

ORDINANCE NO. 2023- 11

AN ORDINANCE ESTABLISHING A UNIFORM PROPERTY NUMBERING SYSTEM IN SANTA ROSA COUNTY; PROVIDING FOR THE ASSIGNMENT OF STREET NAMES AND NUMBERS AND ADMINISTRATION OF THE SYSTEM; PROVIDING FOR ELIMINATION OF DUPLICATE AND SIMILAR SOUNDING NAMES THROUGH CHANGES; PROVIDING FOR THE ASSIGNMENT OF NEW STREET NAMES AND NEW BUILDING NUMBERS AND NOTIFICATIONS TO THE AFFECTED RESIDENTS AND BUSINESSES; PROVIDING FOR POSTING OF BUILDING NUMBERS; PROVIDING FOR ESTABLISHMENT OF FEES FOR ADDRESS APPLICATIONS; PROVIDING FOR PENALTIES; PROVIDING FOR SEVERABILITY; REPEALING AND REPLACING ORDINANCE 86-03 AS AMENDED; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an addressing system of uniform address numbering and posting of address signage increases the health, safety, and welfare of the public by improving the ability of various emergency service providers to locate and respond to emergencies;

WHEREAS, Santa Rosa County Addressing Staff and 911 Public Safety System, in cooperation with the United States Postal Service, has developed a countywide system of address numbering and road sign posting for use throughout Santa Rosa County;

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 Santa Rosa County to establish and implement such countywide system of address numbering and sign;

THEREFORE,

BE IT ORDAINED by the Board of County Commissioners of Santa Rosa County, Florida:

SECTION I: SHORT TITLE AND AUTHORITY: This Ordinance repeals and replaces Ordinance 86-03, as amended, and shall be known as the Santa Rosa Street Naming and Numbering Ordinance and is adopted under the authority of Florida Statutes, Chapters 125 and 336. The County Administrator or his/her designee is authorized to adopt procedures and policies to implement the provisions of this ordinance.

SECTION II: DEFINITIONS: As used in this Ordinance, the following terms, phrases, words, and their derivatives shall have 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. **Address:** Any building, structure, property, or location which can be accessed by a Public Road or a Private Road and to which Emergency Services may, at any time, need to locate and travel to for the provision of emergency services.

c. **Building Front:** That area of a building which faces the public or private way pursuant to which the building is numbered.

d. **County Addressing:** a uniform addressing system of buildings or structures and of road centerlines which are established, maintained, and assigned by Santa Rosa County Addressing and 911 Public Safety System to enhance the automatic location information system utilized for Emergency Services.

e. **County Addressing Staff:** Personnel within the county designated to create and maintain addressing for Santa Rosa County.

f. **Easement:** the grant of a nonpossessory property interest that provides the easement holder permission to use another person's land.

g. **Emergency Services:** All personnel, vehicles and equipment utilized in Santa Rosa County, by police or other law enforcement agencies, fire or rescue departments, ambulances or other medical provider services, the Santa Rosa County 911 Public Safety System.

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

i. **Intersection:** A point at which two or more roads intersect.

j. **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".

k. **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.

l. **Owners:** All persons or entities which has an ownership interest in real estate on which an Address is situated, including, but not limited to, a fee simple interest, fractional interest, easement, right-of-way, or any other ownership interest which allows such persons or entities to have any right of control over or provides any duty to maintain or preserve a Private Road on said real estate.

m. **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.

n. **Private Road:** Any officially named thoroughfare used for vehicular traffic which is not included in the definition of "Public Road", and which is not maintained by Santa Rosa County. This

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 Santa Rosa County Policy and Florida statutes 316.077 (Florida Uniform Traffic Law).

o. **Private Shared Drive:** a roadway within private property that is privately owned, maintained and used for vehicular travel by the owner and those having express or implied permission from the owner, but not other persons.

p. **Public Road:** That area of an officially named public road or right of way, either paved, unpaved, which is intended for vehicular traffic, excluding service entrances or driveways.

q. **Road Name:** A name designated by a Governing Body for any Public Road or for any Private Road.

r. **Road Name Sign:** A sign which identifies to the public the Road Name designated by the Governing Body for any Public Road or for any Private Road.

s. **Street Numbers:** A number assigned to a building or structure in accordance with the County Addressing System by Santa Rosa County Addressing and 911 Public Safety System with reference to an adjacent road or street on which the building or structure is situated.

