

# **Addressing Ordinance number 04-24**

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## ORDINANCE NO. 04-24

AN ORDINANCE REPEALING SECTIONS 15-30 THROUGH 15-32 OF ARTICLE II OF THE CODE OF MARION COUNTY; PROVIDING FOR NEW LANGUAGE FOR ARTICLE II THAT INCLUDES THOROUGHFARE DESIGNATION DEFINITIONS; ADDRESS NUMBERS; PLAN REVIEW; STANDARDS FOR NAMING STREETS; PRIVATE AND PUBLIC WAY NAMING; ACCESS AND ACCESS DISPUTES; CHANGING THE NAME OF A THOROUGHFARE; POSTING PUBLIC WAY, PRIVATE WAY AND VANITY SIGNS; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, Marion County is continuing to grow and develop with homes, streets, and buildings; and

**WHEREAS**, the E9-1-1 Emergency Number Telephone System is intricately intertwined, related to and dependent upon a uniform addressing system; and

**WHEREAS**, Marion county recognizes that readily locating and finding the proper location is vital to providing fire and emergency services; and

**WHEREAS**, the Standard Fire Prevention Code, adopted by Marion County, provides that “new and existing buildings shall have approved address numbers placed in a position to be legible and visible from the street or road fronting the property”; and

**WHEREAS**, the E9-1-1 Emergency Number Telephone System is established to promote, protect and improve the health, safety and welfare of the citizens of Marion County, Florida; and

**WHEREAS**, the Board of County Commissioners of Marion County has determined that it is in the best interest of the public health, safety and well being of the citizens of

Marion County to use and enforce a uniform street numbering system, so that every building in Marion County shall have a uniquely numbered address; and

**WHEREAS**, the Board of County Commissioners of Marion County now desires to repeal the current language of Article II, Chapter 15, Sections 15-30 through 15-32 of the Marion County Code, and set forth new language to meet the growing needs of Marion County.

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

**SECTION 1. REPEAL.** Article II, Sections 15-30 through 15-32, Marion County Code, are hereby repealed in their entirety.

**SECTION 2.** Article II, Section 15-30 is created to read in its entirety as follows:

SECTION 15-30. Uniform Numbering System.

1. There is adopted for the numbering, naming and designation of thoroughfares, alleys, and public and private ways in the County, the system known as the Quadrant System whereby the County is divided into four Sections designated northeast (NE), northwest (NW), southeast (SE) and southwest (SW).
2. All structures within Marion County shall be assigned a number in accordance with the System.
3. Streets named and numbered prior to the adoption of this Section which do not conform to the standards set forth first in this Section will not be changed except when the Director receives documented notification which indicates there may be a discrepancy in addressing, or the Board of County Commissioners directs such a change be made.

4. Said System will be the standard for all thoroughfare naming and addressing unless deemed inadequate by the Emergency Services Providers, and approved by the Board.

**SECTION 3.** Article II, Section 15-31 is created to read in its entirety as follows:

SECTION 15-31. Definitions.

For the purposes of this Ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates otherwise:

1. Access - The thoroughfare used to travel by automobile to a structure (see Illegal Access).

2. Accessory Building - A building that is clearly incidental or subordinate to and customarily utilized in connection with a principal building located on the same lot or tract.

3. Address - A combination of house number and thoroughfare name as assigned by the Department that describes the physical location of the structure.

4. Address Discrepancy - Reasons such as, but not limited to: an address or unit/suite number out of sequence; odd or even number on wrong side of thoroughfare; rural box numbers; numbers improperly affixed, illegible, unclear, obstructed, not visible; unapproved numbers; unapproved street signs; private driveway named or marked similarly to County named streets; street names that sound alike; street suffixes that do not properly describe the street location; and subdivisions, apartments, shopping centers, mobile home

parks, condominiums, warehouses, commercial office buildings, campuses, single family residences, duplexes or other communities of buildings with confusing, ambiguous or misleading addresses; or when emergency service providers believe any normal response time is impaired or may be impaired due to a conflict in the thoroughfare or structure naming or numbering.

5. Building Front - The part of the building that is the architectural front.
6. Committee - 9-1-1 Operations Committee, represented by one member of each Public Safety Answering Point within the County, chaired by the Director.
7. Campus - Any large tract or combination of tracts of property used to co-locate a business or residence with multiple buildings. This may include, but is not limited to: farms, industrial complexes, mobile home parks, schools and similar situations.
8. Department - 9-1-1 Management Department, addressing authority under the Marion County Board of County Commissioners.
9. Director - Director of the 9-1-1 Management Department, holding the titles of Marion County 9-1-1 Systems Director and Marion County 9-1-1 Coordinator.
10. Driveway - A private single thoroughfare which leads to one or more residences or an owner's parcel of land.
11. Grid System - A series of designed north /south parallel lines intersecting a second set of east/west parallel lines within a land area (i.e. "Section"), as indicated on the 9-1-1 Addressing Maps.

