

ORDINANCE 15-6

AN ORDINANCE OF WASHINGTON COUNTY, FLORIDA; AMENDING ORDINANCE 14-2; ESTABLISHING A UNIFORM PROPERTY NUMBERING SYSTEM IN WASHINGTON COUNTY; PROVIDING FOR THE ASSIGNMENT OF STREET NAMES AND NUMBERS AND FOR ADMINISTRATION OF THE SYSTEM; PROVIDING FOR ELIMINATION OF DUPLICATION OF ROAD NAMES, ROADS NAMED AFTER PERSONS, AND SIMILAR SOUNDING NAMES; PROVIDING FOR THE ASSIGNMENT OF NEW STREET NAMES AND NEW BUILDING NUMBERS AND NOTIFICATION TO THE AFFECTED RESIDENTS AND BUSINESSES; PROVIDING FOR THE RE-NAMING OF ROADS; PROVIDING FOR POSTING OF FEES FOR RESIDENT APPLICATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, all residences and businesses in Washington County have been assigned, or are due to be assigned, 911 addresses; and

WHEREAS, proper addressing and displaying of building numbers related thereto optimizes the response for emergency services, such as fire, ambulance, rescue and relief efforts, which are taken at the expense of the general public; and

WHEREAS, proper addressing and displaying of building numbers related thereto optimizes the efficiency of mail delivery services, package and goods delivery and utility service; and

WHEREAS, the Board of County Commissioners has determined that it is in the best interest of the public health, safety and well being of the citizens of Washington County to establish and implement a uniform street and numbering system in Washington County to effectuate the health, safety and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, FLORIDA:

- **SECTION 1: SHORT TITLE AND AUTHORITY.** This Ordinance shall be known as the Washington County Street Naming and Numbering Ordinance and is adopted under the authority of Florida Statutes, Chapters 125 and 336. Specifically, the Board of County Commissioners is authorized to assign, create and change road names pursuant to F.S. 336.05, which states:
“The commissioners are authorized to name and rename streets and roads, except state roads...lying outside the boundaries of any incorporated municipality.”

SECTION 2: PURPOSE. Setting forth road naming and addressing standards are essential in order to protect the health, safety and welfare of the public. The purpose of this policy is to promote the public health, safety and general welfare, and to provide a coordinated and uniform road naming and addressing system within Washington County.

SECTION 3: DEFINITIONS. For the purposes of this Ordinance the following terms, phrases, words, and their derivatives shall have the meaning given herein, unless their use in context clearly indicates otherwise:

A. **Accessory Building:** A building which is clearly incidental or subordinate to and customarily utilized 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:** That area of a building which faces the public or private way, by which the building is numbered.

D. **Grid System:** A system of designated north/south parallel lines intersecting a second set of east/west parallel lines within a one square mile area (i.e. "section"), as indicated on the official "property numbering maps."

E. **Numbering System:** A uniform method of assigning and coordinating the addresses of buildings and properties based on a designated grid system contained in the official "property numbering maps".

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

G. **Owner:** Any and all persons, firms, entities, partnerships, trusts, corporations, associations, or other organizations owning the fee title to, or having an undivided interest in, any building or property which is subject to the provisions of this Ordinance.

H. **Private Way (or road/street):** Any thoroughfare used for vehicular traffic which is not included in the definition of "public way" and which is not maintained by Washington County. The term shall include, but is not limited to, roadways, or driveways in apartment, condominium, commercial or industrial complexes, which have been named and in which signs have been placed in accordance with Washington County Policy and Florida Statutes, including F.S. 316.077.

I. **Public Way (or road/street):** The area of a public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, excluding service entrances or driveways.

J. **Driveway:** The thoroughfare used for vehicular traffic from a public way or private way to and from a house or business.

SECTION 4: STREET NAMING GENERAL GUIDELINES. All public ways, and designated private ways, within the County shall have County approved names. The following guidelines shall be followed when naming or re-naming roads lying within the County's jurisdiction:

A. Street names shall be pleasant sounding, easy to read, and consist of only one name when possible which allows the public to relate to and remember the names.

B. Duplicate names of existing roads with different suffixes shall not be permitted, except when the duplicates occur within the same subdivision or intersect.

C. Sound-alike names, including similar sounding names, shall not be permitted, at the sole discretion of the County.

D. Continuous roads should carry the same name throughout their length. Exceptions should only typically occur at major intersections, such as signalized intersections of major highways where a cross street could change names, or where opposing entrances to different subdivisions would make differing road names necessary. Further, a road may have different names where changes are made to the road configuration which logically requires a name change.

E. Road names should not be named for businesses, with rare exception.

F. Road names should not be named for individuals, except on very limited basis where it can clearly be demonstrated that a particular name carries significant and appropriate historical context.

