Ordinance No 2006 - 17

Walton County, Florida E9-1-1 Addressing

AN ORDINANCE OF WALTON COUNTY, FLORIDA TO PROVIDE FOR THE DESIGNATION OF STRUCTURE NUMBERS; TO PROVIDE FOR THE TYPES OF STRUCTURE NUMBERS; TO CONTINUE TO PROVIDE FOR THE IMPLEMENTATION OF THE E9-1-1 ADDRESSING NUMBERING SYSTEM; TO PROVIDE EXEMPTIONS AND EXCLUSIONS; TO REQUIRE THE ASSIGNMENT OF STRUCTURE NUMBERS FOR NEW STRUCTURES AND NEW LOTS; TO PROVIDE FOR THE ASSISTANCE OF UTILITY COMPANIES IN REQUIRING COMPLIANCE; TO REQUIRE THAT COUNTY DEPARTMENTS ASSIST IN THE CONTINUED IMPLEMENTATION OF THE E9-1-1 ADDRESSING SYSTEM; TO PROVIDE A ROAD NAMING PROCESS AND/OR PROCEDURE; TO PROVIDE A PROCESS AND/OR PROCEDURE FOR CHANGING EXISTING ROAD NAMES; TO REGULATE ROAD SIGN DESIGN AND PLACEMENT; TO PROVIDE PENALTIES FOR VIOLATIONS; TO PROVIDE AN EFFECTIVE DATE FOR IMPLEMENTATION OF SAID ADDRESSING ORDINANCE; TO REPEAL CONFLICTING RESOLUTIONS AND/OR ADDRESSING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, Walton County, Florida had previously implemented a general county-wide system of street addresses within its boundaries; and

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

WHEREAS, A uniform county-wide system of structure numbers may reduce the response time taken by Emergency services to access residents and/or non-residents within Walton County; and

WHEREAS, A uniform county-wide system of structure numbers would simplify locating a structure for public safety service, utility services, private services, and general public service; and

WHEREAS, A uniform county-wide system regulating the design and placement of road identifying signage would simplify locating a structure for public safety service, utility services, private services, and general public service; and

WHEREAS, It is in the best interest of the citizenry of the county for their structure(s) to be recorded and maintained for the purpose of emergency response and for the county to be provided with any necessary information needed to maintain these records; and

WHEREAS, A county-wide uniform addressing system would reduce the amount of future changing of postal addresses necessitated by growth in Walton County; and

WHEREAS, Walton County is committed to using the next calendar year to inform the public of the importance of posting 911 signage on all occupied structures in the County;

NOW, THEREFORE, be it ordained by the Board of Commissioners of Walton County, Florida that:

ARTICLE 1
Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical services personnel in Walton County, Florida.

ARTICLE 2
Short Title

This ordinance shall be known as and may be referred to as the 2005 Walton County E9-1-1 Addressing System.

ARTICLE 3
Authority

Florida Statute 365.171 Emergency telephone number "911" also know as the "Florida Emergency Telephone Act" confers the authority of the local E9-1-1 System to the "local government" which is defined as any city, county, or political subdivision of the state and its agencies. The political subdivision for Walton County is the Board of County Commissioners. Therefore, the Board of County Commissioners has the authority of the Walton County E9-1-1 system and therefore, by a majority decision may deem it in the best interests of its citizens to designate another agency to administer the daily supervision and operation of the system.

ARTICLE 4
Administration

This ordinance shall be administrated by the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in this ordinance. The Walton County GIS/Information Resources Department *(designated addressing authority stated above)* shall also be responsible for maintaining the following official records of this ordinance:

A. A digital format of the county-wide GIS base map for official use showing road names and other pertinent information for E9-1-1 purposes.

B. A digital format of the Master Street Addressing Guide (MSAG) for official use containing the alphabetical list of all roads and the distance measurements of each road.

ARTICLE 5
Road Naming System

All roads that serve three or more properties should be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. A road name assigned by the Walton County GIS/Information Resource Department and/or by the Board of County Commissioners of Walton County, Florida shall not constitute or imply acceptance of the road as a public maintained road.

The following criteria shall govern the road naming system by the date stipulated in article 14:

A. No new roads shall be given the same base name (e.g., no Pine Road and Pine Lane).

B. No new roads shall have similar sounding base names (e.g., Beech Street and Beach Street).

C. Road names shall be easily pronounceable.

D. Each road shall have the same name throughout its entire length.

E. All road names will be limited to fifteen characters and spaces within the base road name.

F. The Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida shall determine the use of all road names with primary and secondary (alias) names. The governing factor of usage shall be based on emergency response time.