12. Illegal Access - An access to which the property owner has neither legal easement nor ownership.

13. Occupant - Any person, firm, entity, partnership, trust, corporation, association or other organization which is occupying or leasing a building or other property for a period exceeding thirty (30) days.

14. 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.

15. Principal Building - Any structure that 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.

16. Private Way - Any named thoroughfare used for vehicular traffic which is not included in the definition of "public way" and which is not maintained by Marion County. This term shall include, but is not limited to: roadways; easements; driveways; parking lots in apartment, condominium, commercial or industrial complexes; and prescriptive roads, which have been named, and on which, signs have been placed in accordance with Marion County policy and Florida Statute 316.077 (State Uniform Traffic Law). Such private ways may have been created by subdivision construction, prescriptive road designation, private land or family division, or other means, and are subject to identification for 9-1-1 location purposes.

17. Public Way, County Maintained - An officially named public thoroughfare or right-of-way, whether paved or unpaved, which is intended for vehicular traffic, excluding service entrances or driveways, maintained by the County.

18. Public Way, Non-County Maintained - An officially named public thoroughfare or right-of-way, whether paved or unpaved, which is intended for vehicular traffic, excluding service entrances or driveways, not maintained by the County.

19. Quadrant Address - An address based on the Quadrant Numbering System listed herein.

20. Quadrant Numbering System (or System) - A uniform method of assigning and coordinating the addresses of buildings and properties based on a designated grid system contained on the official 9-1-1 Addressing Maps.

21. Subdivision – A grouping of lots occupied by either businesses or residences with one or more common entrances, usually named.

22. Subdivision, County Maintained - A grouping of lots occupied by either businesses or residences with one or more common entrances, usually named, where the roads are County maintained.

23. Subdivision, Private Road - A grouping of lots occupied by either businesses or residences with one or more common entrances, usually named, where the roads are not County maintained.

24. Thoroughfare - A path used for vehicular traffic.

**SECTION 4.** Article II, Section 15-32 is created to read in its entirety as follows:

SECTION 15-32. Quadrant Thoroughfare Designation Definitions.

1. Avenue: A north/south running road, primarily within the first third of the grid, closest to the zero (0) grid line.
2. Avenue Road: A north/south running meandering road within the first third of its grid, closest to the zero (0) grid line, usually crossing grid lines, named from the most major intersection.
3. Court: A north/south running road, primarily within the second third of the grid, closest to the zero (0) grid line.
4. Court Road: A north/south running meandering road within the second third of its grid, closest to the zero (0) grid line, usually crossing grid lines, named from the most major intersection.
5. Terrace: A north/south running road, named primarily from the third third of the grid, closest to the zero (0) grid line.
6. Terrace Road: A north/south running meandering road within the third third of its grid, closest to the zero (0) grid line, usually crossing grid lines, named from the most major intersection.
7. Circle: A north/south road that takes a circular position, ends back upon itself, ends back upon another road from which it originates or takes any shape other than a conventional quadrant system road name designation.
8. Street: An east/west running road, named primarily from the first third of the grid, closest to the zero (0) grid line.

9. Street Road: An east/west running meandering road within the first third of its grid, closest to the zero (0) grid line, usually crossing grid lines, named from the most major intersection.
10. Place: An east/west running road, named primarily from the second third of the grid, closest to the zero (0) grid line.
11. Place Road: An east/west running meandering road within the second third of its grid, closest to the zero (0) grid line, usually crossing grid lines, named from the most major intersection.
12. Lane: An east/west running road, named primarily from the third third of the grid, closest to the zero (0) grid line.
13. Lane Road: An east/west running meandering road within the third third of its grid, closest to the zero (0) grid line, usually crossing grid lines, named from the most major intersection.
14. Loop: An east/west road that takes a circular position, ends back upon itself, ends back upon another road from which it originates or takes any shape other than a conventional quadrant system road name designation.

**SECTION 5.** Article II, Section 15-33 is created to read in its entirety as follows:

SECTION 15-33. Administration and Assignment of Numbers.

