

## ORDINANCE 04-89

AN ORDINANCE ESTABLISHING A UNIFORM ROADWAY ADDRESS SYSTEM; ESTABLISHING AN ENHANCED 9-1-1 ADDRESSING OFFICE; ESTABLISHING A ROADWAY NAMING SYSTEM; PROVIDING DIRECTIONS FOR POSTING ROADWAY NAMES; ESTABLISHING A BUILDING NUMBERING PLAN IN THE UNINCORPORATED AREAS OF POLK COUNTY; PROVIDING DIRECTIONS FOR POSTING BUILDING NUMBERS; ESTABLISHING A GRID SYSTEM FOR ROADWAY NAMING AND BUILDING NUMBERING; ESTABLISHING THE REQUIREMENTS FOR LOT NUMBERING AND POSTING OF MOBILE HOME PARKS AND RV PARKS; PROVIDING PENALTIES FOR VIOLATING THIS ORDINANCE; PROVIDING FOR THE ADOPTION OF AN ENHANCED 9-1-1 PROCEDURES MANUAL; RECOGNIZING THE AUTHORITY OF THE BOARD OF COUNTY COMMISSIONERS UNDER F.S. SECTION 336.05; PROVIDING FOR THE CODIFICATION OF THIS ORDINANCE; PROVIDING FOR THE CODIFICATION; PROVIDING FOR SEVERABILITY; SUPERSEDING ALL PREVIOUSLY ADOPTED CONFLICTING PROVISIONS; REPEALING ORDINANCES 90-38 AND 00-27; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS there is a need for a complete inventory and improved uniformity of roadway names and building numbers in Polk County; and

WHEREAS the “Enhanced 9-1-1 - Emergency Telephone System” is intricately intertwined, related to, and dependent upon a verified roadway naming and building numbering system, and

WHEREAS the Standard Fire Prevention Code, adopted by Polk County, provides that “approved numbers or addresses shall be provided for all new and existing buildings so that the number or address is plainly legible from the roadway”, and

WHEREAS it would be beneficial to insure consistent roadway naming and building numbering at the development stage as well as after buildings are constructed; and

WHEREAS an “Enhanced 9-1-1 Emergency Telephone System” serves to promote, protect, and enhance the health, safety and welfare of the citizens of Polk County, Florida; and

WHEREAS an improved system of roadway naming and building numbering would facilitate and enhance the smooth operation of the “Enhanced 9-1-1 Emergency Telephone System,” and

WHEREAS Section 336.05, Florida Statutes, authorizes the Polk County Commissioners to name and rename streets and roads, except state roads lying outside the boundaries of any incorporated municipality, and regulate the naming of streets or roads in recorded subdivision plats; and

WHEREAS Section 365.171, Florida Statutes, provides for the implementation of a 9-1-1 emergency communication system within the confines of the county; and

WHEREAS it is necessary and critical that certain regulations, requirements, and information within the purview of the municipalities be transmitted to the county in a timely manner in order to maintain an effective 9-1-1 Emergency Number System throughout Polk County, Florida; and

WHEREAS the Board of County Commissioners of Polk County has determined that it is in the best interest of the public and would enhance the health, safety and welfare of the citizens of Polk County to establish and implement a uniform roadway address system which would provide for greater uniformity and consistency in roadway naming and building numbering in the unincorporated areas of Polk County, Florida, by requiring that every building ( including mobile homes ) in the unincorporated areas of Polk County have an approved address number, and to require that all public roadways and qualified private roadways have assigned roadway names;

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

SECTION 1: PURPOSE.

This ordinance is adopted for the purpose of providing a Uniform Roadway Address System for greater uniformity and consistency in roadway naming and for the assignment of address numbers to buildings and structures located on, or with access from, officially named public and private roadways in the unincorporated areas of Polk County, Florida, and is in the interest of the public health, safety and general welfare of the citizens and inhabitants of Polk County.

SECTION 2: SHORT TITLE.

This Ordinance shall be known and may be cited as the “Uniform Roadway Address System Ordinance.”

SECTION 3: DEFINITIONS.

