

## **ORDINANCE NO. 08-01**

**AN ORDINANCE OF HOLMES COUNTY, FLORIDA; PROVIDING FOR A 911 ADDRESSING POLICY; PROVIDING A SHORT TITLE; PROVIDING FOR STANDARDS, PROVIDING PENALTIES, PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

### **HOLMES COUNTY ADDRESSING POLICY**

#### **Section 1. Short Title**

**This article shall be further referred to as the "Holmes County Addressing Policy" and shall incorporate Addressing Standards which shall be attached and incorporated in the Addressing Policy.**

#### **Section 2. Designation of street/road names.**

**The Holmes County 911 Department will maintain a master listing of all current valid County and Private road names within the County. This listing shall be made available to the public through the County Clerk's Office for a fee of \$5.00.**

**Streets now being maintained by the County and other public agencies within the County, and all newly created and identified streets, shall be named in accordance with the Addressing policy.**

**Future consideration for proposed street names on new roads shall adhere to the avoidance of duplicate or similar sounding names within the same zip code.**

**Requirements and policies of the United States Postal Service will be considered and followed in street naming.**

**Adoption or sanction of a road name, or the subsequent posting of any sign, is not to be construed that public maintenance of a private road is mandated. Private (not County maintained) roads will be marked with a blue backed sign whenever feasible. The cost of such signs will be paid by 911 funding, fines from prosecution of individuals convicted of stealing any County road sign, or the developer of a new parcel served by a private road.**

**It shall be a violation of this article to place a sign on a road indicating an incorrect road name on public or private property. If a violation of this section is observed then the property owner shall be notified in writing to correct the signage immediately. Because of the adverse affect on quick emergency**

response that is caused by incorrect signage, the county will remove the incorrect signage.

### **Section 3. Designation of Structure Numbers**

- (a) Structure numbers for dwelling units, places of business, industrial locations and all other structures and uses requiring same shall be assigned and administered by the County 911 Coordinator.
- (b) The 911 Coordinator will maintain the address system and keep a record of all numbers assigned under this article. Such records may be maintained in data processing storage systems if practical. These numbers are to be maintained for the sole purpose of emergency response and are not given to the general public under any circumstances.

### **Section 4. Posting of Designated Structure Numbers**

- (a) The owner, occupant or person in charge of any dwelling unit, structure or use to which a number has been assigned, shall be notified in writing by the implementing agency of the number assigned to the same at any time after adoption of this article.
- (b) Within 30 days after any receipt of notification, the owner, occupant or person in charge of any dwelling unit, structure or use to which a number has been assigned shall cause the same to be posted:
  - (1) Either on the structure front if visible from the street/road or on an above ground sign attached to a post of other object at the driveway or curb cut. The numbers shall be no less than three (3) inches in height and of a color contrasting with the background.
  - (2) In the case that a building is served by two or more driveways or curb cuts the number shall be assigned and posted to the front entrance or driveway.
  - (3) It shall be the duty of the owner, occupant or person in charge of the dwelling unit, structure or use, upon affixing the number assigned, to remove any different number which might be mistaken for or confused with the assigned number to the structure.
  - (4) In such cases where the assigned number cannot be posted as required above, the number shall be posted as prescribed by the county 911 Coordinator after consultation with the owner, occupant or person in charge.

- (5) It shall be a violation of this article if numbers are not placed as described in subsection (b).**

### **Section 5. Types of Numbers**

**(a) Two types of numbers are designated under this article:**

- (1) A primary number to be assigned to each structure. The primary number is required to be posted by the occupant or person in charge as prescribed is notified under section 4 of this division. Other primary numbers are reserved for future development of the numbered parcels and will be assigned at the time that construction commences.**
- (2) Secondary numbers may be used when a number of units, structures and uses co-exist in the same parcel of land. Examples of parcels requiring secondary numbers include apartment projects, mobile home parks, office parks, planned unit developments, recreational vehicle parks, recreational areas, shopping centers and other uses where the use of a secondary number would clarify the location of an individual unit for public safety purposes. To provide secondary numbers, the addressing office shall work with the owner, principal occupant or person in charge of the project to determine and approve of a logical numbering system under the following guidelines:**
  - (a) Building on a single parcel with more than one and less than five units may be given either a letter or number (preferred) designations as requested by the owner.**
  - (b) A single building on a single parcel of land with five or more units shall be given numerical designations, such as Suite 5, Apartment 5, etc.**
  - (c) Multiple buildings on the same parcel of land may be given secondary numbers consisting of number designations if the buildings are accessed from a main entrance to the project. Generally, the number of designations should increase in a clockwise direction from the main entrance.**
  - (d) Mobile home parks, recreational vehicle parks and similar uses shall be given letter designations for lots or sections and number designations for individual sites within lots or sections.**