G. All road names shall be approved by the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida.

H. All approved road names shall be maintained in an accessible and acceptable digital format and be provided in a timely manner to the Walton County Department of Public Works for accuracy in the signage.

ARTICLE 6
Road Type Designations

The following road type designations are recommended for use with road base names. These are not all inclusive of all designations but are the road type designations most commonly used (a complete listing can be found in US Postal Service Publication 28, Postal Addressing Standards).

Blvd (Boulevard): A street divided by a landscaped center island or a street with a median reflecting the boulevard character implied in the name.

Ct (Court): A permanently closed street such as a Cul-de-sac or a minor street less than 500 (five hundred) feet in length, ending in a turnaround.

Dr (Drive): A winding thoroughfare or road that meanders about and continues through to other right-of-ways.

Ln (Lane): Secondary roads connecting with each other or a reduced right-of-way branching from courts, places or ways.

Lp (Loop): Short drives that begin and end in the same street.

Cir (Circle): Circles are short streets that return to themselves.

Pkwy (Parkway): A special scenic route or park drive.

Rd (Road): Limited thoroughfares that are frequently used, have heavy traffic volume and may run in any direction.

St (Street): Streets run North and South.

Ave (Avenue): Avenues run East and West.

Tr (Trail): A diagonal located street serving as a collector for one or more local thoroughfares or can be defined as any curvilinear street.

Wy (Way): Diagonal streets less than 1,000 feet in length.

ARTICLE 7
Road Signage

A. It is recommended that the following standards be followed for all road signage with a street name.

(1) Material shall be composed of engineered grade reflective sheeting on aluminum.

(2) Visibility shall be that the sign is free from any bushes, limbs, etc., which would inhibit the clear view of the sign from the road(s).

(3) Placement of the sign shall be at all intersections and at other points where it is appropriate along the road.

(4) Road signs shall be installed on approved metal posts above the pavement in accordance with the Florida Department of Transportation Standards.

(5) All signage shall be consistent in the use of road types e.g., Rd and not Road.

B. A road name that has not been approved by the Walton County GIS/Information Resources Department*(the designated addressing authority*) or the governing agency so designated by the Board of County Commissioners of Walton County, Florida and its signage has been placed on a driveway or road is recommended to be governed by the following criteria:

(1) The signage should be of a different background color other than green or blue for the purpose to specify that this road is not an approved road in the Walton County E9-1-1 Addressing system, e.g., Walton County road signage is green; A red sign would designate the drive as a road not in the Walton County E9-1-1 Addressing system.

(2) The signage shall not be maintained by the Walton County Public Works Department.

C. Funding and installation responsibilities of all road signage that bears the street name.

(1) When a road has been designated as a county-maintained road then the Walton County Public Works Department or the designated authority vested by the Walton County Board of County Commissioners, Walton County, Florida will be responsible for all placement of the road signage that bears the street name and the costs associated thereof.

(2) When a road intersects or connects to a county road and is not part of a private subdivision the Walton County Public Works Department or the designated authority vested by the Walton County Board of County Commissioners, Walton County, Florida will be responsible for all placement of the road signage that bears the street name and the costs associated thereof.

(3) All subdividers are responsible for their own signage costs and the installation thereof unless the Board of County Commissioners has accepted the roads as a county-maintained road in the respective subdivision(s).

(4) All additional road signage with a street name and is not included in Article 7 Section C Subsections (1), (2), (3) and is governed by the stipulations of Article 7 Section A shall be funded by the **"E9-1-1 Signage Fee"** and installed by the Walton County Public Works Department or the designated authority vested by the Walton County Board of County Commissioners, Walton County, Florida.

D. Explanation of the "E9-1-1 Signage Fee".

(1) The "E9-1-1 Signage Fee" is designated for costs and installation of all road signage that meets the criteria of Article 7 Section C Subsection (4).

(2) The Walton County Board of County Commissioners shall impose a fee of not less than $5.00 for each new building permit and/or mobile home permit. This fee shall be collected by the Walton County Building Department at the time that the building permit and/or mobile home permit is issued and shall be placed in the budget of the Walton County Public Works Department or the designated authority vested by the Walton County Board of County Commissioners, Walton County, Florida in the account designated "E9-1-1 signage Fee" and used only for the purpose associated with the cost and installation of road signs designated under Article Section 7 Subsection D (1).