- (a) Accessory Building: A structure which is customarily associated with subordinated in size and incidentally in use to the principal structure and located on the same site.
- (b) Address Numbering Maps: A master set of maps which, in conjunction with approved plats, depicts the existing roadway naming and building numbering schemes, as well as the roadway naming system and building numbering plan created by this ordinance, any proposed roadway naming and building numbering schemes within the unincorporated area of Polk County, and the layout of internal access roadways and lots or units in mobile home parks and apartment complexes.
- (c) Building: Any structure, including a mobile home, which is designed, built or used for the support, enclosure, shelter, or protection of people for any

residential, commercial, or industrial purpose.

- (d) **Building Front:** That area or portion of a building or its facade which faces the roadway and determines which roadway would be named in the building's address unless another designation is deemed necessary by the 9-1-1 Addressing Office.
- (e) **Building Numbering Plan:** A system by which existing buildings and projected lots and other sites for future buildings are assigned a building number to be combined with the roadway name for address in a uniform and coordinated manner as developed by the Enhanced 9-1-1 Addressing Office and depicted on the Address Numbering Maps.
- (f) **City-Style Addressing:** Assignment of house numbers in sequential order using the grid of the existing community and the roadway name from which the building is accessed.
- (g) **County Manager:** The County Manager appointed by the Polk County Board of County Commissioners.
- (h) **Enhanced 9-1-1 Emergency Telephone System:** The system maintained and operated by the Enhanced 9-1-1 Office whereby the Uniform Roadway Address System created by this Ordinance, the Address Numbering Maps, the telephone numbers associated with given addresses, and the Enhanced 9-1-1 Office's communications equipment and facilities are used in conjunction with each other to provide an efficient and reliable response to emergencies reported via 9-1-1 emergency telephone calls.
- (i) **Enhanced 9-1-1 Addressing Office:** The office and staff organized and operating within the Emergency Management Division of Polk County Department of Public Safety which is authorized and directed by this Ordinance to administer, the Uniform Roadway Address System.
- (j) **Master Street Address Guide:** A listing of all streets and house number ranges within a 9-1-1 service area.
- (k) **Mobile Home Park:** A single parcel of land under a single ownership where 5 or more lots are offered for lease or rent for placement of mobile homes or where mobile homes are offered for lease or rent, and which is developed with all necessary facilities and services for park residents in accordance with an approved site development plan.
- (l) **Multiple Building Complex:** 5 or more detached principal buildings situated on a single lot to which access is gained by a common driveway or internal access roadway.
- (m) **Occupant:** Any person, firm, partnership, corporation, trust, association, or

other entity or organization which is occupying or leasing a building or other real property for a period exceeding 30 days.

- (n) Owner: Any person, firm, partnership, corporation, trust, association, or other entity or organization which owns the fee title to, or has an undivided interest in, a building or other real property.
- (o) Principal Building or Structure: The building or structure having the primary use of the lot.
- (p) Private Roadway: Those roadways which are not maintained by any public entity; but rather are maintained by those property owners who own the property underlying or abutting the road. Those roads, excluding a parking lot, providing access to five or more principal buildings and subject to the roadway naming requirements of this Ordinance
- (q) Private Driveway: A privately owned driveway which is not maintained by a public entity in the area of the County right-a-way and is subject to County driveway standards, excluding a parking lot, which provides access to more than 5 principal buildings and is not subject to the roadway naming requirements of this Ordinance, and is exempt from County road construction standards.
- (r) Recreational Vehicle: A temporary living quarters for recreational, camping, or travel use which either has its own motive power or is mounted on or drawn by another vehicle.
- (s) Recreational Vehicle Park (R. V. Park): A single parcel of land under a single ownership where 5 or more lots are offered for lease or rent for the non-permanent placement of recreational vehicles or tents, and which is developed with all necessary facilities and services for park residents in accordance with an approved site development plan.
- (t) Roadway: All thoroughfares, ways, or routes of travel located in the unincorporated areas of Polk County, including but not limited to roads, highways, and all open right-of-ways, when any part thereof is designed for or open to the use of the public for purposes of vehicular transportation or traffic. This does not include parking lots, bicycle paths, alleys, sidewalks, service entrances, driveways, and privately-owned roadways which do not meet the definition of a private roadway as set forth in Subsection (p).
- (u) Roadway Naming System: A system by which the names of all projected and existing roadways may be included on the Address Numbering Maps subject to review for compliance with the Polk County Subdivision Regulations and this Ordinance.
- (v) Uniform Roadway Address System: The system created by this Ordinance

which incorporates the Roadway Naming System, the Building Numbering Plan, and the Address Numbering Maps.

