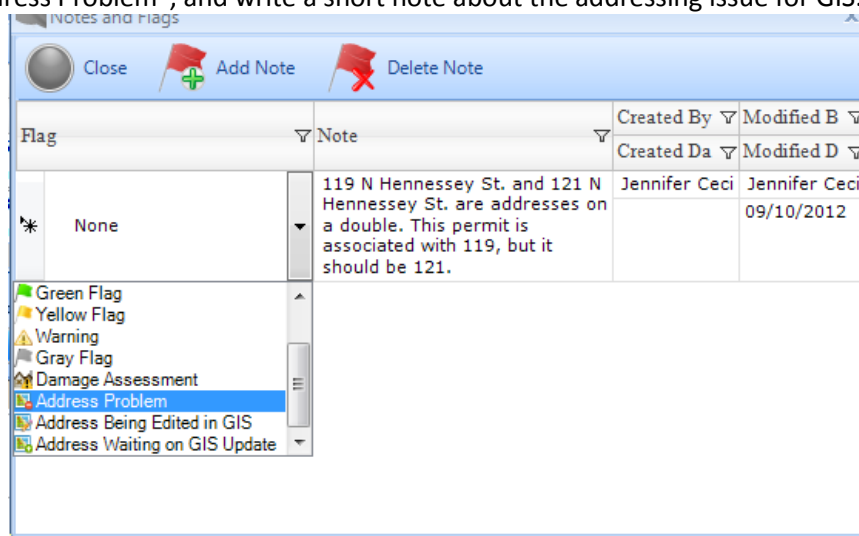
- I can now change the address within the form and flag it for GIS to create a point for 121 N. Hennessey St. First, I'll change it on the form by clicking into the box called “Address.”



9. Next, I'll click in the flag area of the grid. Highlighted in Yellow and Outlined in Black below.



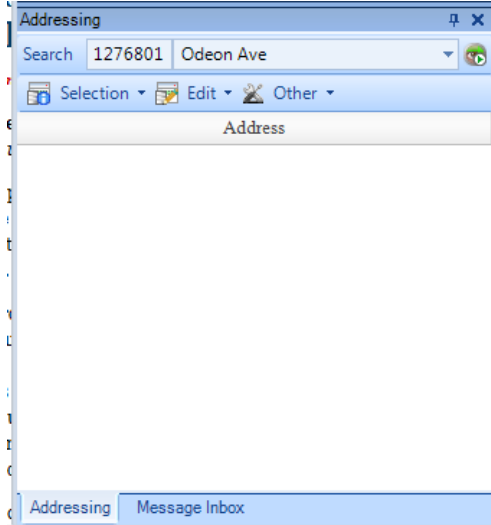
10. This will cause a Notes and Flags box to appear. I will click on "Add Note", choose the Flag Called "Address Problem", and write a short note about the addressing issue for GIS.



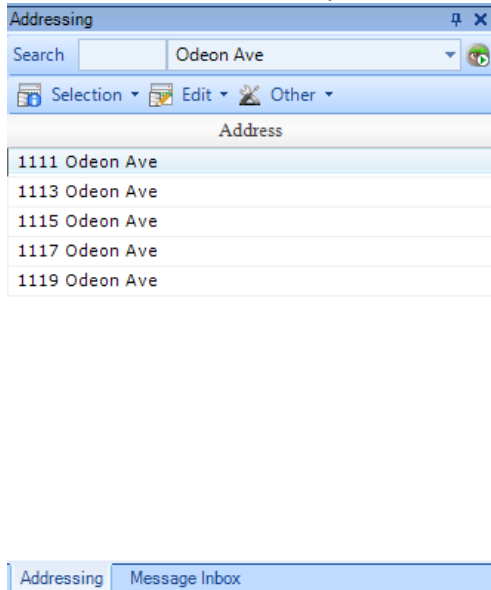
1.3 Street Exists, Vacant Lot – Details on What to Do

A. **An application or complaint is being made about a vacant lot.** (In the scenario below, I describe what to do about 1276801 Odeon Ave. – a property that does not have an address in LAMA, and has a strange number in the Assessor’s records that indicates it is a vacant lot.)