### **Section 6. Implementation**

**Because of the need for quick emergency response throughout the County, this article shall be implemented immediately within the entire county.**

### **Section 7. Exempt and Excluded Structures**

- (a) The intent of this section is to exclude from this article those structures which do not present endangerment to human life if destroyed by fire or other events.**
- (b) The following structure shall be excluded from the provisions, unless this structure contains an individual phone number assigned hereto:**
  - (1) Agriculture buildings not requiring a separate mailing address such as a barn, poultry house, building or equipment storage building.**
  - (2) Storage and accessory buildings for the use of the occupant of another building on the same property.**
- (c) Buildings used as dwelling units, offices or the nominal work station of an employee shall not be exempt.**

### **Section 8. New Structures and Lots**

- (a) Structure numbers will be assigned after the commencement of construction, by the county agency designated to maintain and operate the County addressing system when that agency receives a written request on the form provided by such department. Structure numbers will be assigned within 30 days of the commencement of new construction whenever possible. Mobile home addresses will be issued within 14 days after the mobile home is put in place on the property whenever possible.**
- (b) Final approval for any certificate of occupancy; on such number, shall be withheld until proper assignment has been made through the 911 coordinator and permanent and appropriate numbers have been displayed in accordance with the standards of this article.**

### **Section 9. Utility Company Compliance**

- (a) Following the implementation of this article in the county, all utility services regulated by the state public service commission, the County Board of County Commissioners, or any utility cooperative service organization, shall withhold permanent service from any building 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 structure number and placed such numbers on the structure to be serviced as prescribed by this article.**
- (b) Any company that provides dial tone service within the boundaries of the county shall provide:**

- (1) The capability of their customer to dial 9-1-1 and reach the county 9-1-1 Public Safety Answering Point; and
  - (2) The county 911 Coordinator the status of each of their subscribers, including, but not limited to, the physical address of where the service is, when the service is activated, when the service is deactivated, and when the service is moved to another location.
- (c) Failure to perform any of the services as listed in this section is a violation of this article.

**Section 10. Implementation by the Holmes County Board of County Commissioners.**

Every department and official under the jurisdiction of the Holmes County Board of County Commissioners shall not render any non-emergency service until the owner, occupant or requesting individual has provided a valid structure number as necessary under this article. Non-Emergency service includes any service provided by the county government, except fire, law enforcement or emergency medical service.

**Section 11. Penalties.**

- (a) No building permit shall be issued for a new structure required to obtain an address through the 911 coordinator until the applicant has meet the requirements to secure said address. 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 displayed the same in accordance with the requirements of this article.
- (b) Any person, firm, entity, partnership, trust, cooperation, association or other organization failing to comply with the provisions of this article within 30 days is subject to a civil fine of \$25.00; failure to comply within 60 days of notification shall be subject to a civil fine of \$50.00. Failure to pay fines will be result in a lien being filed upon said property in the amount due plus an annual interest rate of 12% percent per year.
- (c) Enforcement powers are hereby given to the 911 Coordinator, Building Official or their designate; or any code enforcement personnel that the County may employ.

**Section 12. Conflicts and Severability**

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

**Section 13. Effective Date**

This Ordinance shall take effect upon its passage by a majority vote of the Board of County Commissioners in and for Holmes County, after due notice and publication, in regular meeting.

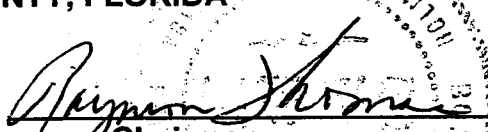
ENACTED this 29 day of January, 2008.