SECTION 4: ENHANCED 9-1-1 ADDRESSING OFFICE AND ITS DUTIES.

- (a) Designation: The Enhanced 9-1-1 Addressing Office of the Polk County Department of Public Safety's Emergency Management Division shall design, implement, administer, operate and maintain the Uniform Roadway Address System.
- (b) Duties: The Enhanced 9-1-1 Addressing Office shall:
  - (i) Gather information concerning all roadway names and other information to determine whether such roadway names comply with the Polk County Subdivision Regulations, and this Ordinance;
  - (ii) Design and prepare a Roadway Naming System, Building Numbering Plan, Address Numbering Maps and the Uniform Roadway Address System established by this Ordinance, in accordance with requirements set forth in this Ordinance, with the assistance of other departments and divisions of Polk County as directed by the County Manager;
  - (iii) Review, in cooperation with any municipality, proposed roadway names and designations in proposed plats for subdivisions in the unincorporated areas of Polk County to determine whether such proposed roadway names and designations comply with the Polk County Subdivision Regulations and this Ordinance; and
  - (iv) Assign building numbers to each existing building and for each subsequently constructed building in accordance with the Building Numbering Plan described in Section 7 below, and subject to the approval of the Enhanced 9-1-1 Addressing Office.

SECTION 5: ROADWAY NAMING SYSTEM.

Polk County shall establish and govern a Roadway Naming System in accordance with the following procedures:

- (a) All roadways named by the recording of plats containing such names or by the assignment of such names by other authorized means prior to the effective date of this Ordinance, including roadways within mobile home and RV parks and multiple building complexes, may retain their names and shall be included on the Address Numbering Maps by the Enhanced 9-1-1 Addressing Office.
- (b) Roadway Naming Criteria: The following criteria shall be followed when naming a roadway:

- (i) Duplicate names shall not be allowed within an addressing district. Use of a different roadway type does not change the fact that the name is duplication. The exception to this policy will be using the same name but different roadway types within the boundaries of a platted subdivision.
  - (ii) Roadway names shall contain no more than twenty characters.
  - (iii) No punctuation or special characters shall be used in roadway names.
  - (iv) Roadway names shall not consist of more than three words, not to include roadway type.
  - (v) The roadway name shall not contain any word that is a type of direction.
  - (vi) Sound alike names shall not be used.
  - (vii) Directional indicators shall not be used on circle roadways.
  - (viii) Roadway abbreviations and designation definitions shall meet the criteria outlined in this Ordinance. (Appendix A)
  - (ix) Names that are deemed offensive by the Addressing Office shall not be used.
  - (x) Roads may be named or renamed by the Enhanced 9-1-1 Addressing Office, property owners on the roadway to be named, or by the Board of County Commissioners.
- (c) As names are assigned to existing unnamed roadways and assigned to new roadways through the platting of subdivisions or other authorized means, such roadway names and new roadways shall be reviewed by the Enhanced 9-1-1 Office for conflict with the naming criteria in this Ordinance and included on the Address Numbering Maps.
- (d) The Enhanced 9-1-1 Addressing Office may rename any roadway in unincorporated Polk County, in accordance with the Polk County Subdivision Regulations and this Ordinance, if it determines that such renaming is necessary to avoid confusion, or to facilitate a timely response by emergency services. The changing of a directional or roadway type is not considered a renaming.
- (e) If the Enhanced 9-1-1 Addressing Office initiates the naming or renaming process, all property owners who access their property by way of the roadway will be polled to determine a pool of possible roadway names.
- (f) If a private roadway or private driveway naming or renaming is initiated by a property owner, the property owner shall be responsible for all costs associated with adding or changing the roadway markers.
- (g) The Enhanced 9-1-1 Addressing Office will petition all property owners who access their property by way of the roadway regarding the naming or renaming of the roadway, regardless of who initiates the naming or renaming process.
- (i) A roadway naming or renaming initiated by the Enhanced 9-1-1

Addressing Office will require 50% plus one acceptance by the responding property owners who access their property by way of the roadway.