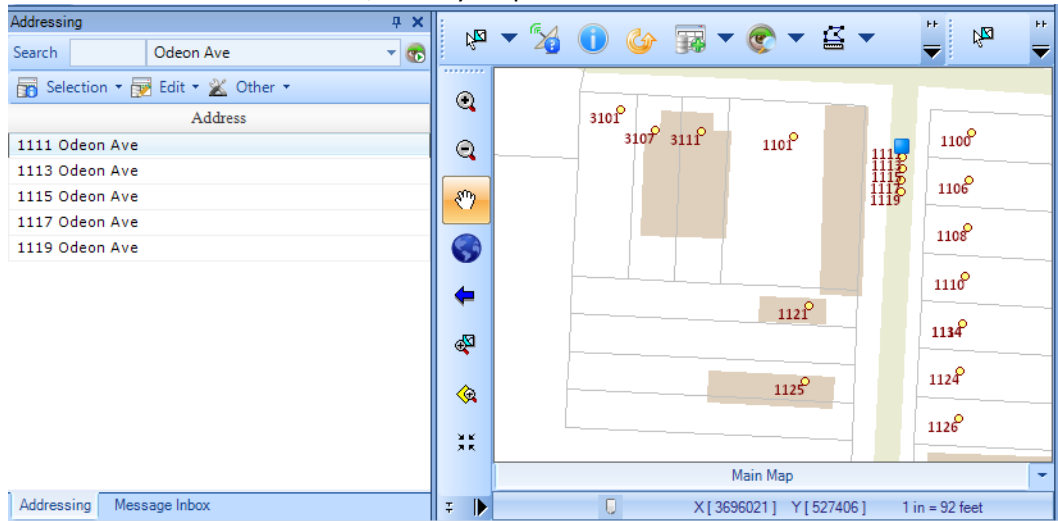
1. When I search for the address, none are returned.



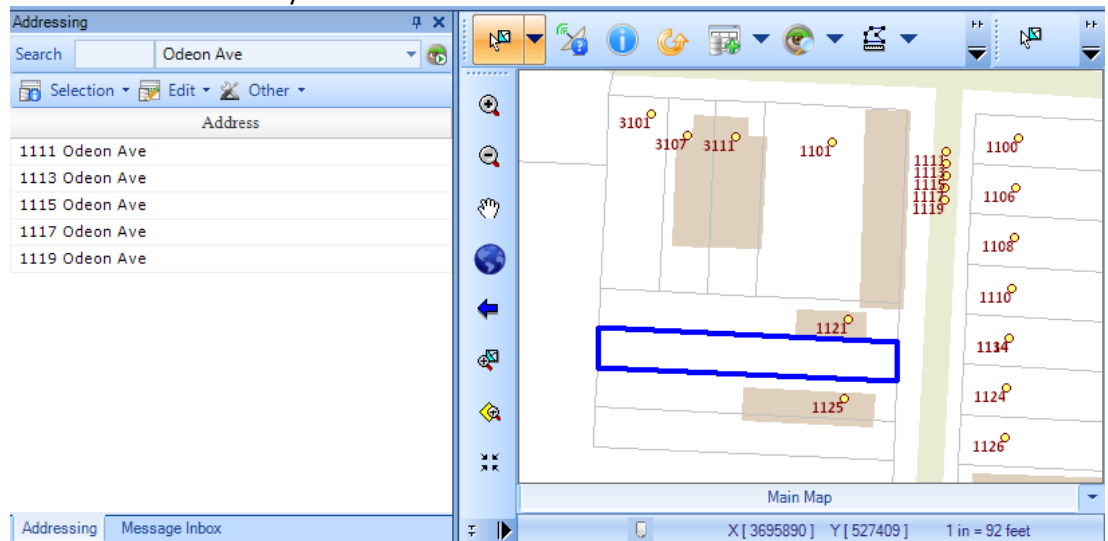
2. So, I search for the street name only.



