

ORDINANCE NO. 09 _____

1
2
3 AN ORDINANCE OF THE BOARD OF COUNTY
4 COMMISSIONERS OF LEON COUNTY, FLORIDA,
5 AMENDING CHAPTER 10 OF THE LAND DEVELOPMENT
6 CODE, OF THE CODE OF LAWS OF LEON COUNTY,
7 FLORIDA, AMENDING ARTICLE XI, UNIFORM STREET
8 NAMING AND PROPERTY NUMBERING SYSTEM,
9 SECTIONS 10-11.101 PURPOSE, SECTION 10-11.103
10 DEFINITIONS, SECTION 10-11.104 INCORPORATION
11 OF MAPS AND UNIFORM STREET NAMING AND
12 PROPERTY NUMBERING SYSTEM, SECTION 10-11.105
13 STREET NAMES, SECTION 10-11.107 ADMINISTRATION
14 AND NUMBER ASSIGNMENT, SECTION 10-11.108
15 AUTHORIZATION FOR ADDRESS CORRECTIONS,
16 SECTION 10-11.109 ADDRESS NUMBER POSTING,
17 PROVIDING FOR CONFLICTS, PROVIDING FOR
18 SEVERABILITY , AND PROVIDING AN EFFECTIVE DATE
19
20

21 ARTICLE XI. UNIFORM STREET NAMING AND PROPERTY NUMBERING
22 SYSTEM
23

24 **Sec. 10-11.101 Purpose.**
25

26 This article is promulgated for the purpose of providing for the assignment and approval
27 of street names, and subdivision names, and for providing a uniform numbering system for the
28 assignment of address numbers to properties with access from public and private ways within the
29 City of Tallahassee and Leon County, Florida, in the interest of public health, safety, and the
30 general welfare of citizens.
31

32 **Sec. 10-11.102 Short title and authority.**
33

34 This article shall be known as the joint Leon County/City of Tallahassee Uniform Street
35 Naming and Property Numbering System Ordinance and is adopted under the authority of
36 Chapters 125 and 336, Florida Statutes.

1 **Sec. 10-11.103 Definitions.**

2 The following words, terms, and phrases, when used in this chapter, shall have the
3 meanings ascribed to them in this section, except where the context clearly indicates a
4 different meaning.

5 ~~{As used in this article the following words and terms shall have the meanings~~
6 ~~respectively ascribed:}~~

7 *Access:* The legal, and, or physical path, driveway, or roadway used by a property owner or
8 tenant to drive from a roadway to the property or building. Access to a property may be
9 provided by an easement from a roadway to the property, or by directly fronting onto an existing
10 roadway.

11 *Existing right-of-way:* A dedicated legal access existing before the effective date of this article.

12 *Front:* To have primary access, for a building or other principal use, from an abutting public or
13 private street.

14 *Occupant:* Any person, firm, entity, partnership, trust, corporation, association, or other
15 organization which is occupying or leasing a building or other property for a period exceeding 30
16 days.

17 *Owner:* Any and all persons, firms, entities, trusts, partnerships, corporations, associations or
18 other organizations owning the fee title to, or having an interest in, any building or property
19 which is subject to the provisions of this article.

20 *Pre-directional:* A directional identifier (north, south, east, west, northeast, northwest, southeast,
21 or southwest) used in front of a street name.

22 *Post-directional:* A directional identifier (north, south, east, west, northeast, northwest,
23 southeast, or southwest) used after a street name.

24

1 *Principal building:* A building in which is conducted all or any part of the principal use
2 to which a lot or parcel of land is put.

3 *Principal use:* The primary purpose for which any land or a building on the land is used.

4 *Public right-of-way:* Any dedicated county and/or city maintained right-of-way.

5 *Private right-of-way:* Any right of way restricted in use by deed or ownership.

6 *Private to Private access :* An access used for buildings or structures which is not
7 *adjacent to a public access, nor provides access from a public to a private roadway, and is*
8 *not a recorded access easement.*

9 *Street:* A right-of-way for vehicular traffic which serves three or more principle
10 buildings or crosses multiple parcel boundaries.