ARTICLE 8
Road Name Changes

Changes of road names may be initiated by either a written petition of the directly affected property owners or a County Commissioner of Walton County Florida of the jurisdiction in which the road is located or by the Walton County GIS/Information Resources Department *(the designated addressing authority)* of Walton County, Florida. Name changes will be considered for historical or technical clarification purposes and to comply with this ordinance.

The following criteria shall govern the road naming system by the date stipulated in Article 14:

A. All new road names shall conform to the appropriate criteria stipulated in Article 5.

B. All road name change requests shall be presented to the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the

governing agency so designated by the Board of County Commissioners of Walton County, Florida. The following steps shall occur:

(1) The road name change form shall be mailed to the individual requesting the change who will contact the affected property owners.

(2) Complete 100% (one-hundred percent) approval from the directly affected property owners shall cause the request to be granted and acted upon.

(3) Any dissention among the directly affected property owners shall cause the road name change request to be presented before the Walton County Planning Commission for a recommendation of a decision.

(4) The recommendation from the Walton County Planning Commission shall be presented to the Board of County Commissioners of Walton County, Florida for final approval.

C. Nothing in this ordinance shall prevent the Board of County Commissioners of Walton County, Florida, from instituting a fee schedule to recover all costs associated with the changing of a road name. These costs shall include replacement of all signage, mail notification of new addresses to current property owners, and updates to the E9-1-1 county-wide GIS base map and MSAG of the Walton County GIS/Information Services Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida.

ARTICLE 9
Numbering System

"Property" refers to any property on which a more or less permanent structure has been erected or could be placed. Numbers shall be assigned based on a standard numbering interval, such as 5.28 feet, regardless of whether there is an existing structure for every number or whatever is the minimum road frontage requirement. This provides unused numbers to be assigned to future structures built between existing ones. Numbers shall be assigned every 5.28 feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, ascending from the number origin. Numbers shall begin from the numbering origin and ascend in consecutive numerical sequence, e.g., 1-2-3-4-5-6-etc. There shall be no fractional addresses (34½ Ash St), alphanumeric address numbers (123A Main St), nor hyphenated address numbers (41-656 Bell St). The number assigned to each structure shall be that of the numbered interval falling closest to the center of the structure or the driveway of said structure if the center of the structure cannot be seen from the main road. Every structure with more than one principle use or occupancy shall have the same number for each use or occupancy followed with a unit number (e.g., Apartments, Duplexes, Condos such as 235 Maple St, Unit 2)

The following criteria shall govern the numbering system by the date stipulated in Article 14:

A. All number origins shall begin from U.S. Highways and commence North, South, East, and West.

B. All number origins shall be consistent whenever possible (e.g., for all roads originating from US Highway 331 N the number origin shall begin there and follow an ascending sequence). The only exception shall be when a road can be accessed by two different adjoining roads, numbering should begin at that entrance which emergency responders are most likely to enter for rapid response. Numbers shall then ascend as responders search for a location.

C. For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end. Roads with a dead end at each end will originate at the mid point and use directionals.

ARTICLE 10

Specific Numbering Situations

The general logical order of address numbering shall follow U.S. Postal Service address conventions, road number, pre-directional (if any), primary road name, suffix, post directional (if any), and unit number (if any), e.g., 100 W Main St, Unit 201.

- **Apartments, Duplexes, Condominiums:** These shall be assigned a primary road address, with numbers and /or letters as secondary location indicators, e.g. 111 Main St, Unit 303.Unit numbers and/or letters shall indicate the floor location; e.g., Unit 303 (or 3C) is the third apartment on the third floor.
- **Circular roads:** Numbering shall begin at the point where emergency responders are most likely to enter the road, so numbers will ascend as responders search for a location.
- **Corner lots:** Corner lots shall be assigned a number based on its driveway location.
- **Cul-de-sacs:** Those without buildings in the center portion shall be numbered as if the center line of the street bisects the cul-de-sac with odd numbers on the left and even numbers on the right. The numbers meet at the far end of the center area.
- **Mobile home parks:** The park shall be assigned one address on the main road, followed by a numeric unit or lot number for the individual homes, such as an apartment building would be numbered. Another option shall be to name all the roads (if there is more than one road in the park) and number all the homes within the park, as any property would be numbered on any road.
- **Office suites:** Numbers shall be assigned with a primary road address, followed by a numbered and/or lettered secondary location number,

e.g., 325 Memorial Dr, Suite 312. Suite numbers shall also be used to indicate which floor location.