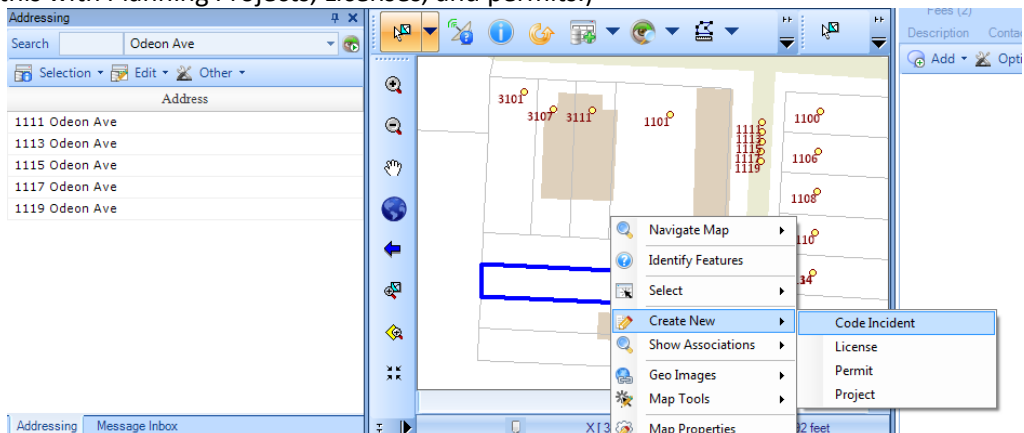
3. I click on one of the Odeon St. Address, and my map zooms to that street.



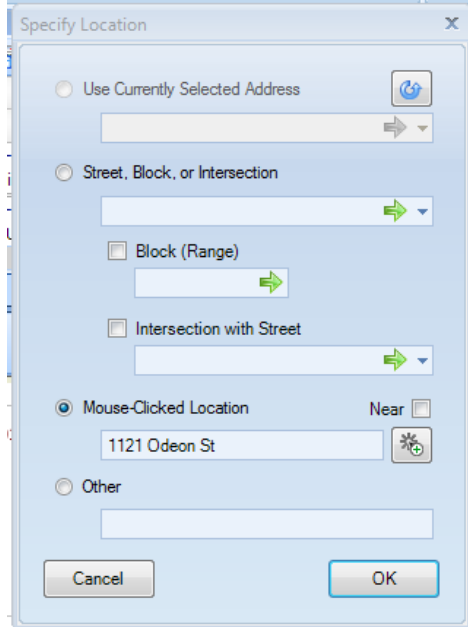
4. Based on information from the complainant or my inspector, I will select the vacant parcel that matches the location that they describe.



5. Once I've selected the parcel, I'll right click on the parcel to create a new code incident. (You can also do this with Planning Projects, Licenses, and permits.)



- You will be asked to specify a location in the next screen that appears. It defaults to “Mouse-Clicked Location.” Choose OK.

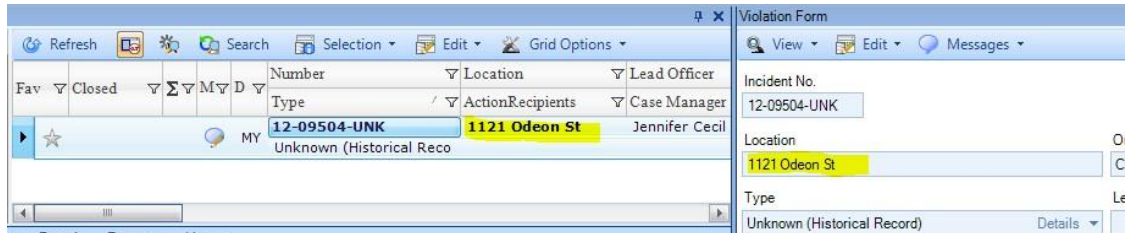


The "Specify Location" dialog box has the following options:

- Use Currently Selected Address
- Street, Block, or Intersection
 - Block (Range)
 - Intersection with Street
- Mouse-Clicked Location (Near)
- Other

The "Mouse-Clicked Location" option is selected, and the address field contains "1121 Odeon St".

