

ORDINANCE

AN ORDINANCE REPEALING CHAPTER 90, "UNIFORM BUILDING NUMBERING SYSTEM," OF THE LAND DEVELOPMENT CODE OF SEMINOLE COUNTY AND CREATING A NEW CHAPTER 90, "UNIFORM ADDRESSING SYSTEM" IN THE LAND DEVELOPMENT CODE OF SEMINOLE COUNTY PROVIDING FOR PURPOSE OF NEW ADDRESS SYSTEM; PROVIDING FOR DEFINITIONS, PROVIDING FOR INCORPORATION OF MAPS; PROVIDING FOR ADMINISTRATION OF THE UNIFORM ADDRESS SYSTEM; PROVIDING FOR BUILDING UNIT NUMBERING, PROVIDING FOR CHANGING THE NAME OF A STREET; PROVIDING FOR POSTING STREET SIGNS, PROVIDING FOR SUBDIVISIONS, PLAZAS AND BUILDING NAMES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, there is a need for uniformity in building numbers and street names in Seminole County; and

WHEREAS, the "E 9-1-1 Emergency Number System" is intricately intertwined, related to, and dependent upon a Uniform Addressing System; and

WHEREAS, the Standard Fire Prevention Code, adopted by Seminole County, 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, Seminole County recognizes that readily locating and finding the proper location is vital to providing police, fire or medical emergency services; and

WHEREAS, Seminole County and the municipalities within Seminole County have consulted, and Seminole County has obtained the municipalities' concurrence and guidance as to the E 9-1-1 and uniform street naming and numbering systems; 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 Seminole County, 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 municipalities be transmitted to the E 9-1-1 Office in order to manage an effective Emergency Number System throughout Seminole County, Florida; and

WHEREAS, Seminole County recognizes that duplication and similarity of street names adds to confusion and delay in emergency response; and

WHEREAS, Seminole County is continuing to grow and develop with homes, streets, and building; and

WHEREAS, the Board of County Commissioners of Seminole County has determined that it is in the best interest of the public health, safety and well being of the citizens of Seminole County to utilize and enforce a uniform street naming and numbering system, so that every building in Seminole County shall have a uniquely numbered address; and

WHEREAS, the Board of County Commissioners of Seminole County now desires to replace the current language of Ordinance 86-5 of the Seminole County Code, and set forth new language to meet the growing needs of Seminole County.

WHEREAS, the Economic Impact Statement has been appropriately prepared and made available for public review in agreement with the provisions of the Seminole County Home Rule Charter,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Repeal of Chapter 90, Land Development Code of Seminole County.

Chapter 90, "Uniform Building Number System" of the Land Development Code of Seminole County is hereby repealed.

Section 2. A new Chapter 90, of the Land Development Code of Seminole County, "Uniform Address System," is hereby created to read as follows:

## Chapter 90

### UNIFORM BUILDING NUMBERING SYSTEM

#### Sec. 90.1 Purpose of Uniform Addressing System

(a) This Chapter is adopted for the purpose of providing a Uniform Addressing System for the assignment of street names and address numbers to buildings and structures located on or with access from officially named public and private streets in Seminole County, Florida. Streets named and numbered prior to the adoption of this Chapter which do not conform to the standards set forth first in this Chapter will not be changed except when the Addressing Coordinator receives documented notification from the Emergency Communications/E 9-1-1 Division, the Sheriff's Office, Public Safety Fire/Rescue, the Post Office or any other government agency that they are unable to locate said address for reasons such as, but not limited to: an address or unit/suite number out of sequence, odd or even number on wrong side of street, rural box numbers, numbers improperly affixed, illegible, unclear, obstructed, not visible, unapproved numbers, unapproved street signs, street names that are duplicates or sound alike, street suffixes that do not properly describe the thoroughfare as built, and subdivisions, apartments, shopping centers, mobile home parks, condominium, warehouses, commercial office buildings, single family residences, duplexes, or other communities of buildings whose names are similar to existing names or when Emergency Service Providers believe any normal response time is impaired or may be impaired due to a conflict in the street naming or numbering.

(b) When the Addressing Coordinator obtains or is presented with proper documentation relating to a discrepancy that could cause a delay or interfere with providing emergency assistance, the Addressing Coordinator will notify the property owner/occupant, as applicable, of the discrepancy and of actions the property owner/occupant must take to come into compliance. Said notice shall be delivered to the owner/occupant by one of the following:

- (1) Certified mail, return receipt requested.
- (2) Posting same in a conspicuous place on the property.
- (3) Hand delivery.