1. The Department shall be responsible for coordinating and maintaining the numbering system established by this Ordinance. The Department as designated by the County

Administrator of Marion County, Florida, shall issue addresses in conformity with the Uniform Numbering System established in Section 15-30.

2. When the Department obtains or is presented with proper documentation relating to an addressing discrepancy or situation that could cause a delay or interfere with providing emergency assistance, or should an existing building have, exhibit or be assigned with a number in conflict with the Numbering System, the Department shall file notice to those owners and/or occupants whose address or building number is in conflict with the Numbering System. Said notice shall be delivered to the owner and/or occupant by (a) the United States Postal Service, (b) posting such notice in a conspicuous place on the building or (c) hand delivery. Said notice shall include a notification of change of address, and shall contain the new address assigned to the building in accordance with this Ordinance. The owner will have 30 days to comply.

3. Should any situation arise beyond the normal scope of standard practice, the Department, with Committee input, will decide on appropriate action.

**SECTION 6.** Article II, Section 15-34 is created to read in its entirety as follows:

SECTION 15-34. Building and Property Numbering Established, Incorporation of Maps.

A uniform system of numbering buildings, as shown on the maps identified by the title 9-1-1 Addressing Maps, created, maintained and filed in the Department, is hereby adopted for use in the unincorporated areas of Marion County and

incorporated areas of McIntosh and Reddick. These maps and all explanatory matter thereon, as amended from time to time, and related thereto, are hereby adopted, incorporated herein by reference, and made a part of this Ordinance.

**SECTION 7.** Article II, SECTION 15-35 is created to read in its entirety as follows:

SECTION 15-35. Non-Quadrant Thoroughfare Designations.

1. All thoroughfare identification shall meet Department approval prior to any use or posting in Marion County.
2. Thoroughfares shall only be issued numbers in accordance with the current Quadrant Numbering System. Non-quadrant names shall no longer be issued to identify thoroughfares, unless approved by the Board of County Commissioners.
3. Existing, approved names shall not be affected by the terms of this Ordinance, until such time that the Board of County Commissioners approves of the Department's changing said names.

**SECTION 8.** Article II, SECTION 15-36 is created to read in its entirety as follows:

SECTION 15-36. Plan Review.

1. All subdivision, developments and permit site plans are subject to review by the Department.
2. The building number assigned by the 9-1-1 Management Department shall be posted by the owner or occupant of the building as a precedent condition to the issuance of a Certificate of Occupancy or Certificate of Completion.

3. Pre-addressed subdivisions are for reference only. A subdivision address is not considered established until issued against an active and issued permit, or assigned in writing. Addresses and thoroughfare names are subject to change at any time if property dimensions or thoroughfares are altered or when an Address Discrepancy is discovered or when it serves the best interests of the citizen in the capacity of public safety (health, safety and welfare).

**SECTION 9.** Article II, Section 15-37 is created to read in its entirety as follows:

SECTION 15-37. Addressing and Access To Structures.

1. The assignment of an address for a building or parcel may be withheld until such time as legal easement and/or physical access to the site is established.

2. All commercial and residential buildings and dwellings shall have access for public safety vehicles for the health, safety and welfare requirements affecting all Marion County citizens.

3. All buildings shall be assigned a quadrant address by the Department based on the structure frontage and the vehicular access to that building.

a. In subdivisions, and other areas where possible, structures shall be addressed at the front, including lots where the driveway enters from the side or rear.

- b. If the front of the structure does not face the frontage road or the structure is greater than fifty feet from the frontage road, the address may be issued at the driveway.
- c. If an access is recorded as part of the legal description, but impassible, the Department shall address the structure based on the best available access until the recorded access is open for public safety responder vehicles.
- d. If there is more than one access available, and one is the legal access, the Department shall issue the address based on the legal access.
- e. If the only access is an illegal access, a temporary address shall be issued.

4. No person shall block, alter, or in any way, disrupt public safety vehicle access in Marion County.

**SECTION 10.** Article II, Section 15-38 is created to read in its entirety as follows:

SECTION 15-38. Structure Access Disputes.

1. It is the responsibility of the owner of the property(ies) on which the access crosses, and the person(s) using said access, to contact the Department in the event an access is altered because of a dispute.

2. It is the responsibility of the owner of the property(ies) on which the access crosses, and the person(s) using said access, to contact the Department in the event an alteration of access is agreed upon, or legally changed.

3. The only way to alter an access in Marion County is to do so legally, resulting in a court order, judgment, or recorded alteration of access.