- Complete the normal permit, license, planning project, or violation creation process that you use. Once the application is created and appears in the grid and the form, it will show up with the incorrect address.



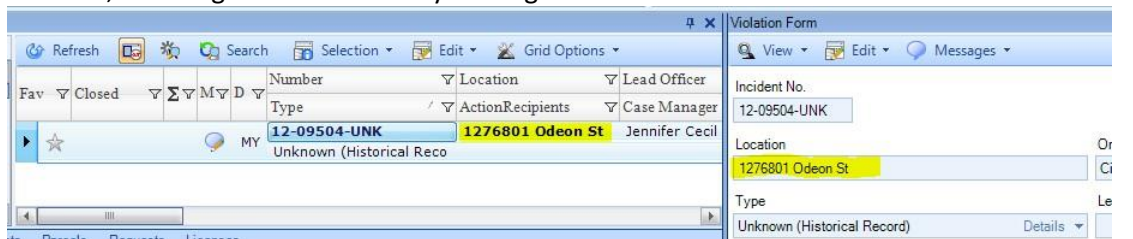
The screenshot shows a grid with the following data:

Fav	Closed	Σ	M	D	Number	Location	Lead Officer
★					12-09504-UNK	1121 Odeon St	Jennifer Cecil
					Unknown (Historical Reco)		

The "Violation Form" on the right shows:

- Incident No.: 12-09504-UNK
- Location: 1121 Odeon St
- Type: Unknown (Historical Record)

- I can now change the address within the form and flag it for GIS to create a point for 1276801 Odeon Ave. First, I'll change it on the form by clicking into the box called “Address.”



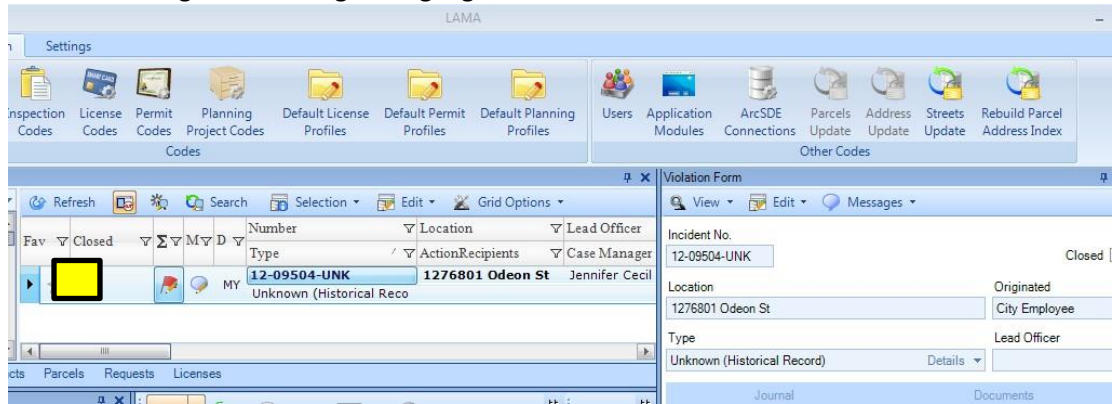
The screenshot shows the same grid and form, but with the address updated:

Fav	Closed	Σ	M	D	Number	Location	Lead Officer
★					12-09504-UNK	1276801 Odeon St	Jennifer Cecil
					Unknown (Historical Reco)		