The owner and/or occupant will have 30 days to comply.

(c) If the property owner/developer disagrees with the determination of the Addressing Coordinator, an appeal may be taken regarding the determination made. The Deputy County Manager shall hear such appeals.

#### Sec.90.2 Definitions

(a) 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:

Address: Consists of an identifying number, street name, and street designator for the purpose of identifying a specific geographic location. In the event of multi-tenant structures, each unit may also be identified by a secondary number.

(b) Accessory Building: A building that is clearly incidental or subordinate to and customarily utilized adjacent to and in connection with a principal building located on the same property.

(c) 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.

(d) Building Front: The main egress (e.g., 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 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 Addressing Coordinator with input offered by various public safety departments.

(e) Egress: Refers to egress and ingress as defined in the Standard Fire Prevention Code. Generally, ingress and egress mean going in and going out.

(f) Address Master Maps: A master set of maps which, in conjunction with approved plats and site plans, details the existing street name and numbering scheme and the projected street name and numbering scheme within Seminole County.

(g) E 9-1-1 Office: The office designated by the County Manager to design and manage an emergency response system which promotes the expeditious response of police, fire, medical, and other services resulting from such Emergency Telephone System.

(h) 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.

(i) Non-conformance: Any failure to comply with the provisions of this Chapter including, but not limited to, by way of example: an address or unit/suite number out of sequence, odd or even number on wrong side of street, rural box numbers, numbers improperly affixed illegible, unclear, obstructed, not visible, unapproved numbers, street names that are duplicates or sound alike, street suffixes that do not properly describe the thoroughfare as built, and subdivisions, apartments, shopping centers, mobile home parks, condominiums, warehouses, commercial office buildings, single family residences,

duplexes, or other communities of buildings whose names are similar to existing names.

(j) Uniform Addressing System: A system by which existing buildings, groups of buildings, units within buildings, and lots and parcels projected for future buildings are assigned addresses in a coordinated and uniform method based upon a designated numbering grid system contained in the official master grid maps and clear and concise street names as recorded in the Address Master Maps and the E 9-1-1 Master Street Address Guide.

(k) Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization that is occupying or leasing a structure or other property.

(l) Owner: Any and all persons, firms, entities, partnerships, trusts, corporations, associations, or other organizations, which own the fee title to, or have an undivided interest in, any building or property which is subject to the provisions of this Chapter.

(m) Public Way: Any area of a right-of-way, either paved or unpaved, that has been dedicated to Seminole County for use as a street for vehicular traffic whether accepted or not by Seminole County, excluding, service entrances or driveways.

(n) Private Way: Any street, road, avenue, drive, cul de sac or other thoroughfare used for vehicular traffic and any easement 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. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartments, condominiums, commercial or industrial complexes.

(o) Street Name: A unique name that identifies a street exclusive of the designator, e.g. Spinnaker.

(p) Street Designator: The suffix following the street name that describes the street layout as follows:

1. Boulevard or Parkway: A major thoroughfare in excess of 5000 feet with a divided median.

2. Drive: A winding main thoroughfare (at least 2500 feet) extending the length of a subdivision or complex which continues through to other rights-of-way.

3. Court, Cove or Point: Dead end streets or cul de sacs.

4. Place: A street with a cul de sac on each end. A dead end street with at least one intersecting cul de sac.

5. Lane or Way: A street that connects one street to another in a subdivision or complex.

6. Circle: A street that returns to itself.

7. Loop: A street that begins and ends at the same cross street, such as a semi circle.

8. Terrace: A street that loops back onto itself without forming a full circle.

9. Trail or Run: A street located in a rural area, that generally dead ends and is at least 1200 feet in length.

(q) 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.