- **Shopping center:** Numbers shall be assigned to businesses within the range available to the property.

ARTICLE 11
Compliance

A. Structure Owner and/or Occupant Compliance. All owners and/or occupants of structures shall by the date stipulated in Article 14, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

(1) Number on the Structure. Structures shall have the assigned number displayed at the vicinity of the front door or entry or at a conspicuous place on said structure.

(2) Number at the Street Line. Where the structure is over 50 (fifty) feet from the edge of the road right-of-way, it is recommended that the assigned number shall also be displayed on a post, fence, wall, or on some structure at the property line adjacent to the walk or access drive to the numbered structure.

(3) Size and Color of Number.

a. Residential: Numbers shall not be less than three (3) inches in height and must be of a contrasting color to its background. Reflective numbers shall be used when posting to a post, fence, wall, or on some structure at the property line adjacent to the walk or access drive to the numbered structure.

b. Commercial: Numbers shall not be less than three (3) inches in height and must be of a contrasting color to its background. The numbers shall be placed on the business sign in front of the building or shopping center and shall also be posted on the building.

(4) Conflicting Numbers. Every person whose duty is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

(5) Consultation. In such cases where the assigned number cannot be posted as required above, the number shall be posted as prescribed by the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida after consultation with the owner and/or occupant of said structure.

(6) Interior location. All residents and other occupants are requested to post their assigned number and road name adjacent to their telephone for emergency reference.

B. Utility Company Compliance

(1) Following the implementation of this ordinance by the date stipulated in Article 14, all utility services regulated by the Florida Public Service Commission, the Walton County Board of County Commissioners and/or any

utility cooperative service organization shall withhold permanent service from any structure as far as practical, unless doing so would endanger life or property, until the owner, occupant, person in charge or other requesting party has furnished the utility with a valid property number and placed said numbers on the structure to be serviced as prescribed by this ordinance.

(2) Any landline company that provides dial-tone service within the boundaries of Walton County, Florida shall:

a. Provide the capability of their customer to dial 9-1-1 and reach the Walton County, Florida 9-1-1 Public Safety Answering Point (PSAP).

b. Provide the Walton County Emergency Operations Center with the status of each of their subscribers, including but not limited to the physical address of where the service is, date of service activation, date of service deactivation and date when service is moved to another location.

c. The information provided from the dial-tone provider to the PSAP must be of a timely and accurate manner.

(3) All wireless service providers within the boundaries of Walton County, Florida shall be governed by the FCC and the State of Florida requirements pertaining to the wireless telecommunications of cell-phones.

ARTICLE 12
Property Exemptions

The following structures shall be exempt from the provisions of this ordinance unless the structure contains an individual phone assigned hereto:

A. Agricultural building not requiring a separate mailing address such as a barn, poultry house, or equipment storage building.

B. Storage and accessory buildings for the use of the occupant of another building on the same property.

ARTICLE 13
New Developments

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

A. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida. It shall be the duty of Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton

County, Florida, to notify by mail through the U.S. Post Office each property owner of their new address within at least 15 business days for all structures including mobile homes prior to the effective date of their use after the issuance of a Walton County building permit to the designated addressing authority. It shall be the duty of each property owner to post new property numbers, in accordance with this ordinance, on the stated date of effective use. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first. Final certificate of occupancy on any said property shall be withheld until numbers are in compliance with Article 11, Section A Subsections (1) and (3) and have been displayed in accordance with the standards of this ordinance. To recover the costs associated with the address assignment of new property in Walton County, the Walton County Board of County Commissioners shall impose a fee of $20.00 **per unit** for each new building permit, mobile home permit and/or temporary pole permit issued and shall be placed in the budget of the Walton County GIS/Information Resources Department *(the designated addressing authority)*or the governing agency so designated by the Board of County Commissioners of Walton County, Florida in the account designated **"E9-1-1 Address Maintenance Fee"** to be used only to offset the costs associated with the assignment and maintenance of property to the Walton County, Florida E9-1-1 system.