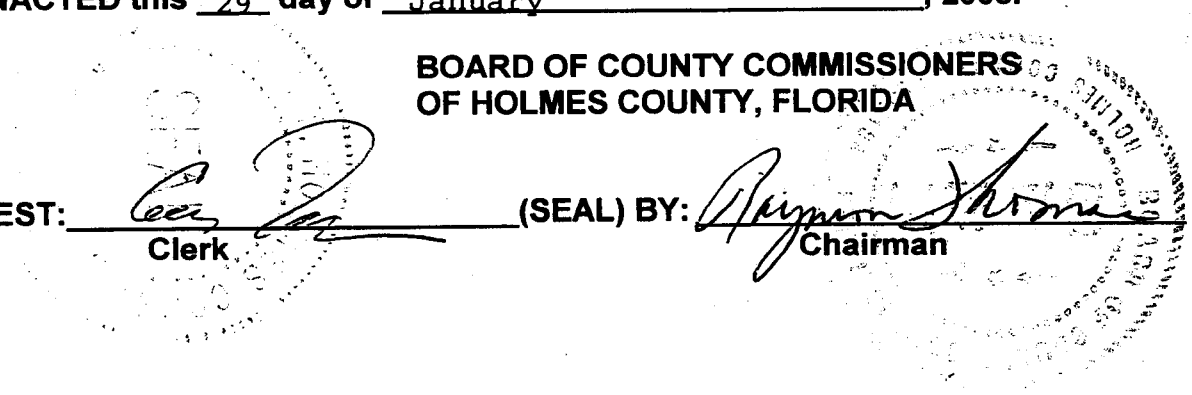
**BOARD OF COUNTY COMMISSIONERS  
OF HOLMES COUNTY, FLORIDA**

ATTEST:

  
Clerk

(SEAL) BY:

  
Chairman



- Attachment A -

**ADDRESSING STANDARDS**

**Naming roads and assigning structure address numbers adopted by the Holmes County Board of County Commissioners July 3, 1996.**

**Public roads and private roads with three or more structures will be named. The only exception is existing highways which are currently identified by number or letter.**

**The following objectives should be considered in assigning street/roadway names:**

- (1) Duplicate names will be prohibited, based on the definition of a duplicate name given in this policy.**
- (2) A simplistic approach to naming will be followed to ensure continuity with existing types of names.**

**A master street list will be maintained by the Holmes County 911 Office, and all new street names must be presented to this office for review and approval prior to official acceptance of the proposed naming.**

**Upon initial development of the master street list, all streets that do not meet the standards set forth in the "Addressing Policy" will be presented for name and/or address change according to the process outlined.**

**Street Suffix or Thoroughfare Designations**

<b>COURT</b>	<b>Permanently closed street such as a cul-de-sac. A minor street less than 500 (five hundred) feet in length, ending in a turnaround.</b>
<b>HIGHWAY</b>	<b>Designated state or federal highway. United States Routes are designated as highway.</b>
<b>INTERSTATE</b>	<b>Roads of the highest order, characterized by limited access, wide right-of-way, prohibited adjacent to development, and with through-traffic preference.</b>
<b>LANE</b>	<b>Roads which dead end and do not connect to another road.</b>
<b>CIRCLE</b>	<b>Circles are short streets that return to themselves, circular or semicircular roads.</b>

**LOOPS**                    Loops are short drives that begin and end in the same street.

**ROAD**                    Roads that continue through to other right-of-ways.

#### **USE OF ABBREVIATIONS**

For Street Suffix Designations the United States Postal Service standard abbreviations will be followed. Refer to: Publication 28 USPS August, 1995, "Postal Addressing Standards".

#### **PRIMARY NAME LIMITATIONS**

Multiple names with the same primary are limited to twelve occurrences (i.e. Oak Way, Oak View, Oak Tree, Oak Hill, etc).

#### **PRIVATE ROADS**

All private roads with 3 or more family/business structure must be named and specific addresses assigned to each structure. If the private road has only a single structure, and the entrance to the private road is from a named road, then the private road will be treated as a driveway, and an address assigned at the drive with the street name being that of the named road. If a private road with no structures leads to one or more private roads with multiple structures then the private road must be named.

#### **DUPLICATE STREET DEFINITION**

Duplicate streets will not be allowed as defined in the following examples because a duplicate street name can cause confusion as to the correct location of an emergency and significantly delay response time. The United States Postal Service Postal Addressing Standards, Publication 28, (August, 1995) will also be adhered to. A duplicate name can prohibit name proper routing of calls.

A **DUPLICATE STREET** is a street that can be defined as a street that has the same name as another street and matches the description in one or more of the following cases:

**CASE 1:** Street name sounds alike, yet, is spelled differently and is in an area served by the same Fire Department. (e.g.: Kathy Lane –vs- Cathy Lane; Wild Wood Drive –vs- Wildwood Drive).

