

## Section

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§ 150A.01 PURPOSE OF UNIFORM ADDRESSING SYSTEM.

This chapter is adopted for the purpose of providing a uniform addressing system for the assignment of address numbers to buildings and structures located on or with access from officially named public and private streets and ways in the city, in the interest of the public health, safety and general welfare of the citizens and inhabitants of the city.  
(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04)

§ 150A.02 DEFINITIONS.

For the purpose of this chapter, the following terms, phrases, words, and their derivations shall have the meaning given herein, unless the context clearly indicates otherwise:

**"ACCESSORY BUILDING."** A building which is clearly incidental or subordinate to and customarily utilized adjacent to and in connection with a principal building located on the same lot.

**"BUILDING FRONT OR FACADE."** The main entrance or access of the building where numbers properly posted would be visible from a public or private street to which the building is numbered. When a building is constructed on a corner lot, the building front shall be that area of the building that is the main public egress. By way of example, if a building is on the corner lot of street "A" and street "B," and architecturally appears to be fronting street "A," but the side of the building that has the primary entrance or access faces street "B," then the building will be addressed to street "B." The front of the building for addressing purposes will be determined by the city's public safety departments and the Seminole County Addressing Coordinator.

**"BUILDING ADDRESSING MAPS."** A master set of maps which, in conjunction with approved plats and site plans, details the existing street names and numbering scheme and the projected street name and numbering scheme within Seminole County.

**"E-9-1-1 COORDINATOR."** That person designated by the City Manager to assist Seminole County in designing, implementing and maintaining an emergency telephone

response system which involves the expeditious response of public safety, police and other services resulting from such emergency telephone system.

**"GRID SYSTEM GUIDE."** A series of designated north/south parallel lines intersecting a second set of east/west parallel lines, as indicated on the official "master grid maps", currently delineated on a 1:2000 map of Seminole County.

**"NONCONFORMANCE."** Any failure to comply with the provisions of this chapter including, but not limited to by way of example: a number out of sequence, odd or even number on wrong side of street, rural box numbers, numbers improperly affixed, numbers illegible, numbers unclear, numbers obstructed, numbers not visible, numbers not present, numbers of improper size, numbers not in contrast with immediate background, weather-worn numbers, wrong numbers, and non-approved numbers.

**"OCCUPANT."** Any person, firm, entity, partnership, trust, corporation, association, or other organization who is occupying or leasing a building or other property.

**"OWNER."** Any and all persons, firms, entities, partnerships, trust, corporation, associations, or other interest in, any building or property which is subject to the provisions of this chapter.

**"PRINCIPAL BUILDING."** Any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, animals, or property of any kind for any residential, commercial, or industrial purpose.

**"PRIVATE WAY."** Any street, road, avenue, drive, cul-de-sac or other thoroughfare used for vehicular traffic and any easement or right-of-way that provides sole access to more than one parcel or lot which is not included in the definition of **"PUBLIC WAY"** and which is not maintained by Seminole County, the City of Lake Mary or the Florida Department of Transportation. This term shall include, but is not limited to roadways or driveways in mobile home parks, apartments, condominiums, and commercial or industrial complexes, which have been named and signed in accordance with the comprehensive plan of this city.

**"PROJECTED STREET NAME AND NUMBERING SCHEME."** All approved site plans and plats, including amendments thereto, which contain projected street names and addresses although no construction or development has occurred on the projected street.

**"PUBLIC WAY."** Any area of a public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, and that has been dedicated to the City of Lake Mary, Seminole county or State of Florida for the purpose of vehicular traffic and for use as a thoroughfare for vehicular traffic whether accepted or not by the city, excluding, however, service entrances or driveways.

"UNIFORM ADDRESSING SYSTEM." A system by which existing buildings, units within buildings, projected lots and parcels for future buildings are assigned addresses in a coordinated and uniform method based on a designated grid system contained in the official master grid maps.  
(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04)

§ 150A.03 UNIFORM ADDRESSING SYSTEM ESTABLISHED; INCORPORATION OF MAP.

A uniform addressing system, as shown on the maps, identified by the title, "Address Master Maps", and filed in the office of the Seminole County Addressing Coordinator is hereby adopted for use in this city pursuant to an interlocal agreement on file with the Board of County Commissioners and this city. Upon adoption, the uniform addressing system maps and the grid maps and each amendment thereto shall be on file in the office of the City Clerk.  
(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04)

§ 150A.04 ADMINISTRATION AND ASSIGNMENT OF ADDRESSES.