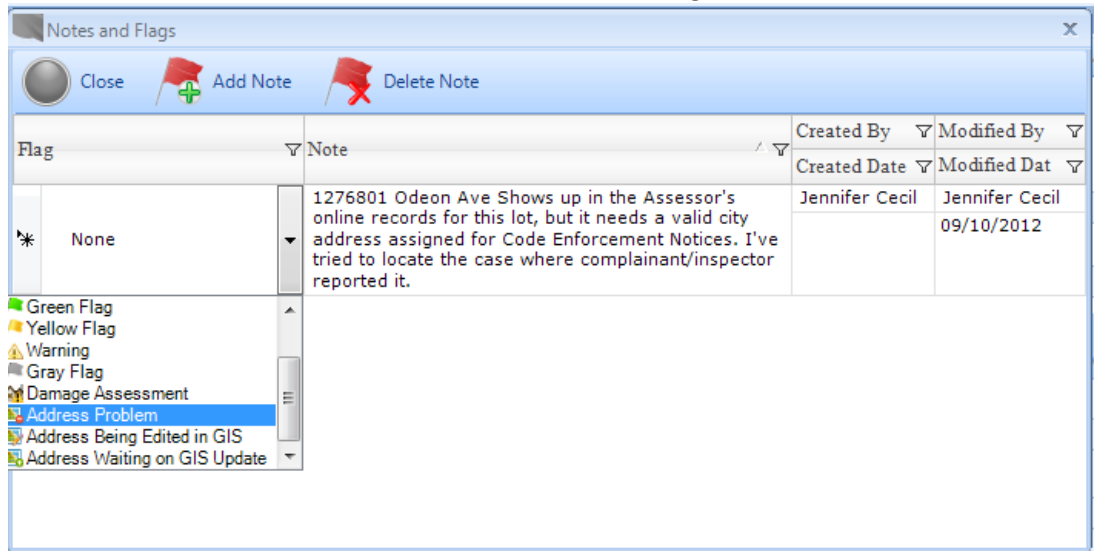
The "Violation Form" on the right shows:

- Incident No.: 12-09504-UNK
- Location: 1276801 Odeon St
- Type: Unknown (Historical Record)

9. Next, I'll click in the flag area of the grid. Highlighted in Yellow and Outlined in Black below.

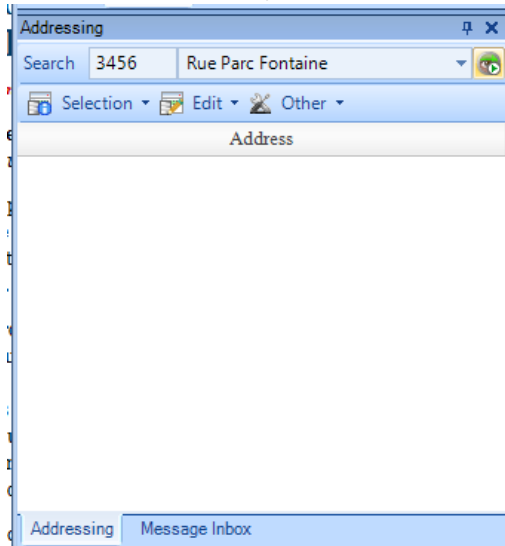


10. This will cause a Notes and Flags box to appear. I will click on "Add Note", choose the Flag Called "Address Problem", and write a short note about the addressing issue for GIS.