11 *Suffix:* An affix appended to the end of a street name, serving to form a new word. ~~For~~
12 ~~the official list of suffixes see Appendix C of publication 28 of the U.S. Postal Service.~~

13
14 **Sec. 10-11.104 ~~Incorporation of maps and uniform street naming and property numbering~~**
15 **system implementation.**

16 (a) A uniform system of numbering buildings, as shown on the maps identified by the
17 title "Property Numbering Maps," which are maintained on Leon County Tax
18 Parcel Maps and in the Geographical Information System's Electronic Database in
19 the Leon County and City of Tallahassee Growth and Environmental
20 Management Departments. All explanatory matter thereon and related thereto, is
21 hereby adopted, incorporated herein by this reference, and made a part of this
22 article.

23 (b) "Uniform Street Naming and Property Numbering System" is the set of policies

1 and procedures may be adopted jointly by both the Ceity of Tallahassee and Leon
2 Ceounty, and amended from time to time, by resolution for the purpose of
3 implementing this ordinance. Copies of any such resolutions shall, after joint
4 adoption, be filed and maintained in the offices of both the Leon County and the
5 City of Tallahassee. Departments of Growth and Environmental Management and
6 the Tallahassee/Leon County Planning Department for the use of the public.

7 (c) An Addressing Steering Committee is established for the purpose of providing
8 intergovernmental cooperation and system integrity of the implementation of
9 policies and procedures as set forth by the Board of County Commissioners. The
10 powers and duties of the Addressing Steering Committee are:

11 (1) to resolve ambiguities in the regulations and policies and procedures relating
12 to implementation; and to provide guidance where there are conflicting
13 regulations or policies.

14 (2) To hear appeals by citizen residents and businesses of proposed
15 implementation directives concerning addressing assignments and street
16 naming actions.

17 (3) To make recommendations to both the elected representatives of Leon
18 County and the City of Tallahassee regarding street naming and address re-
19 assignments.

20 (4) To make recommendations to both elected commissions regarding changes to
21 applicable regulations and changes to policies and procedures.

22 (d) This article will be administered in accordance with the duly adopted policies and
23 procedures which may be amended from time to time ~~without board action.~~ by the Addressing

1 Steering Committee.

2 **Sec. 10-11.105 Street names.**

3 All streets ~~by definition of this article~~ as defined herein, in both the unincorporated and
4 incorporated area of Leon County shall be named, including private-to-private accesses, for the
5 purposes of emergency response (E-9-1-1) location. Street names shall be developed and
6 assigned, in accordance with the uniform street naming and property numbering system,
7 according to the following requirements:

8 (1) *Authority.* The Leon County Board of County Commissioners has designated the
9 Leon County Growth and Environmental Management Department, ~~as the agent~~
10 ~~of the county,~~ to assign street names to all streets within the incorporated and
11 unincorporated areas of Leon County. Citizens who desire to name ~~their~~
12 ~~unnamed~~ streets must complete a ~~may do so by completing the~~ street name
13 application provided by Leon County form.

14 (2) *Existing rights-of-way and road easements.* When any existing public right-of-
15 way or private road easement is determined ~~established,~~ ~~as being~~ consistent with
16 the definitions contained in this ordinance, ~~the Leon County Growth and~~
17 ~~Environmental Management Department~~ shall assign or coordinate a name to
18 such street. Such public streets shall be identified with street signs provided by
19 the appropriate ~~city or county~~ local government jurisdiction. ~~Public Works~~
20 ~~Department.~~

21
22 a. ~~Existing unnamed streets.~~ ~~The Leon County Growth and Environmental~~
23 ~~Management Department shall assign or coordinate~~ the assignment of

1 ~~these street names and provide proper notification. Signing of all existing~~
2 ~~unnamed public and private streets regardless of its intersection to with~~
3 ~~public or private streets will be provided by the appropriate local~~
4 ~~government, proper county or city Public Works Department. Costs of~~
5 ~~these signs shall be the responsibility of the appropriate local government.~~

6
7 ~~b. New developments fronting on existing unnamed rights-of-way or~~
8 ~~easements. Any person applying for a development permit for property~~
9 ~~that fronts or abuts on an unnamed street shall submit a proposed street~~
10 ~~name to the Leon County Growth and Environmental Management~~
11 ~~Department for approval, or disapproval, and whose decision will be final.~~
12 ~~Final electrical inspections will not be conducted unless and until after a~~
13 ~~street name and address is assigned and approved by the Leon County~~
14 ~~Growth and Environmental Management Department. Proper notification~~
15 ~~of the new street name will immediately follow the assigning of the new~~
16 ~~street name.~~

17
18 (3) New and Proposed public rights-of-way and private road easements.