(A) The Seminole County Addressing Coordinator has been assigned responsibility for coordinating and maintaining the numbering system by the Board of County Commissioners. The Coordinator shall assign building numbers and street names in conformity with the uniform addressing system, with the exception of areas identified in division (B). Charges for such assignments shall be made in accordance with a fee schedule duly adopted by resolution by the Board of County Commissioners.

(B) The city shall retain the authority to address a lot, parcel or building that is owned, leased or operated by the city.

(C) Should an existing building fail to conform with the uniform addressing system, the Seminole County Addressing Coordinator will give notice to those owners or occupants whose building number is in nonconformity. The notice will be delivered to the owner or occupant by certified mail, return receipt requested, by posting the same in a conspicuous place on the property or by hand delivery. The notice may include a notification of a change of address which shall contain the new building number(s) assigned to the building in accordance with the uniform addressing system and shall direct the owner or the occupant to post the newly assigned building number on the building or property in accordance with the provisions of the uniform addressing system. The owners or occupants shall have 30 days from receipt of the notice sent by certified mail, from the date of delivery, if delivered by hand, or from the date of posting, if the notice is posted on the property, to come into compliance.

(D) Assignment by the Seminole County Addressing Coordinator of a number to a lot or parcel on which a projected future

building may be constructed shall be a condition precedent to the issuance of a Building Permit for any such building.  
(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04) Penalty, see § 150A.99

§ 150A.05 POSTING OF NUMBERS.

All buildings within the municipal limits of the city shall have its assigned building number properly displayed in accordance with the provisions of this chapter and the Florida Fire Prevention Code, whether or not mail is delivered to such building or property. It shall be the duty of the owners and occupants of each building in the city to post the assigned building number on the property in conformity with this chapter as follows:

(A) The building address number shall be permanently affixed to the building front or facade as defined herein, or to a separate structure such as a mailbox, post, wall, fence, or other visible and commonly used area, in such a manner as to be clearly visible and legible and without obstruction from the public or private way on which the building fronts.

(B) The location of the affixed numbers shall not cause confusion as to which property they are assigned to when not posted directly on the principal building.

(C) The numerals shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed and shall not be less than three inches in height for residential buildings, structures or portions thereof, and at least six inches in height for all other buildings, structures or portions thereof.

(D) Numerals shall be made of a durable weather-resistant material.  
(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04) Penalty, see § 150A.99

§ 150A.06 MUNICIPAL ANNEXATION.

Whenever a parcel of land, a subdivision, or any part thereof, becomes part of the municipal limits of this city, by annexation, the Seminole County Addressing Coordinator will review the address numbers of such property and determine whether such numbers, their posting, and the method of numbering for such annexed portion conforms to the designated grid system and the uniform building addressing system within 30 days of such annexation.  
(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04)

§ 150A.07 ADDRESS CHANGES.

(A) If the number, posting, or method of numbering a building is in nonconformance with Seminole County's grid system and uniform addressing system after a municipal annexation, the Seminole County Addressing Coordinator will give notice of the nonconformance to the owners or occupants of the affected building or property.

(B) The notice shall be delivered by certified mail, return receipt requested; by posting the notice in a conspicuous place on the building; or by hand delivery.

(C) The notice shall include a notification or a change of address which shall contain the correct or new building number(s) assigned to the building or property in accordance with the provisions of this chapter and the date of notification.

(D) The notice shall direct the owner or the occupant to post the newly assigned building number(s) contained in the change of address on the building or property in accordance with this chapter.

(E) The notice shall notify the owner or occupant that, if he or she disagrees with the determination of the Seminole County Addressing Coordinator, an appeal may be taken regarding the determination made. The Deputy County Manager or his or her functional successor shall hear such appeals.

(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04) Penalty, see § 150A.99

§ 150A.99 PENALTY.

(A) Any person, firm, entity, partnership, trust, corporation, association, or other organization failing to comply with the provision of this chapter shall be punished as provided by general law.

(B) The City Code Enforcement Board shall have jurisdiction over violations of this chapter. Proceedings before the Code Enforcement Board shall be governed by its rules and procedures.

(Ord. 491, passed 3-1-90; Am. Ord. 1119, passed 2-5-04)