B. **New Subdivisions.** Any prospective subdivider shall submit a proposed road name and lot numbering system on a plat to the Walton County Planning Office. Approval by the Walton County Planning Office, Walton County Planning Board and/or the Walton County Board of County Commissioners, after consultation with and approval from the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida, shall constitute the assignment of road names and address numbers to the lots in the subdivision. The Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida shall follow the stipulations stated therein in Article 5 and Article 6. The subdivider shall pay a subdivision fee according to the following scale:

For subdivisions with 1-10 lots, the fee shall be $100.00
For subdivisions with 11-30 lots, the fee shall be $300.00
For subdivisions with 31-50 lots, the fee shall be $500.00
For subdivisions with 51-75 lots, the fee shall be $750.00
For subdivisions over 75 lots, the fee shall be $1,000.00

These fees are imposed to offset the costs associated with the GIS placement of the roads of the proposed subdivision to the Walton County Base Map and the E9-1-1 system. This fee shall be collected by the Walton County clerks Office when the subdivision plat has been recorded and placed in the budget of the Walton County GIS/Information Resources Department *(the designated addressing authority)* or the governing agency so designated by the Board of County Commissioners of Walton County, Florida in the account so designated as **"E9-1-1 Subdivision GIS Placement"**.

This account is to be used only for the E9-1-1 GIS/GPS (Geographical Information Systems/Global Positioning System) equipment.

C. Subdivision Entranceway Identification Signage. Developers and/or owners of prospective subdivisions shall erect one (1) subdivision entranceway Identification sign at each entrance on the subdivision's property for platted subdivisions. Subdivisions without entranceways or common areas are excluded from Article 13C. The sign may be a single sign with two faces of equal size or may be two single-faced structures of equal size located on each side of the entrance. No face of the sign shall exceed 40 square feet in size, and the sign may be illuminated in a steady light only. Such signage shall make no reference to the sale or lease of the lots or houses located within said identified subdivision. All sign maintenance costs including lightning costs shall be the responsibility of subdivision owners and/or homeowners association. The sign shall state only the recorded name and 9-1-1 address of the entranceway of the platted subdivision. Letters and numbers of the subdivision's name and 9-1-1 address shall be at least six inches (6") in height and be of a contrasting color with the immediate background of the sign on which the letters and numbers are affixed. Developers and/or owners of prospective platted subdivisions shall provide the Walton County Planning and Development Services Division with a site plan identifying the proposed sign layout and location, for approval. The Walton County GIS/Information Resources Department (the designated addressing authority) or the governing agency so designated by the Board of County Commissioners of Walton County, Florida will assign a 9-1-1 address upon notification of the site plan from the Walton County Planning and Development Services Division. The Walton County GIS/Information Resources Department (the designated addressing authority) or the governing agency so designated by the Board of County Commissioners of Walton County, Florida will notify the Walton County Planning and Development Services Division of such address for final approval of the submitted site plan. When considering the placement of such signs, the Walton County Planning and Development Services Division shall consider the location of public utilities, sidewalks & future street widenings. Signage is to be installed at the commencement of development of said subdivision.

ARTICLE 14
Date of Implementation

A. This ordinance shall take effect immediately and be in full force in Walton County, Florida, upon the adoption by the Walton County Board of County Commissioners.

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

ARTICLE 15
Enforcement

Enforcement of the Walton County E9-1-1 Addressing Ordinance shall be administered by the Walton County Code Enforcement Office or the governing agency so designated by the Board of County Commissioners of Walton County, Florida.

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 property number or a reassignment of address or within (7) days of a warning notice to post numbers shall be in violation of this ordinance.

ARTICLE 16
Severability

Should any word, phrase, sentence, section or subsection be held by a court of competent jurisdiction to be illegal, void, unenforceable or unconstitutional, then that word, phrase, sentence, section or subsection so held shall be severed from this Ordinance and all other words, phrases, sentences, sections or subsections shall remain in full force and effect.

DONE AND ACCEPTED this **22nd** day of **August**, 2006.

CERTIFIED A TRUE COPY
Dec 29, 2006
MARTHA INGLE, CLERK
CIRCUIT COURT-COUNTY COURT
WALTON COUNTY, FLORIDA
BY: C. Sconiers
DEPUTY CLERK

BOARD OF COUNTY COMMISSIONERS
OF WALTON COUNTY, FLORIDA

Scott A. Brannon

Scott A. Brannon, Chair

ATTEST:

Crystal Sconiers

Martha Ingle, Clerk of Court