

ORDINANCE NO. 769

AN ORDINANCE OF THE CITY OF LONGWOOD, FLORIDA, ESTABLISHING A UNIFORM BUILDING NUMBERING SYSTEM; PROVIDING FOR PURPOSE OF UNIFORM BUILDING NUMBERING SYSTEM; PROVIDING FOR DEFINITIONS; PROVIDING FOR POSTING OF REQUIRED BUILDING NUMBERS; PROVIDING A RIGHT OF APPEAL; PROVIDING FOR PENALTIES; GRANTING CITY CODES ENFORCEMENT BOARD JURISDICTION; PROVIDING FOR INCLUSION IN CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY, CONFLICTS AND EFFECTIVE DATE

WHEREAS, there is a need for uniformity in building numbers in Longwood, Florida; and

WHEREAS, the "E-9-1-1 Emergency Number System" is intricately intertwined, related to and dependent upon a uniform building numbering system; and

WHEREAS, the Standard Fire Prevention Code, adopted by the City, provides that "approved numbers or addresses shall be provided for all new and existing buildings so that the numbers or address is plainly legible from the street or roadway"; and

WHEREAS, the City and Seminole County have consulted and the City has obtained Seminole County's concurrence and guidance as to the E-9-1-1 and uniform street naming and numbering system; and

WHEREAS, an "E-9-1-1 Emergency Number System" would serve to promote, protect and improve the health, safety and welfare of the citizens of Longwood, Florida; and

WHEREAS, a uniform system of street naming and numbering would facilitate and enhance the smooth operation of an "E-9-1-1 Emergency Number System;" and

WHEREAS, it is a necessity that certain information within the purview of the City be transmitted to Seminole County in order to institute, implement and maintain an effective Emergency Number System throughout Seminole County, Florida; and

WHEREAS, the City Commission of the City of Longwood, Florida, has determined that it is in the best interest of the public health, safety and well being of the citizens of Longwood, Florida, to establish and implement a uniform street naming and numbering system in Longwood, Florida, so that every building in Longwood, Florida, shall have a numbered address.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF LONGWOOD, FLORIDA, AS FOLLOWS:

SECTION 1: Purpose of Uniform Numbering System.

This Ordinance is adopted for the purpose of providing a Uniform Building Numbering 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 Longwood, Florida, in the interest of the public health, safety and general welfare of the citizens and inhabitants of Longwood, Florida.

SECTION 2: Definitions.

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

(a) 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.

(b) Principal Building: Any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, animals, chattels or property of any kind for any residential, commercial, or industrial purpose.

(c) Building Front or Facade: That area or facade of a building which has visible numbers from a public or private street or way because it faces the public or private street or way pursuant to which the building is numbered. When a building is constructed on a corner lot, the building front or facade shall be that area of the building which faces the street on which a projected address was assigned or, in the event a projected address has not been assigned, the area so designated by the Planning Department of Seminole County.

(d) Building Numbering 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. Said maps, in addition to the plats and site plans, being currently designated the one inch to 400 feet legal section maps.

(e) E-9-1-1 Coordinator: That person designated by the City Administrator to assist Seminole County in designing, implementing and maintaining an emergency telephone response system which involve the expeditious response of public safety, police and other services resulting from such emergency telephone system.

(f) 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.

(g) Non-Conformance: Any failure to comply with the provisions of this Ordinance 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, weatherworn numbers, wrong numbers, and non-approved numbers.

(h) Uniform Building Numbering System. A system by which existing buildings and 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.

(i) Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization who is occupying or leasing a building or other property for a period exceeding thirty (30) days.

(j) Owner: Any and all persons, firms, entities, partnerships, trusts, corporation, associations, or other interest in, any building or property which is subject to the provisions of this Ordinance.

(k) 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 Longwood or the Florida Department of Transportation. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartments, condominiums, commercial or industrial complexes, which have been named and signed in accordance with the Comprehensive Plan of the City

(l) 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.

(m) 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 Longwood, 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 of Longwood, excluding, however, service entrances or driveways.

Section 3: Uniform Building Numbering System Established;
incorporation of Map.