G. The main portion of any road name, exclusive of any suffix or directionally, should not exceed 14 characters.

H. Punctuation, including hyphens, apostrophes, or symbols, shall not be permitted.

I. Once a road name is created, assigned or changed, it shall not be changed for five (5) years thereafter unless the Board, in its own discretion, determines that a change is necessary for the health, safety and/or well being of its citizens.

SECTION 5: PROCESS FOR NAMING OF AN UNNAMED ROAD. It shall be the general policy of Washington County that all public and private roads have a name.

A. An unnamed road shall be named in the following circumstances: When the unnamed road has at a minimum, three addressable structures, or some combination of existing addressable structures and valid building permits for additional addressable structures to equal three or more. Upon establishment of the third addressable structure or permit, the 911 office shall contact all eligible property owners to begin determination of the new road name. The road must be a recorded right-of-way or easement, or an acceptable form of proof must be submitted in writing by the landowner(s) that such permanent ingress/egress easement exists.

B. The naming of the unnamed road, pursuant to an application by an individual or business, shall occur pursuant to the following process:

1. A petition signed by eighty percent (80%) of the property owners abutting the road to be named setting forth what the proposed road name shall be. The applicant(s) shall be responsible for providing the County a list of property owners that abut the road. Said list shall be obtained from the Washington County Property Appraiser's Office. The applicant must be a property

owner abutting the road to be named. In the event that more than one property is owned by the same entity, each such property shall represent a separate signature, to be counted against the required percentage. Should the stated number of signatures not be produced, and the road is due to be named pursuant to this Ordinance, the County 911 Coordinator shall recommend a name for the Board of County Commissioners to approve.

2. The applicant must have the County 911 Coordinator, or his/her designee, approve the proposed name in so much as it: (1) will not create undue confusion, (2) is not duplicate in whole, or in substantial portion, to the name of an existing road, and (3) is in conformity with any applicable County Ordinance (4) the road is due to be named, (5) whether the road will be a public or private road, and (6) any other thoughts or concerns the E911 Coordinator may have regarding the change.

3. The applicant must have the County Planning Department, approve the application in so much as the proposed name: (1) the will not create undue confusion, (2) will not violate any planning or zoning purpose or procedure of the County, and (3) is in conformity with any applicable County Ordinance, (4) the road is due to be named, (5) whether the road will be a public or private road, and (6) any other thoughts or concerns the County Planning Department may have regarding the proposed change.

4. The applicant must submit a fee of \$350.00 which will be used to pay for the internal review of the application.

5. The following shall be provided by the applicant regarding the proposed road: (1) the length of the road in tenths of miles; (2) the number of abutting property owners (as designated by the Washington County Property Appraiser's Office); (3) the parcel ID of the applicant; and (4) the applicant shall independently acquire a property appraiser map of the area and show on it, the names of all property owners abutting the road under consideration.

6. In the case of new construction, two legible copies of approved final subdivision plats, or alternatively, where no subdivision is involved, two legible copies of an approved final site plan shall be furnished for review. The plans will be on a scale of not less than one inch equals 100 feet (1"/100'). Upon assignment of road names one copy of the plat or plan will be returned.

C. Upon completion of the processes as set forth above, and a recommendation regarding the proposed road name from the County Planning Department and the County 911 Office, a majority vote of the Board of County Commissioners or approval by their appointees shall be required to effectuate the naming of the street or roadway.

D. Upon approval by the Board of County Commissioners or their appointees, the County Manager, or his designee(s), shall place the appropriate road signs on the newly named road.

E. Road Naming initiated by the County to correct a discrepancy of existing street address per this Ordinance will not charged any fees associated with said Ordinance.

SECTION 6: PROCESS FOR RE-NAMING AN EXISTING NAMED ROAD.

It is the general policy of the Board of County Commissioners that names of established roads should be adhered to unless good cause is shown why said name should be changed.

A. In light of the Board's above stated policy, the Board will hear applications for changing existing names pursuant to the following process:

1. A petition signed by eighty percent (80%) of the property owners abutting the road, in support of the road to be re-named. The applicant shall be responsible for providing the County a list of property owners that abut the road. Said list shall be obtained from the Washington County Property Appraiser's Office. Further, the applicant must be a property owner abutting the road to be named. In the event that more than one property is owned by the same entity, each such property shall represent a separate signature, to be counted against the required percentage.

2. The applicant must have the County 911 Coordinator, or his/her designee, approve the application in so much as the proposed road name change: (1) will not create undue confusion, (2) is not duplicate in whole, or in substantial portion, to the name of an existing road, and (3) is in conformity with any applicable County Ordinance and (4) any other thoughts or concerns the E911 Coordinator may have regarding the change.

3. The applicant must have the County Planning Department, approve the application in so much as the proposed name: (1) the will not create undue confusion, (2) will not violate any planning or zoning purpose or procedure of the County, and (3) is in conformity with any applicable County Ordinance and (4) any other thoughts or concerns the County Planning Department may have regarding the proposed change.