#### Sec. 90.3 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 (hereafter called 'the maps') is hereby adopted for use in the unincorporated areas of Seminole County. The Addressing Coordinator shall coordinate all activities relating to the system and maps with the E 9-1-1 Office. The current version of these maps, the electronic data used to create the maps, and all explanatory matter thereon and related thereto are hereby adopted, incorporated herein by reference, and made a part of this Ordinance. The maps shall have existing street naming and assigned numbering scheme thereon. The maps shall include or have reference to existing site plans and plats that have been approved and amendments thereto. The maps shall be made reasonably accessible to the public

during normal business hours. Each approved plat and each amendment thereto shall be filed in the Office of the Clerk of the Circuit Court. The Uniform Addressing System and the maps may be adopted for use in any municipality in Seminole County pursuant to an interlocal agreement. Any such interlocal agreement shall be filed in the Official Records of the Board of County Commissioners and in the Official Records of each city that is a party to such interlocal agreement. Upon adoption by a city, the current version of the maps shall be provided on paper copy or on an acceptable electronic media format by each party of the interlocal to every other party of the interlocal as changes or made or, at a minimum, on a quarterly basis.

**Sec. 90.4 Administration of the Uniform Addressing System**

(a) The Seminole County Addressing Coordinator shall be responsible for coordinating and maintaining the addressing system established by this Ordinance. Said Coordinator shall assign numbers, approve street names and designations in conformity with the sections following. Charges for such assignments shall be made in accordance with the fee schedule duly adopted by resolution of the Board of County Commissioners.

(b) Should an existing building, unit, or group of buildings fail to conform with the Uniform Addressing System, the Addressing Coordinator shall give notice to those owners or occupants whose address is in non-conformity with the Uniform Addressing System. Said notice shall be delivered to the owner or occupant by one of the following:

1. Certified mail, return receipt requested.
2. Posting same in a conspicuous place on the property.
3. 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 provisions of this Ordinance. Said notice shall direct the owner or the occupant to post the newly assigned building number on said building or property in accordance with Section 90.5 of

this Chapter. The owners or occupants shall have thirty (30) days from receipt of the notice to come into compliance with this Chapter. 'Receipt' is defined as one of the following: If sent certified mail, the date of postal delivery; if posted, the date posted on the property; if hand delivered, the date it was handed to the recipient.

(c) Assignment by the Addressing Coordinator of a number to a lot or parcel on which a building may be constructed shall be a condition precedent to the issuance of a Building Permit for any such building.

(d) In coordination with the E 9-1-1 Office, the Addressing Coordinator shall record and maintain records of all street names and numbers under this Chapter which have been assigned pursuant to this Ordinance and shall monitor same to insure that duplicate street names and numbers are prevented.

(e) When site plans include construction of new streets (either private or public), a list of all proposed street names shall be submitted to the Addressing Coordinator for review to conformance to the standards as listed in Section 90.6.

#### Sec. 90.5 Building and Unit Numbering

All residential and commercial buildings, principal and accessory (such as, but not limited to guest cottages, detached garages, stables, schools, churches) in unincorporated Seminole County, shall be issued an address by the Addressing Coordinator, and shall post that address including suite or unit numbers on or about their property in accordance with the following guidelines:

(a) All addresses shall contain whole numbers only. Alpha/numeric and fractional addresses shall not be permitted. Addresses shall be assigned by the Addressing Coordinator and shall be posted as follows:

1. Large commercial type occupancies which do not have all occupants directly fronting the appropriate street will be assigned a building address number in conjunction with suite numbers to identify individual occupants. Commercial buildings will be assigned four-digit

suite or unit numbers to be posted above all means of egress. Unit numbers shall be of contrasting colors so as to be readily identifiable. Unit numbers shall be a minimum of three inches (3") in height and one-half (1/2") in width.

2. Address numbers on buildings which are less than fifty (50) feet from the street or driving lane of the parking lot for plazas, multi-tenant or rear access shall affix numbers directly over the main egress door and all other means of egress. Address numbers shall contrast with the surrounding surface, be of durable material and a minimum of three inches (3") in height and one-half (1/2") in width.

3. Buildings which are over fifty (50) feet from the street shall be required to use five (5) inch or larger numbers. All numbers are to be clearly seen from the right-of-way, and shall be made of durable material and contrast with the surrounding surface.

4. For plazas or other such commercial occupancies with multiple addresses, the range of addresses shall also be posted on the main plaza or occupancy sign readily viewed from the street from both directions.

5. If the main entrance of the building is not readily visible from the street, numbers shall be posted at the entrance street or driveway to the building. Authorization may be acquired from the Addressing Coordinator in situations where these standards may not be appropriate. Any decisions made shall be based in the interest of emergency response.

