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DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

CALHOUN COUNTY

ORDINANCE NO. 99-1

AN ORDINANCE ESTABLISHING A UNIFORM PROPERTY NUMBERING SYSTEM IN CALHOUN COUNTY; PROVIDING FOR THE ASSIGNMENT OF STREET NUMBERS AND ADMINISTRATION OF THE SYSTEM; PROVIDING FOR THE ASSIGNMENT OF NEW BUILDING NUMBERS AND NOTIFICATION TO THE AFFECTED RESIDENTS AND BUSINESSES; PROVIDING FOR POSTING OF BUILDING NUMBERS; PROVIDING FOR ESTABLISHMENT OF FEES FOR ADDRESSING APPLICATIONS; PROVIDING FOR PENALTIES; CONFIDENTIALITY OF RECORDS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE OF THE ORDINANCE.

WHEREAS, there is no uniformity in the building numbers used in Calhoun County;
and

WHEREAS, The United States Postal Service has acknowledged the general acceptance of locational addressing systems nationally; and

WHEREAS, The lack of uniformity of building numbers and the duplication of street names has high potential for contributing to delays in providing emergency services; and

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

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners
of Calhoun County, Florida as follows:

SECTION 1. SHORT TITLE AND AUTHORITY

This Ordinance shall be known as the Street Naming and Numbering Ordinance and is adopted under the authority of Florida Statutes, Chapters 125 and 336.

SECTION 2. DEFINITIONS

For the purpose 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”** - means 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”** - means any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, and is also referred to as a “house”, “home” or “residence”, then, in that event, “principal building” shall mean any structure which is designed, built or used for the support, enclosure, shelter, or protection of animals, chattels, or property of any kind for any agriculture, commercial, or industrial purpose.

C. **“Building Front”**- means that area of a building which faces the public or private way pursuant to which the building is numbered.

D. **“Grid System”** - means a series of designated North/South parallel lines intersecting a second set of East/West parallel lines within a one square mile area .

E. **“Numbering System”** - means a uniform method of assigning and coordinating the addresses of buildings and properties based on a designated grid system.

F. **“Occupant”** - means any person, firm entity, partnership, trust, corporation, association, or other organization who is occupying or leasing a building or other property for a period that exceeds thirty (30) days.

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

H. "Private Way" - means any officially named thoroughfare used for vehicular traffic which is not in the definition of "public way" and which is not maintained by Calhoun county. This term shall include, but is not limited to roadways or driveways in apartment, condominium, or industrial complexes, which have been named and in which signs have been placed.

I. "Public Way" - means that area of an officially named public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, excluding service entrances and driveways.

SECTION 3. STREET NUMBERS AND NUMBER CHANGES

All public and private ways within the County shall have County approved numbers/names.

A. Street and road names/numbers existing on the date of adoption of this ordinance will cease to be recognized unless approved by the Board.

B. Adoption or sanction of a road name, or the subsequent posting of any sign, is not to be construed that public maintenance of a private road is mandated.

SECTION 4. BUILDING NUMBERING SYSTEM ESTABLISHED

A Uniform system of numbering buildings identified by the title, "Numbering System" is hereby established. The Board of County Commissioners will be responsible for managing, coordinating, and maintaining the "Numbering System" administrative procedures for assigning numbers shall include at a minimum:

A. The owner occupant or person in charge of any building to which a number has been assigned will be notified in writing of the number assigned.

Should any 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, (2) hand delivery, or by certified mail. Such notice shall contain the new number(s) assigned, and direct to owner or the occupant to post the newly assigned number in accordance with Section 6 of this Ordinance. There shall be no charge for this service.

C. For new construction, the County may levy a fee or charge for review, number assignments, recording, keeping affected organizations advised, and other actual cost incurred in the number assignments process. The fee shall be established by the Board of County Commissioners by Resolution.

SECTION 5. STANDARDS FOR NUMBERING

All principal buildings in the unincorporated areas of Calhoun 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. Physical numbering shall conform to the following standards:

- A. Numbers must be clearly visible and legible from the public or private way on which building fronts, or on an above ground sign attached to a post or other object at the driveway, or both, with Arabic numerals not less than four inches (4") in height and one half inch (½") in width.
- B. Numbers must be in color contrasting to the building background, preferably reflective material.
- C. Where applicable, easily legible numbers shall also be affixed to the mailbox serving the building or house.
- D. Assigned numbers shall be displayed on the front 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 front entrance.
- E. Any different numbers which might be mistaken for or confused with the numbers assigned in accordance with the "Numbering System" shall be removed upon proper display of the assigned number.

SECTION 6. PENALTY

A. No building permit shall be issued for any principal building until the owner or developer has procured the official numbers for the premises and agrees to display the same in accordance with the requirements of the Ordinance upon completion of construction.

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 will be given a written notification by proper law enforcement authority for the first offense, a \$10.00 fine at 60 days for second offense and at 90 days a \$100.00 fine for a third offense.

SECTION 7. UTILITY COMPANY COMPLIANCE

Following the implementation of this ordinance in Calhoun county, all utility services regulated by the Florida Public Service Commission, or any utility cooperative service organization, shall withhold service from any building as far as practical until the owner, occupant, person in charge or other requesting party has furnished the utility with a valid structure number as prescribed by this ordinance.

SECTION 8. CONFIDENTIALITY OF RECORDS

Any record, recording or information or portions thereof obtained pursuant to this ordinance for the purpose of providing services in an emergency and which reveals the name, address, telephone number or personal information about, or information which may identify any person requesting emergency service or reporting an emergency by accessing an emergency telephone number "911" system, is confidential and exempt from the provisions of Section 119.07, (1), Florida Statutes, as amended, except that such record or information may be disclosed to a public safety agency. This exemption applies only to the name, address or telephone number of any person reporting an emergency while such information is in the custody of Calhoun County or other public safety agency which received the initial "911" telephone call. This section shall be construed in accordance with Chapter 365, Florida Statutes, as may be amended from time to time.

SECTION 9. EFFECTIVE DATE and REPEALER

A. This Ordinance shall be filed with the Office of the Secretary of the State of Florida and shall immediately take effect upon receipt of official acknowledgment from the Secretary of State that such ordinance has been filed with that office.

B. All ordinances and parts of existing ordinances in conflict with this ordinance are repealed herewith.

The foregoing Ordinance was adopted by the Board of County Commissioners of
Calhoun

County, Florida in the regular session this 16TH day of MARCH 1999.

**BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA**

BY: *Shane Cynn*
Chairman

ATTEST: *William Wise*
Clerk

(Seal)