- (ii) A roadway naming or renaming initiated by a property owner will require 75% acceptance by the responding property owners who access their property by way of the roadway before the Enhanced 9-1-1 Addressing Office will proceed with the naming process.
  - (iii) If none of the property owners respond to the petition, the Enhanced 9-1-1 Addressing Office may re-petition the owners, terminate the naming process, or set a public hearing to name or rename the roadway.
- (h) Consent Agenda
- (i) If 75% of the responding property owners who access their property by way of the roadway vote to accept the new name initiated by a property owner, a resolution naming or renaming the roadway will be presented to the Board of County Commissioners for adoption by the Board.
  - (ii) If 50% plus one of the responding property owners vote to accept the new name during an E9-1-1 Addressing Office initiated naming or renaming, a resolution naming the roadway will be presented to the Board of County Commissioners for adoption by the Board.
- (i) Public Hearings

When a roadway naming or renaming is initiated by the E9-1-1 Addressing Office, a Public Hearing will be scheduled if less than 50% plus one of the responding property owners who access their property by way of the roadway vote to accept the new name. The most popular of two petitioned road names will be the name brought before the Board in the Public Hearing.

#### SECTION 6: POSTING OF ROADWAY NAMES.

- (a) The posting of names of public roadways in the unincorporated areas of Polk County shall be done in accordance with general law and shall remain the responsibility of the governing authority having jurisdiction over such public roadways.
- (b) The posting of the names of private roadways which are connected to a public roadway or right-of-way in the unincorporated areas of Polk County shall be the responsibility of the governing authority having jurisdiction over such public roadway or right-of-way.

- (c) The posting of the names of private roadways which are not connected to a public roadway or right-of-way shall be the responsibility of the owners of the private roadway or land abutting such private roadway. It shall be the joint duty and responsibility of the owners of a private roadway which is not connected to a public roadway or right-of-way, or the owners of the abutting land, to post or display the name of such private roadway at or near each point where it connects or intersects with another private roadway in such a manner that the roadway name is legible and visible to motorists traveling along the connecting or intersecting private roadway. No one posting the name of a private roadway under this subsection shall use a sign having white letters on a green background.

#### SECTION 7: BUILDING NUMBERING PLAN.

- (a) All buildings to which building numbers were previously assigned and are in compliance or conformity with the grid numbering system described in Section 9 of this Ordinance and other requirements of this Ordinance, shall retain such numbers.
- (b) Address numbering criteria - Addresses must meet the following criteria to be considered acceptable:
  - (i) Odd and even addresses shall not change sides of roadway within an addressing district.
  - (ii) Addresses shall not be out of sequence.
  - (iii) Addresses shall be verified to ensure they are not out of the numbering range of the Master Street Address Guide file.
- (c) All buildings for which building permits or mobile home set-up permits are issued on or after the effective date of this Ordinance shall be numbered in compliance with the requirements of this Ordinance.
- (d) Mobile homes and mobile home lots located within a mobile home park and units located within a multiple building complex shall be numbered in a logical sequence while sharing a common address provided such numbering scheme is included in the Building Numbering Plan and depicted on the Address Numbering Maps.
- (e) Property owners are responsible for notifying tenants/renters/lesers and mobile home park residents of address/roadway name changes.

#### SECTION 8: POSTING OF BUILDING NUMBER.

It shall be the joint duty and responsibility of the owners and occupants of each building located in the unincorporated areas of Polk County to post or display the assigned building number on or near such building in accordance with the following requirements:

- (a) The building number shall be displayed by permanently attaching the building number to the building front. In situations where the structure is not visible from the roadway, the building number shall also be permanently attached to a separate permanent structure such as a mailbox, post, wall or fence; provided that such separate structure is clearly visible and legible from the roadway which the building is addressed. The cost of the individual address numbers shall be the responsibility of the property owner and occupant.
- (b) The building number shall be clearly visible and legible from the roadway by which the building is addressed and shall clearly identify the building to which it is assigned.
- (c) The building number shall be displayed by the use of Arabic numerals of a height of not less than three (3) inches and the numerals shall be of a color which contrasts with the color of the immediate background.
- (d) The numerals used for the display of a building number shall be made of a durable weather-resistant material and shall be permanently affixed to their supporting structure
- (f) The owners and occupants of each building erected shall comply with this Section as a prerequisite to obtaining a certificate of occupancy.