6. Residential one or two family dwellings which are more than fifty (50) feet from street must also have the address numbers posted on both sides of a mailbox or addressing post located at the entrance to the property. If access is by way of a street different from the address assigned, numbers shall be posted on the addressed street. Signage containing the street name and address number shall be required at the entrance street in these cases.

(b) Subdivisions and condominiums will be pre-addressed within 14 working days after recording the plat in the public records.

Developers of commercial sites with multiple occupants or similar residential projects (apartments or condominiums) shall be required to coordinate individual addressing prior to issuance of any building permits. This can be accomplished by providing the Addressing Coordinator with a reproducible mylar of the site and building layout plan at least ten working days prior to the submission of building permit applications. This plan should include adjacent road names, entrance locations, and all possible occupant division lines for each floor.

(c) The Addressing Coordinator shall have the authority to deviate from these standards as necessary to ensure the safety of the general public.

#### Sec. 90.6 Standards for Naming Streets

(a) There shall be no duplication of street names.

(b) There shall be no numbers used as street names e.g., First Street.

(c) There shall be no punctuation in street names, e.g., O'Brien, Willow-the-Wisp.

(d) It is not permissible to differentiate the same name by a suffix such as street or avenue, e.g., Washington Street and Washington Avenue.

(e) There shall be no directionals used as street names, e.g., East Street.

(f) Street names that "sound alike" such as Peach and Beach and Lynwood and Linwood and Pinetree and Pine Tree shall not be permitted.

(g) A street running continuously in one direction will have one name only throughout its length.

(h) Street names, including spaces between words, prefix, and street designator should be no more than fifteen (15) spaces in length.

(i) No street shall be named for a person, living or dead, without the consent of the Board of County Commissioners.

(j) There will be no spaces between initials in street names, e.g., EFK Drive.

(k) Street names containing the word "and" shall not be permitted. An ampersand (&) will be used in street naming, e.g., Seek & Find Lane.

#### Sec. 90.7 Mandatory Private Street Naming

The following regulations are established for the mandatory naming of private streets providing access to multiple residences or commercial buildings which are remotely located from one another. Private streets shall be required to be named under the following conditions:

(a) If an easement (singular or multiple) is accessed from a public street or another private easement and occupied by two or more structures it constitutes a private street.

(b) When an unnamed private street is deemed by the Addressing Coordinator to require naming, notification is sent to abutting property owners. Notification shall include the parcel identification (ID) number and the private street/designation naming form.

(c) The private street naming form shall contain spaces for four (4) name suggestions to be provided by the property owners.

(d) Private street names will comply with standards set forth in Section 90.6.

(e) A street sign is required on all private streets. Seminole County's Traffic Engineering Department will erect the sign with the approved name.

(f) Unapproved street signs will not be erected within 20 feet of right-of-way. Non-conforming signs are subject to removal.

(g) When property owners fail to respond to or participate in the street naming procedure, the Addressing Coordinator, after due notice and a minimum of thirty (30) days, shall provide a name for the subject street without recourse to property owners.

#### Sec. 90.8 Changing the Name of a Street

When any Emergency Service Provider believes any normal response time is impaired or may be impaired due to a conflict in the street name database, a request will be submitted following the procedures as listed below.

(a) All requests to rename a street will be submitted in writing to the Addressing Coordinator. If the request is received from the public, the following must be completed:

1. A petition signed by a majority of the property owners abutting the street requesting the change.

2. An application fee as established by Board of County Commissioners.

(b) The application is made to and processed by the Addressing Coordinator:

(c) The proposed street name shall meet the criteria of Sections 90.6 and 90.7 of this Ordinance.

(d) The property owners abutting the street will be notified by the Addressing Coordinator by the means listed in Section 90.4 of any proposed street name change.

(e) If the street is a platted street, the following additional steps are required:

1. An agenda item and resolution for adoption will be prepared and presented to the Board of County Commissioners at their regularly scheduled meeting.

2. The Board of County Commissioners shall grant or deny the renaming request within its sound discretion, after recommendation by the Addressing Coordinator.

(f) Upon approval, all concerned parties will be notified of the street name change by certified mail within 45 days of approval.

(g) Upon approval by the Board of County Commissioners of a street name change, the street name shall not be changed again for ten (10) years, unless the Board of County Commissioners find that a threat to the health, safety or welfare of the residents exists.

(h) The Board of County Commissioners shall have authority, on its own motion, to change the name of any street within the unincorporated limits of Seminole County, whenever the health, safety, or welfare of the residents of Seminole County shall so require.