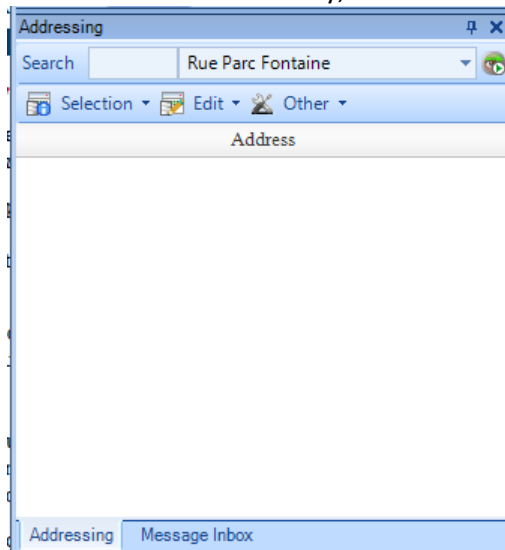



1.4 Street Does Not Exist – Details on What to Do

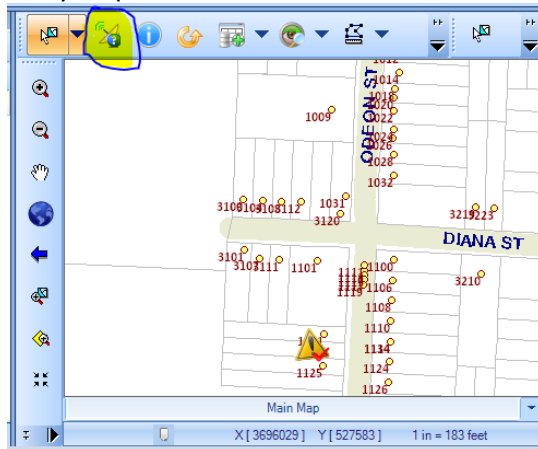
- A. **An application or complaint is being made about street that doesn't show up.** (In the scenario below, I describe what to do about Rue Parc Fontaine – A street which has no address points associated with it, which is why it does not appear when you do an address search.)
1. When I search for the address, none are returned.



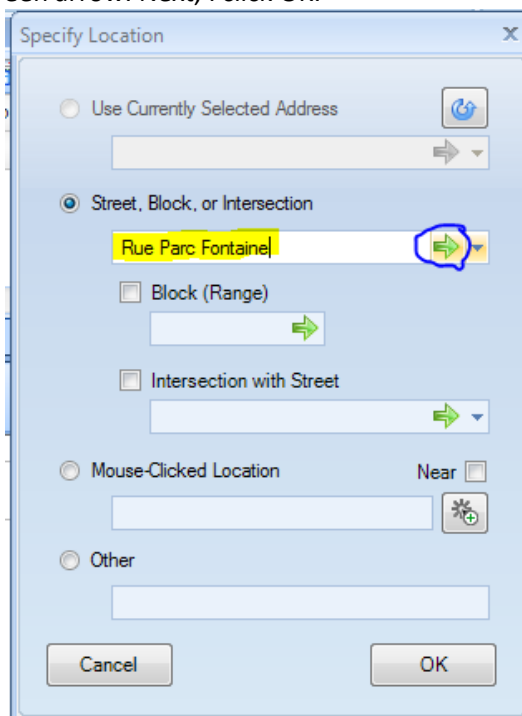
2. So, I search for the street name only, but still nothing is returned.



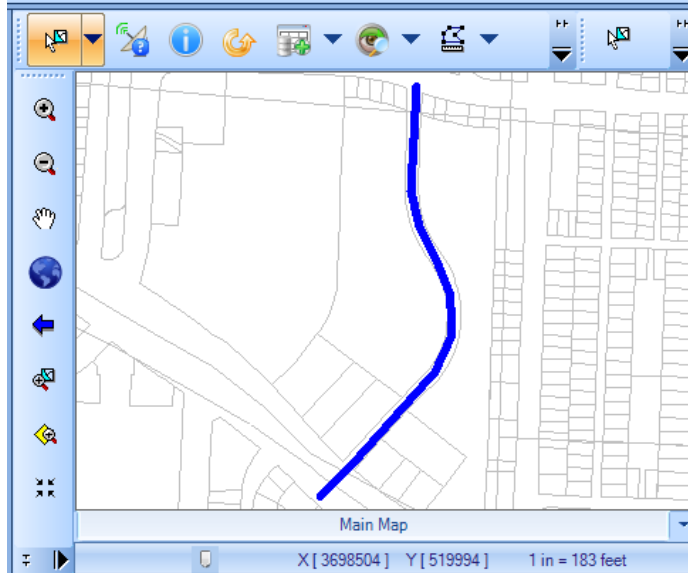
3. So, I go to my map and click on the location finder  button.