4. If a court order is delivered and not acted upon, redress must be done legally and in no case shall the sole public safety vehicle access to a building be blocked, altered or disrupted. Upon notification of court order or other legal written agreement between all parties involved, the Department will adjust the addressing accordingly.

**SECTION 11.** Article II, Section 15-39 is created to read in its entirety as follows:

SECTION 15-39. Building Numbers.

1. All residential and commercial buildings in unincorporated Marion County and the incorporated areas of McIntosh and Reddick are required to be issued a building number by the Department. The building number shall be posted on or about the building and property in accordance with guidelines set forth in the following sections.

2. Alpha-numeric character combination building numbers are not permitted in accordance with US Postal requirements, and shall not be issued for a structure's address.

3. When a number is issued as a building identifier, it shall be displayed in numeric format so that it matches the 9-1-1 Database (Ex. "76" not "Seventy-Six").

4. Fractions of a house number shall not be issued for a structures address.

5. Residential building numbers shall be posted as follows:
  - a. The color of posted building numbers shall contrast with the surrounding surface so as to be readily identifiable.
  - b. Building numbers shall be in an easily discernible type (e.g. Block).
  - c. Numbers posted shall be a minimum of four (4) inches high and two (2) inches wide.
  - d. If a building's front is greater than fifty (50) feet from the assigned thoroughfare, numbers shall be posted at the entrance road or driveway to the building, in addition to the number being affixed to the building. Numbers shall meet minimum size requirements at all locations.
  - e. If a building's front is not readily visible or accessible, regardless of distance from the assigned thoroughfare, numbers shall be posted at the driveway to the building, in addition to the number being affixed to the building. Numbers shall meet minimum size requirements at all locations.
6. Commercial building numbers shall be posted as follows:
  - a. Numbers shall contrast with the surrounding surface during the day and be illuminated or reflective during the night so as to be readily identifiable.

- b. Building numbers shall be in an easily discernible type (e.g. Block).
- c. Number posted shall be a minimum of six (6) inches high and two (2) inches wide at every location where indicated.
- d. Commercial buildings which are less than fifty (50) feet and readily visible from the thoroughfare or driving lane of the parking lot for plazas shall have numbers affixed directly over or on the main entrance door.
- e. Commercial buildings which are over fifty (50) feet, but still readily visible, from the thoroughfare or driving lane of the parking lot shall have building numbers readily visible from the assigned thoroughfare in addition to the placement on the building. Numbers shall meet minimum size requirements at all locations.
- f. Commercial buildings, of which the front is not readily visible or accessible, regardless of distance from the assigned thoroughfare, shall have numbers posted at the driveway to the building, in addition to the number being affixed to the building. Numbers shall meet minimum size requirements at all locations.
- g. For plazas or other such commercial occupancies with multiple buildings, the range of building numbers shall also be posted on the main plaza or occupancy sign readily viewed from the thoroughfare

from both directions, and shall meet minimum size requirements at all locations.

7. The owner or occupant of a structure shall have six (6) months from the date of enactment of this ordinance to make necessary changes to comply with sizing requirements, as long as smaller, previously approved, numbers are posted.

**SECTION 12.** Article II, Section 15-40 is created to read in its entirety as follows:

SECTION 15-40. Campus Situations.

1. Campus situations, which are susceptible to being converted to the Quadrant System, shall have thoroughfares identified and buildings individually numbered in accordance with the System.
2. Campus situations which are not susceptible to being converted to the Quadrant System may have secondary building numbers assigned in addition to the main address building number, and are required to meet the following conditions:
  - a. All building numbers shall be displayed in an ordered list, map or layout format at the main entrance of said campus.
  - b. Numbers shall meet minimum size requirements at all locations.
  - c. At the main entrance, the main building number shall be visible from both sides of the addressed thoroughfare.
  - d. Owner shall provide a detailed map of the campus to the Department.

3. Any Commercial, Residential or Campus situation that has access to more than one thoroughfare, shall post its complete name and layout map at every entrance.

**SECTION 13.** Article II, Section 15-41 is created to read in its entirety as follows:

SECTION 15-41. County Maintained Public Way Identification.

1. All County Maintained Public Way signage is the responsibility of the Marion County Sign Shop using gas tax funds.
2. Any thoroughfare that intersects with a Public Way shall be identified with signage.
3. The 9-1-1 Management Department will be the final judge as to the name accuracy of all quadrant signage.