**Sec. 90.9 Posting Street Signs**

(a) Signage shall be provided and maintained by Seminole County Traffic Engineering Department.

(b) Should the owner(s) of the street signs, whether individuals or associations, elect to maintain signage they must comply with Seminole County standards.

**Sec. 90.10 Subdivision, Plaza and Building Names**

(a) At the time of plan review for all new construction, the name by which the development shall be legally known, (apartment complexes, telecommunication towers, shopping centers, commercial buildings, mobile home parks, and all developments requiring site plan approval) shall be submitted for review and approval to the Development Review Committee at the pre-application meeting or prior to submitting a development application.

(b) Potential names for subdivisions shall be submitted for review to the Development Review Committee at the pre-application meeting or prior to submitting a development application. Name approval shall be determined prior to preliminary subdivision plan approval by the Board of County Commissioners. Potential names for condominiums shall be submitted at the pre-application meeting or prior to submitting a development application. Name approval shall be determined prior to or during the site plan review process.

(c) No names shall be approved which conflict with existing names or those previously approved developments or preliminary subdivision plans. The name shall not be the same or sound similar or in any way so similar to any name appearing on any recorded plat or prior condominium or site plan in Seminole County as to confuse the records or mislead the public as to the identity of the subdivision, or condominium except when the subdivision is further divided as an additional unit or phase by the same developer or developer's successors in title. In that case the additional unit or phase shall be given the primary name followed by the unit, section or phase number in English words or numerals (No Roman Numerals).

(d) Model Homes requiring estoppel letters require street name approval of the plat prior to issuance of the building permit.

(e) Names, once approved, shall be held until subdivision or site plans are no longer valid by exceeding development approval time limits. Said name shall be the only conspicuous name posted on the property. If the plan approval expires, the name shall require additional review and approval at the time of resubmittal. Names may be reserved upon request for up to one year pursuant to the pre-application meeting submittal.

(f) The owners of a commercial building, plaza, apartment complex or telecommunication tower, who desire to rename their property shall submit an application and fee to the Addressing Coordinator. Said application shall include the legal description, the Property Appraiser Parcel Identification Number(s), the current name, and the proposed name of the development. The application will be subject to review and approval prior to being presented to the Board of County Commissioners adopting the name change. Upon recording the adopted Resolution, notification of affected parties shall be by established procedures.

#### Sec. 90.11 Enforcement

Where an addressing problem is found, the Addressing Coordinator will notify the property owner of the discrepancy as set forth in Section 90.4. If after 30 days, the addressing problem is not resolved by, for example, posting of numbers, removing incorrect or unapproved numbers, removal of unapproved street signage, etc, the Addressing Coordinator shall either issue a Notice of Code Violation, or issue a Citation to the Owner, Tenant/Occupant, or Property Manager/Trustee as provided in Ordinance 53, "Code Enforcement" of the Seminole County Code:

(a) Notice of Code Violation shall include: the Parcel Identification Number, Description of Violation, Recommendation to Comply, Date of Violation, and Date of Expected Compliance.

(b) If the Addressing Coordinator determines that the discrepancy is critical and presents a serious threat to the public's health, safety and welfare a Citation without notice shall be issued pursuant to the provisions of Section 162.21(3) (b), Florida Statutes.

### Section 3. Codification

It is the intention of the Board of County Commissioners that the provisions of this Ordinance shall become, and be made a part of the Seminole County Code. The word "Ordinance" may be changed to section, article, or other appropriate word or phrase and the sections of this Ordinance may be assigned new numbering or lettering to accomplish such intention; providing, however, that Sections 3, 4 and 5 shall not be codified.

### Section 4. Severability

If any section, sentence, clause, or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

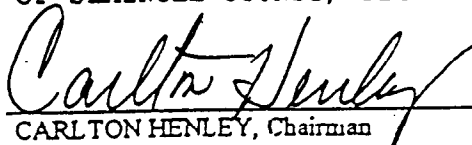
### Section 5. Effective Date

This Ordinance shall become effective upon receipt of official acknowledgment by the Clerk of the Board of County Commissioners from the Department of the State that this Ordinance has been filed with the Department of State.

ENACTED this 11th day of April, 2000.

BOARD OF COUNTY COMMISSIONERS  
OF SEMINOLE COUNTY, FLORIDA

By:

  
CARLTON HENLEY, Chairman