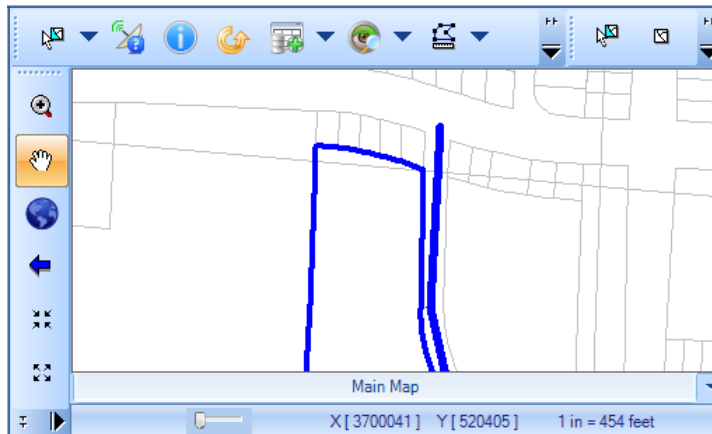
4. I click the button for “Street, Block, or Intersection” and enter Rue Parc Fontaine. Then I click on the green arrow. Next, I click OK.



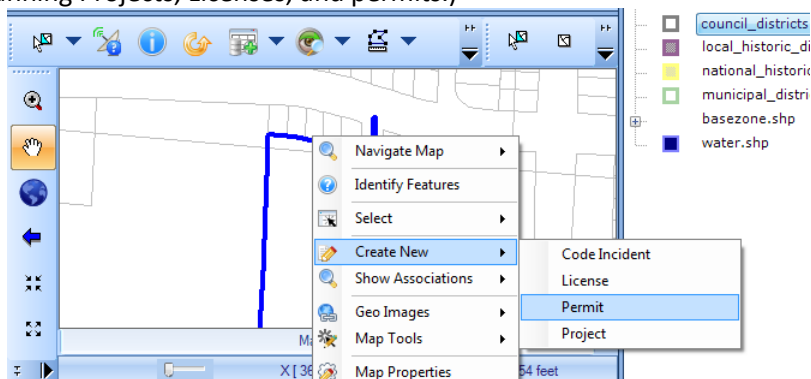
5. This zooms map in on the street. Now I can see what the problem is. Rue Parc Fontaine appears to have not been divided in to parcels yet.



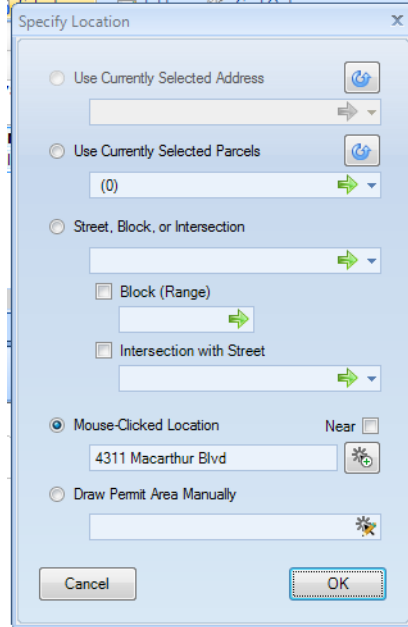
6. I then zoom in closer on the area where I want to locate my case. And use my Selector tool to choose one of the big pieces of land where I think my permit needs to be located.



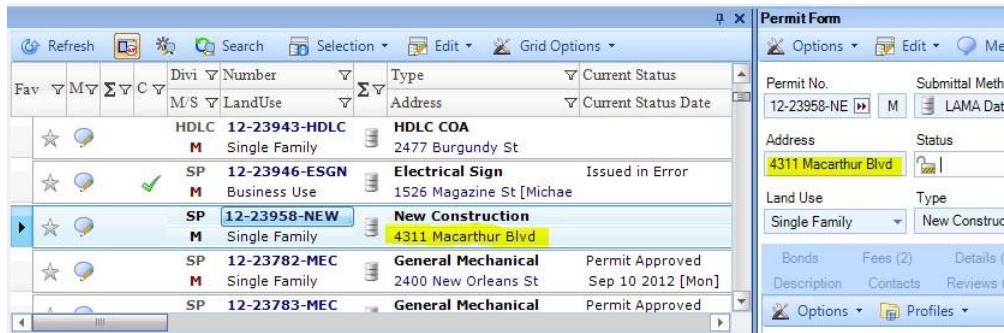
7. Once I've selected the parcel, I'll right click on the parcel to create a permit. (You can also do this with Planning Projects, Licenses, and permits.)