**SECTION 14.** Article II, Section 15-42 is created to read in its entirety as follows:

SECTION 15-42. Non-County Maintained Public Way Identification

1. All Non-County Maintained Public way signage is the responsibility of the Marion County Sign Shop, using funds other than gas tax.
2. Any thoroughfare that intersects with a Non-County Maintained Public Way shall be identified with signage.
3. The 9-1-1 Management Department will be the final judge as to the name accuracy of all quadrant signage.

**SECTION 15.** Article II, Section 15-43 is created to read in its entirety as follows:

SECTION 15-43. Private Way Identification.

1. Private Road Subdivisions

- a. The quadrant signage in a Private Road Subdivision is the responsibility of the landowners.
  - b. Once a missing or incorrect quadrant sign is reported, the landowners have a maximum of 30 days to install a replacement sign.
2. Regulations are established for the identification of driveways providing access to multiple residences or commercial buildings when the conditions in Section 15-40 are not met.
- a. Driveways shall be required to be identified under the following conditions: If the driveway (a) extends more than fifty (50) feet from the assigned thoroughfare, (b) provides access to two (2) or more homes or businesses which are not readily visible from the frontage thoroughfare or (c) exhibits other circumstances which deem it necessary and in the best interest of public safety.
  - b. Residents using a common private way that has been identified for the purpose of public safety location are required to keep the private way free and clear and accessible to vehicular traffic.
  - c. The identification of a private way by the Department in no way implies ownership or maintenance of said private way by the County and is for the purposes of public safety location only.

- d. All Private Way signage is the responsibility of the landowners abutting the Private Way, who have a maximum of thirty (30) days to put it in place.
  - e. Abutting property owners will be advised of the new driveway identifier. Furthermore, after due notice and a maximum of a thirty (30) day grace period, abutting residing property owners shall be required to post any and all new house numbers.
3. Private way signage shall meet the same size criteria for blade, letters and numbers as public way signage, but shall be of a reverse color than that of the county maintained signage, in that the signs shall have a reflective white background with reflective green lettering.
4. The 9-1-1 Management Department will be the final judge as to the name accuracy of all private way quadrant signage.
5. Occupants may prevent their driveways from being identified and signed based on the following criteria:
- a. A minimum of seventy-five (75%) percent of the occupants shall post the assigned building numbers in an appropriate fashion at the common entrance of the driveway.

- b. Occupants who do not comply with the house number posting are considered to be in violation of this ordinance and will be referred to the Code Enforcement Office.
- c. When a structure or parcel is vacant, but has been assigned an address, the owner shall ensure the correct address is posted in the appropriate fashion.

**SECTION 16.** Article II, Section 15-44 is created to read in its entirety as follows:

SECTION 15-44. Posting Vanity Private Driveway Signs.

- 1. Individuals who choose to name their driveway shall not use signage similar to those signs installed for public safety purposes (reflective green background with reflective white lettering, or reflective white background with reflective green lettering).
- 2. No name or number shall be used which conflicts with existing names or numbers within the County.
- 3. Vanity signs shall not be attached to any public way sign or placed within any Public Right-Of-Way.
- 4. Vanity signs are the responsibility of the owner.

**SECTION 17.** Article II, Section 15-45 is created to read in its entirety as follows:

SECTION 15-45. Applicability.

This Ordinance shall pertain to all new or revised addresses within Marion County.

**SECTION 18.** Article II, Section 15-46 is created to read in its entirety as follows:

SECTION 15-46. Enforcement.

1. All requirements set forth in this ordinance shall be enforced.
2. Where a violation has been found serious enough to be deemed critical, for example, non-posted numbers, incorrect or unapproved numbers or signage, etc., the Department shall notify the Marion County Code Enforcement Department.

**SECTION 19. 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 20. INCLUSION IN CODE.** 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 Marion County Code and that the Section of this Ordinance may be renumbered or re-lettered and the word "ordinance" may be changed to section, article, or such other appropriate word or phrase in order to accomplish such intentions.

**SECTION 21. EFFECTIVE DATE.** The Clerk of the Board with the office of the Secretary of State of Florida shall file a certified copy of this Ordinance as enacted within

ten (10) days after enactment, and this Ordinance shall take effect in accordance with Section 125.66 (2) of the Florida Statutes.

**DULY ADOPTED** in regular session by the Board of County Commissioners of Marion County this 2nd day of November, 2004.

ATTEST:

  
\_\_\_\_\_  
DAVID R. ELLSPERMANN, CLERK

**BOARD OF COUNTY COMMISSIONERS  
MARION COUNTY, FLORIDA**

  
\_\_\_\_\_  
ANDY KESSELRING, CHAIRMAN