#### SECTION 9: UNIFORM ROADWAY ADDRESS SYSTEM.

A Uniform Roadway Address System devised by the Enhanced 9-1-1 Addressing Office shall be based on a grid system which is a system of vertical and horizontal axes and which shall incorporate the Roadway Naming System and the Building Numbering Plan in compliance with the Polk County Subdivision Regulations and this Ordinance. The Uniform Roadway Address System shall be implemented in accordance with the following procedures:

- (a) If a building is located on a lot which is adjacent to two or more roadways, the roadway name to be used in that building's address shall be the name of the roadway by which the building is accessed from the roadway by a driveway unless another designation is deemed necessary by the 9-1-1 Addressing Office. The number assigned to such building shall then be determined in accordance with Section 8 of this Ordinance.
- (b) If a roadway runs in both north-to-south and east-to-west directions, the direction of such roadway, for the purpose of assigning even or odd numbers to buildings on a given side of the roadway, shall be determined by the direction in which the greater proportion of the roadway runs or by such other logical means as would minimize confusion where a predominant direction cannot be reasonably determined.
- (c) The Enhanced 9-1-1 Addressing Office may retain the address numbering schemes used for mobile homes, lots within mobile home parks, or units

within multiple building complexes as authorized or assigned prior to the effective date of this Ordinance by the United States Postal Service, the government of Polk County, or the government of a municipality, if retention of such address number schemes is the most reasonable option.

- (d) In situations where it would be more reasonable or practical for the Enhanced 9-1-1 Addressing Office to assign an address to a building located in close proximity to a municipality based on a separate grid numbering system used by said municipality, it shall be within the discretion of the Enhanced 9-1-1 Addressing Office to assign a number to such building which is in conformity with the municipality's separate grid numbering system.
- (e) Within 30 days after a parcel of land, a subdivision, or any part thereof, becomes part of the unincorporated area of Polk County by municipal contraction or otherwise, the Enhanced 9-1-1 Addressing Office shall review the address numbers of such property and determine whether such numbers, their posting, and the method of numbering for such contracted portion conform to the designated system and the Building Numbering Plan established by this Ordinance.
- (f) Newly platted subdivisions will be addressed by the Enhanced 9-1-1 Addressing Office or a designated addressing authority after the subdivision has been finalized.

SECTION 10: LOT NUMBERING AND POSTING FOR MOBILE HOME PARKS.

Notwithstanding any other provision of this ordinance to the contrary, all new Mobile Home/RV Parks shall be addressed according to established city-style addressing schemes, to include the following:

- (a) Roadway name signs shall be erected internally within Mobile Home/RV Parks and the cost of such roadway markers shall be the responsibility of the Mobile Home/RV Park Owner.
- (b) Address numbers shall be posted on mobile homes and RVs and placed where they can be easily seen from the roadway which they front. The cost of the individual address numbers shall be the responsibility of the specific mobile home owner and RV owner.
- (c) City-style addresses shall be assigned to lots within Mobile Home/RV Parks in accordance with the provisions of this Ordinance.
- (d) Lots within existing Mobile Home/RV Parks may be re-addressed, on a case by case basis, in compliance with the requirements of this Ordinance.

SECTION 11: VIOLATIONS AND PENALTIES.

- (a) The Codes Enforcement Division shall have the authority and duty to

investigate reported violations of this Ordinance and to proceed against violators of this Ordinance as specified in Polk County Ordinance 85-6, as amended.

- (b) The owner and occupant of any building in the unincorporated areas of Polk County which is not in compliance with the provisions of this Ordinance shall be subject to prosecution before the Polk County Code Enforcement Board and shall be subject to administrative fines and liens as set forth in Polk County Ordinance No. 85-6, as amended.