**CASE 2:** Street name is plural (e.g. Green Pasture Road –vs- Green Pastures Road).



**CASE 3: Street has the same primary name, yet it has #1, #1, #1, A, B, C, etc, as a suffix (e.g.: County Road 214 –vs- County Road 214-A).**

**CASE 4: Street is within the same Postal Delivery Office and may span numerous zip codes and has the same primary name with a no-distinguishable suffix, or has a suffice omitted. (e.g.: Lakeview Road –vs- Lakeview Drive; Main –vs- Main Street).**

**CASE 5: Street is within a different Postal Delivery Office from the potential duplicate street, however, both streets are served by the same Fire Department.**

**CASE 6: Street is not contiguous, or does not connect and make a continuous street. (e.g.: Smith Road is intersected by Interstate 10, however, there is no underpass or over pass connecting the two segments of road).**

**CASE 7: Street or road that crosses a state or federal, or county highway which is designated by a number(s) or letter (s).**

## **ASSIGNING STREET/STRUCTURE NUMBERS**

### **General Principals of Numbering:**

- (1) The building numbers on parallel streets should be comparable. This implies that numbers on any one street should progress in the same direction as numbers on parallel streets.**
- (2) Property numbering should be uniform, based on street frontage.**
- (3) Numbering should be consecutive.**
- (4) Even numbers should always be on one side of the street and odd numbers on the other.**
- (5) The number system allows for expansion to accommodate future growth in the area.**

## **U.S. POSTAL CONSIDERATIONS**

**The requirements and policies of the U. S. Postal Service will be considered in street naming and house numbering.**

## **NUMBERING SYSTEM**

**The method of assigning numbers is based on the measurement mileage distance along the roads. One thousand numbers will be reserved for each section (mile). A grid beginning as 10, 000 will initiate at the northwest corner of**

the County and increase to the south and east. This numbering system is based on relative small, equal intervals and provides the capability to assign numbers as needed regardless of the lot size of the existing properties. Unimproved, vacant property is not to be assigned a number until there is something constructed upon it. The County grid will be used in all cities with the exception of the City of Bonifay. The City of Bonifay will continue existing system and addresses adhering to that system will be extended to the nearest intersection beyond the numbers previously assigned.

#### **EVEN AND ODD ASSIGNMENT OF ADDRESS NUMBERS**

Even numbers will be assigned to buildings on one side of the street and odd numbers to those on the opposite side of the street. A pattern consistent with the City of Bonifay will be used with even on the right and odd on the left as the numbers increase.

#### **CONFLICTING STREET NAMES**

Any old, or previously assigned name in conflict with the name given by the agency specified by the County Commissioners to maintain this system shall be removed and any person refusing or neglecting to remove the same shall be guilty of an offense.

#### **WHERE AND BY WHOM STREET NUMBERS ARE TO BE AFFIXED**

- (a) To ensure uniformity and regularity in the numbering of structures, it shall be the responsibility of the owner of any structure fronting on a named road to place numbers on the structure in so conspicuous a manner that the number may be easily discernible from the opposite of the street.
- (b) If any structure shall be located too far back from the street for a number on its front to be easily seen and read from the opposite side of the street, or the front of the structure is hidden, or the view obstructed by trees, plants, shrubbery, or other object, then the number of such structure and premises shall be placed on a post, planked in a conspicuous part of the premises whereon the structure is located and shall be discernible from the named road.

#### **SIZE AND SPECIFICATION FOR STREET NUMBERS**

- (a) Each street number shall be of any durable material.
- (b) All numbers painted on curbs or driveway approaches shall be Black in color on a White rectangular background, or the reverse color scheme, and of a durable and waterproof finish.
- (c) The numbers shall be a minimum of three (3) inches in height.
- (d) Street numbers may be on the driveway approach or curb. If the lot has no front driveway, the numbers shall be centered on the lot.

**SIGNAGE**

A street sign and a residence or structure marker completes the link between assigned addresses and location of structures. All named roads shall have a sign. The following standards will be met for all public and private road signs:

**MATERIAL:** Engineer grade reflective sheeting on aluminum.

**COLOR:** White lettering on green background.

**SIZE AND LETTERING:** Use 4 inch Series C (or B) upper-case letter on 6 inch street name sign blanks (flat Blade).

Use 2 inch Series c (or B) upper-case letter for Lane, Loop, Circle, etc.


Use 2 inch Series C (or B) numbers positioned in the bottom right corner of the sign to designate the block number of the street.

**VISIBILITY:** The sign should be free from any bushes, limbs, etc., which would inhibit the clear view of the sign from the street.

**PLACEMENT:** Reflecting street signs shall be installed at all intersections and at other points where appropriate along the street.

Signs shall be placed on approved metal posts eight (8) feet above the pavement in accordance with the Florida Department of Transportation Standards and at the expense of the developer.

Holmes County Board of County Commissioners



Raymond J. Brown

1/29/2008

Chairman of the Board - Date