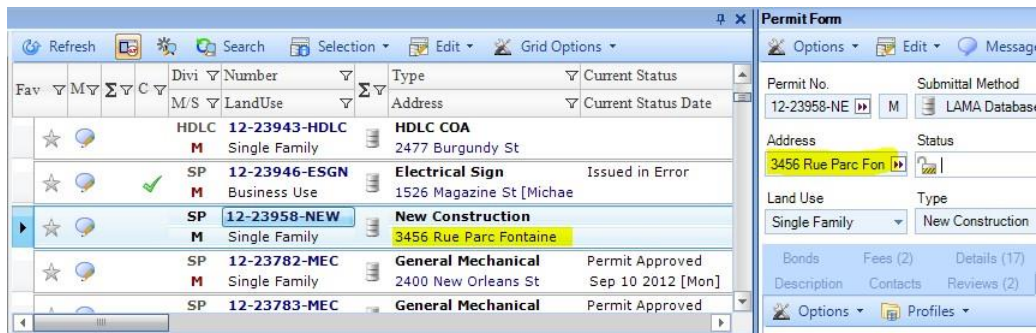
- You will be asked to specify a location in the next screen that appears. It defaults to “Mouse-Clicked Location.” Choose OK.



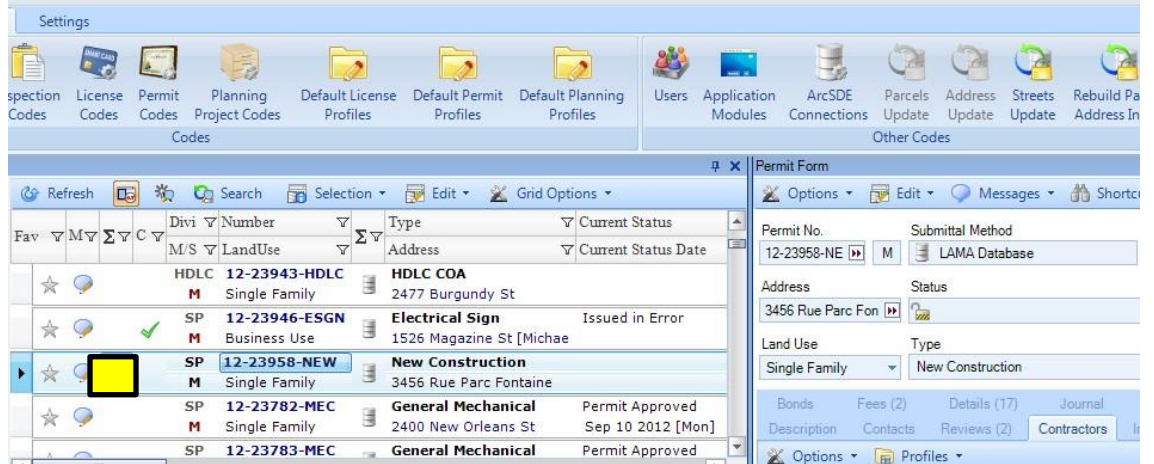
- Complete the normal permit, license, planning project, or violation creation process that you use. Once the application is created and appears in the grid and the form, it will show up with the incorrect address.



- I can now change the address within the form and flag it for GIS to create a point for 1276801 Odeon Ave. First, I'll change it on the form by clicking into the box called “Address.”



11. Next, I'll click in the flag area of the grid. Highlighted in Yellow and Outlined in Black below.



12. This will cause a Notes and Flags box to appear. I will click on "Add Note", choose the Flag Called "Address Problem", and write a short note about the addressing issue for GIS.