SECTION 12: ADOPTION OF A PROCEDURES MANUAL.

The Enhanced 9-1-1 Addressing Office shall prepare a procedures manual to be used for establishing addressing guidelines. The procedures manual shall be construed in compliance with this Ordinance. The procedures manual shall be detailed, explaining procedures for public notification of address changes, the procedures for County staff and County citizens to follow for roadway name designations and changes, and the specific criteria utilized when naming a roadway.

SECTION 13: BOARD OF COUNTY COMMISSIONERS' AUTHORITY UNDER F.S. SECTION 336.05.

Nothing in this ordinance shall be construed to limit the Board's authority to name county roads pursuant to section 336.05, Florida Statutes.

SECTION 14: CODIFICATION.

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 Polk County Code and the word ordinance may be changed to section, article, or other appropriate word or phrase and the sections of this Ordinance may be renumbered or relettered to accomplish such intention; provided, however, that Section 12 and 16 shall not be codified.

SECTION 15: SEVERABILITY.

If any portion of this Ordinance is for any reason held to be 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 portions of this Ordinance.

SECTION 16: CONFLICTS WITH OTHER ORDINANCES.

The provisions of this Ordinance shall supersede and control when the provisions of this Ordinance are deemed to be inconsistent with the provisions of any previously adopted Ordinance of Polk County.

SECTION 17: POLK COUNTY ORDINANCES 90-38 AND 00-27 ARE HEREBY REPEALED.

SECTION 18: EFFECTIVE DATE.

This ordinance shall become effective upon receipt of acknowledgment, from the Florida Department of State, that a certified copy of the ordinance has been filed with that office.

## Appendix A

### ROADWAY ABBREVIATIONS & DESIGNATION DEFINITIONS:

ALY.....ALLEY

Short dead end roadway.

ANX.....ANNEX

A division of buildings.

APT.....APARTMENT

Unit of a multi-residential building.

APTS.....APARTMENTS

Multi-residential units.

AVE.....AVENUE

Run in same direction of the existing avenues in the community. Normally terminate at a street.

BLVD.....BOULEVARD

Major thoroughfare of a subdivision. Connects at least two sections and acts as collector roadway. Unusually wide thoroughfares, sometimes divided by a center island.

BND.....BEND

Roadway which makes sharp curve at end.

BR.....BRANCH

An extension of an existing building.

CIR.....CIRCLE

Circular streets that begin and end at the same point.

CROSSING.....CROSSING

An intersection of roadways; a place where a roadway may be crossed/accessed.

Appendix A continued

CT.....COURT

Permanent dead-end roadways or ending in a cul-de-sac. Less than 1000 feet.

CV.....COVE

Entrance roadway to small secluded area.

DR.....DRIVE

Short or long roadways with potential for continuation. Used for naming private drives.

DRWY.....DRIVEWAY

Privately owned roadway that is used as an entrance to a parcel of land that cannot be seen from the main roadway.

FORK.....FORK

A place where a roadway divides into branches

GATEWAY.....GATEWAY

An entrance or access.

HWY.....HIGHWAY

Major roadways. US or State Roadways.

LN.....LANE

Permanent dead-end roadway or ends in cul-de-sac. Less than 1000 feet in length.

LOOP.....LOOP

Short roadways that begin and end on the same street, but not at the same point.

PASS.....PASS

Intersects two different roadways, not at major intersections.

PATH.....PATH

Dirt roadway in rural areas.

Appendix A continued

PL.....PLACE

Permanent dead-end roadway or end in a cul-de-sac. Less than 1000 feet in length.

PKY.....PARKWAY

A special scenic route or park drive.

RD.....ROAD

Long stretch of roadway over a 1000 feet in length.

ST.....STREET

Must run in direction of existing streets in the community. Normally terminate at an avenue.

TER.....TERRACE

Short dead-end roadways.

TRL.....TRAIL

Dirt roadway in rural areas.

WAY.....WAY

Permanent dead-end roadways or ends in a cul-de-sac. Less than 1000 feet in length.