A Uniform Building Numbering System, as shown on the maps, identified by the title, "Building Numbering Maps", and filed in the Office of the Seminole County Planning Department is hereby adopted for use in the City of Longwood pursuant to an interlocal agreement on file with the Board of County Commissioners and the City of Longwood. Upon adoption, the Uniform Building Numbering System Maps and the grid maps and each amendment thereto shall be on file in the office of the City Clerk.

Section 4: Administration and Assignment of Numbers.

(a) The Seminole County Planning Department has been assigned responsibility for coordinating and maintaining the numbering system by the Board of County Commissioners. Said Department shall assign building numbers in conformity with the Uniform Building Numbering System. Charges for such assignments shall be made in accordance with a fee schedule duly adopted by resolution by the Board of County Commissioners.

(b) Should an existing building fail to conform with the uniform numbering system, the Seminole County Planning Department will give notice to those owners or occupants whose building number is in non-conformity with the Uniform Building Numbering System. Said notice will be delivered to the owner or occupant by certified mail, return receipt requested, by posting same in a conspicuous place on the property or by hand delivery. Said 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 Building Numbering System and shall direct the owner or the

occupant to post the newly assigned building number on said building or property in accordance with the provisions of the Uniform Building Numbering System. The owners or occupants shall have thirty (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 such notice is posted on the property, to come into compliance.

(c) Assignment by the Seminole County Planning Department of the assigned 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.

Section 5. Posting of Numbers.

All buildings within the municipal limits of Longwood, Florida, shall have its assigned building number properly displayed in accordance with the provisions of this ordinance, 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 of Longwood, Florida, to post the assigned building number on the property in conformity with this Ordinance 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 so as to be clearly visible and legible and without obstruction from the public or private way on which the building fronts.

(b) Any numbers which are not clearly visible and legible from the public or private way shall not be used.

(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 be not less than three inches (3") in height and one-half inch (1/2") in width.

(d) Numerals shall be made of a durable weather resistant material.

Section 6. Municipal Annexation.

Whenever a parcel of land, a subdivision, or any part thereof, becomes part of the municipal limits of the City of Longwood, Florida, by annexation, the Seminole County Planning Department will review the address numbers of such property and determine whether such numbers, their posting, and the method of numbering for such annexed portion

conform to the designated grid system and the Uniform Building Numbering System within thirty (30) days of such annexation.

Section 7. Address Changes.

(a) If the number, posting, or method of numbering a building is in non-conformance with Seminole County's grid system and Uniform Building Numbering System after a municipal annexation, the Seminole County Planning Department will give notice of such non-conformance to the owners or occupants of the affected building or property.

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

(c) Said 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 Ordinance and the date of notification.

(d) Said notice shall direct the owner or the occupant to post the newly assigned building number(s) contained in the change of address on said building or property in accordance with this Ordinance.

(e) Said notice shall notify the owner or occupant that, if he or she disagrees with the determination of the Seminole County Planning Department, an appeal may be taken regarding the determination made. The Deputy County Administrator/County Development or his functional successor shall hear such appeals.

Section 8. Penalties.

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

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

Section 9. Codification.

It is the intention of the City Commission of the City of Longwood, Florida, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances and the word ordinance may be changed to section, article, or other appropriate word or phrase and the sections of this Ordinance may be renumbered or relettered to accomplish such intention; providing however that Sections 9, 10, 11 and 12 shall not be codified.

Section 10. Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

Section 11. Conflicts. All ordinances or parts thereof in conflict herewith, be and the same are hereby repealed.

Section 12: Effective Date.

This Ordinance shall take effect on October 1, 1986.

FIRST READING: August 18, 1986

SECOND READING: September 8, 1986

PASSED AND ADOPTED THIS 8th DAY OF September A.D. 1986

Lucy Goldberger
Mayor, City of Longwood, Florida

ATTEST

[Signature]
City Clerk

APPROVED AS TO FORM AND LEGALITY
for the use and reliance of the
City of Longwood, Florida, only.

[Signature]
ANN E. COLBY
CITY ATTORNEY
LONGWOOD, FLORIDA