SECTION III: STREET NAMES AND NAME CHANGES: All public and private ways within the county shall receive names from Santa Rosa County Addressing and 911 Public Safety System.

a. Street names chosen shall be pleasing to the community, non-foreign language, easy to read and pronounce, and to the extent possible, of a character which allows the public to relate to and remember the names. Street names will be no more than 21 characters in length (including spaces).

b. No duplication of street names will be allowable. This includes street names with different suffixes. If duplicate names exist at the date of this Ordinance the duplicate named street or streets will be renamed where necessary. Similar sounding names will be considered a duplicate.

c. The use of proper names (i.e., first and last) of individuals living or passed are allowable when circumstances exist such as the individual having made a substantial contribution to their community. Documentation of proposed information will be required.

d. Road names will be established only at a recognized intersection and cannot change in the middle of an existing street or roadway.

e. No post directional is to be used as part of a road name (Ex: N, North, S, South, E, East, W, West).

f. No homonyms are to be used (Ex: Weight St., Wait St.).

g. No initials or abbreviations are to be used (Ex: B Lowery, AD Jernigan).

h. Names may not contain hyphens, slashes, apostrophes, or other special characters.

i. All new street names are to be reviewed and agreed upon by Santa Rosa County Addressing and 911 Public Safety System.

j. Changes in street names will be considered where any of the following exist:

1. Where a street is unnamed;
2. Where the configuration of the street results in confusion;
3. Where a street has more than one name and a single name in the numbering process is in the public interest;
4. Where a street is phonetically similar to another street;
5. Where there is a duplication of names.

k. Private Road Name Signs. The owner of all Private Roads shall, in addition to the other requirements set forth in this Ordinance, install a Road Name Sign (if not installed by the Governing Body) which identifies the Private Road as the private road name adopted by Santa Rosa County Addressing and 911 Public Safety System. Said Road Name Sign shall be placed at the entrance where the Private Road intersects with the public roadway or another private roadway in a manner which does not create an obstruction to visibility of motorists. The Road Name Sign shall meet the established county sign template.

l. All road names will be followed by an approved suffix as outlined by Santa Rosa County Addressing and 911 Public Safety System using the United States Postal Service Street suffixes with the common abbreviation and the postal standard abbreviation.

SECTION IV: NAMING OF EASEMENTS: For this purpose, an easement defined herein, is a non-possessory interest to use a defined area of land by one or more persons, granted by the legal landowners(s) specifically for access to and from a parcel(s) of land. **Proof of easement use/permission must be provided and accepted by Santa Rosa County Planning and Zoning Department prior to official addressing.**

An easement shall be named when one or more of the following criteria are met:

- a. The easement serves three or more residential or commercial structures.
- b. The easement abuts three or more parcels, regardless of whether all parcels have structures on them or not.
- c. The easement connects with a continuing road, or the main road has run out of numbers.

SECTION V: STREET NUMBER REGULATIONS: The owners of all principal buildings or structures to which Street Numbers have been assigned shall always prominently display the Street Number in accordance with the following standards:

- a. Numbers must be clearly visible, and legible from the public or private way on which the building fronts with Arabic numerals not less than three inches (3") in height and one-half inch (1/2") in width;

- b. Numbers must be color contrasting to the building background;
- 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 number assigned in accordance with the "Numbering System" shall be removed upon proper display of the assigned number.

SECTION VI: STREET SIGN INSTALLATION:

a. Named Easement Street Signs

1. Where a private shared drive intersects a county or state-maintained roadway, the residents of the private shared drive may elect to have the signpost and blades installed by the county after paying the required fee (see fee schedule). Residents may also have the sign installed by a private company at their discretion.

2. County will not install signage at the intersections of two or more privately maintained roads. The task of installing this signage is the responsibility of the owners of the parcels that front the privately maintained street.

b. Resident Petitioned Street Signs

1. Sign installation fee is according to the existing fee schedule.

2. County will not pay for a street sign installment or replacement if residents petition or have petitioned for said street to be named or renamed, regardless of whether the road is considered County, Private or Driveway maintained.

3. County will not pay for any street signs that are classified Private Shared drive. The county will install the signage at the applicants request once the fee has been paid.

c. Subdivision Street Signs

1. County will not pay for initial installation of street signs for any subdivision. Subdivision Developer(s) will be required to place signs at the Construction stage of plat submission to Engineering.

2. County will not pay for any subdivision sign replacement until such time as the roads are accepted by the County for maintenance after the final plat has been approved.

SECTION VII: 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 initial assignment of a building (address) number or a change of address shall be guilty of a civil infraction punishable pursuant to Ordinance 2022-08.

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

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

PASSED and ADOPTED by a vote of 5 yeas and 0 nays and 0 absent of the Board of County Commissioners of Santa Rosa County, Florida on this 24th day of August, 2023.



ATTEST:

Donald C. Spencer
Clerk of Court

Colten Wright
Colten Wright, Chairman or
Sam Parker, Vice-Chairman

I, **DONALD C. SPENCER**, Clerk of the Circuit Court of Santa Rosa County, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of State of the State of Florida on this 28th day of August 2023.