4. The applicant must submit a fee of \$750.00 which will be used to pay for the internal review of the application as well as all legal advertising fees.

5. The applicant will submit an overview of the road to be renamed, which shall include: (1) the length of the road in tenths of miles; (2) the location and number of current street signs; (3) the number of abutting property owners (as designated by the Washington County Property Appraiser's Office); (4) the parcel ID of the applicant; and (5) the applicant shall independently acquire a property appraiser map of the area and show on it, the names of all property owners abutting the road under consideration.

B. After the applicant has performed all the steps in "A" above to the satisfaction of the Board's designee, a duly advertised public hearing will be held on the proposed change. Notice of the public hearing will be published in the local newspaper once a week for the two weeks prior to

the date of the public hearing. Additionally, the applicant will be required to mail, certified return receipt requested, notices to the affected owners on the date of first publication of Notice of Hearing and copies of said mailings shall be provided to the County Planning Department.

C. Upon completion of the processes as set forth above, and following a recommendation by the County Planning Department and the County 911 Department, a majority vote of the Board of County Commissioners shall be required to effectuate the renaming of the road.

D. Upon approval by the Board of County Commissioners, the County Manager, or his designee(s), shall place the appropriate road signs on the newly named road.

SECTION 7. BUILDING, NUMBERING SYSTEM ESTABLISHED. A uniform system of numbering buildings identified by the title, "Numbering System" and related hereto is hereby adopted, incorporated herein by reference, and mad a part of this Ordinance.

SECTION 8. ADMINISTRATION AND NUMBER ASSIGNMENT. The Board of County Commissioners will be responsible for managing, coordinating and maintaining the "Numbering System". Administrative procedures for assigning numbers shall include as a minimum:

A. The owner, occupant, or person in charge of any building will be responsible for obtaining and displaying the 911 address. Should an existing building have, exhibit, or be addressed by a number in conflict with the uniform "Numbering System" established in this Section, notice shall be given to the owner, occupant, or person in charge whose building is in conflict.

B. Such notice shall be in writing, and delivered to the owner, occupant, or person in charge by (1) posting the notice in a conspicuous place on the building, or (2) hand delivery, or (3) by certified mail. Hand delivery should be used when reasonably practical. Such notice shall contain the new number(s) assigned, and direct the owner or the occupant to post the newly assigned number in accordance with Section 7 of this Ordinance. There shall be no charge for this service.

SECTION 9: STANDARDS FOR NUMBERING. All principal buildings in the unincorporated areas of Washington County shall have its assigned building number properly displayed, whether or not mail is delivered to such building. Numbers need not be displayed on accessory buildings unless they have been addressed also. Physical numbering shall conform to the following standards:

A. Numbers must be clearly visible and legible from the roadway on which the building or house was addressed with Arabic numerals not less than three inches (3") in height and one half inch (1/2") in width, so that they may be seen by all emergency service agencies traveling either direction on the street.

B. Numbers must be in a color contrasting to the building, mailbox, post, etc., background.

C. Where applicable, easily legible numbers shall also be affixed to the mailbox or mailbox post serving the building or house.

D. Assigned numbers shall be displayed on the address entrance of each principal building and, in the case of a principal building which is occupied by more than one business or family dwelling unit, on each separate address entrance.

E. Any different numbers which might be mistaken for or confused with the number assigned in accordance with the "Numbering System" shall be removed upon proper display of the assigned number.

SECTION 10. STREET COLOR CLASSIFICATION.

"Green" street signs shall represent Public Maintained Roads, and "Blue" street signs shall represent Private Maintained Roads.

SECTION 11. PENALTY.

A. No Certificate of Occupancy shall be issued for any principal building until the owner or developer has procured the official numbers for the premises and displays the same in accordance with the requirements of this Ordinance.

B. Any person, firm, entity, partnership, trust, corporation, association, or other organization failing to comply with the provisions of this Ordinance within thirty (30) days of notification of an initial assignment of a building (address) number or a change of address shall be, upon conviction, guilty of a misdemeanor of the second degree and punishable by State law. The Court shall also have the discretion of imposing a civil penalty, not to exceed the sum of \$250.00, in lieu of the second degree misdemeanor penalty prescribed by law.

SECTION 12: SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a 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 13: REPEALER. Any Ordinance or portion of Ordinance in conflict herewith is hereby repealed to the extent of such conflict.

SECTION 14: EFFECTIVE DATE. A certified copy of this Ordinance shall be filed in the office of the Secretary of State within ten (10) days from enactment, and this Ordinance shall take effect upon receipt of official acknowledgement from that office that said Ordinance has been filed.

ENACTED in Regular Session this 25th day of June, 2015.

ATTEST

By:


Lora Bell, Clerk of the Court

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, FLORIDA


Alan Bush, Chairman