19 When any new street is constructed as a public right-of-way or private road
20 easement, the Leon County Growth and Environmental Management
21 Department shall have full authority to assign or coordinate the street name.
22 Such public streets and private streets which result from new development or
23 subdivision construction shall be identified by street signs specified by the

1 appropriate local government agency ~~City or County Public Works~~
2 ~~Department~~. Costs of the sign shall be the obligation of the person(s)
3 applying for the development permit for construction of the street, and
4 satisfaction of such obligation shall be made a condition of the development
5 permit. Certificates of Occupancy shall not will be issued until all required
6 ~~after all~~ street signs required by this provision are properly installed.

7 (4) For private road easements, or fee simple situations created by a subdivision
8 of lands, the subdivider, at his or her expense, shall provide and post the required street
9 signs when they are not directly adjoining existing public rights-of-way. These street
10 signs must be erected in accordance with specifications set forth by the appropriate local
11 government agency. Final subdivision plats will be recorded with the assigned street
12 names indicated on the final plat. Certificates of occupancy shall not will be issued ~~after~~
13 ~~the~~ until and unless street signs required are properly installed. The applicable local
14 government ~~city or county Public Works Department~~ is responsible for verifying the
15 placement and installation of all ~~appropriate~~ street signs.

16 a. ~~If the County or City is constructs~~ constructing a new public street abutting an
17 existing public right-of-way, the street name shall be assigned by the Leon
18 County ~~Growth and Environmental Management Department and the street~~
19 ~~sign posted by the appropriate local government.~~ Public Works Department.

20 **Sec. 10-11.106 Street naming criteria.**

21 (a) Criteria for approving street names:

22 (1) Names should be easy to spell and pronounce, and not be confused when spoken
23 or written with other existing street names previously approved.

- 1 (2) Prefixes (i.e. north, south, etc.) are only allowed for streets which cross the
2 Tallahassee Prime Meridian or Tallahassee Base line. Post-directional identifiers
3 will not be allowed (e.g.: Plank Road South).
- 4 (3) Names phonetically similar to other street names are not allowed.
- 5 (4) Streets with the same name, but different suffixes, are not allowed unless they are
6 adjoining (abutting).
- 7 (5) Street names shall not be used which will duplicate or can be confused with the
8 names of existing or proposed streets.
- 9 (6) Streets which are extensions of existing streets shall have the same name, as long
10 as duplicate street numbers are not created as a direct result of the name being
11 continued.
- 12 (7) All streets names shall have a suffix. Suffixes can only be used as a true suffix.
13 Suffixes to street names will be assigned according to the definitions in Section
14 10-11.103.

15 ~~(b) In determining the number of names required on curvilinear or looping roads, the~~
16 ~~following should be considered.~~

- 17
- 18 ~~(1) A street road that winds, bends or meanders weaves shall should maintain the~~
19 ~~same name throughout its length, unless the street road makes a turn of 75-90~~
20 ~~degrees or greater, and continues in the new direction for over 500 feet and is~~
21 ~~intersected by another street, or due to its location, is likely to be intersected by~~
22 ~~one or more streets in the future; turn, and continues in the new direction for over~~
23 ~~500 feet or unless maintaining the same street name would result in the creation of~~

1 ~~duplicate street addresses due to crossing the Tallahassee Prime Meridian or~~
2 ~~Tallahassee Base Line.~~

3 ~~(2) Streets Roads that continue back to themselves, or begin and end on the same~~
4 ~~road are considered circles or loops.~~

5 ~~(3) Street Road alignments that do not fit "normal" patterns or definitions as~~
6 ~~described herein merit special consideration. In these cases, the Leon County~~
7 ~~Growth and Environmental Management Department shall determine the number~~
8 ~~of street names required according to the general intent of this system.~~

9 (b)(e) Similar naming criteria will be used when determining the titles of subdivisions,
10 condominiums, residential multi-family properties, and commercial centers, to avoid
11 similar and duplicate names. Street names that are similar to subdivision names but are
12 outside that subdivision, and vice versa, are not allowed.

13 (c)(d) Installation and cost. All street name signs in public rights-of-way shall be installed by,
14 and the costs paid by, the appropriate local government. ~~city or county departments~~. If
15 the signs are for private streets, and the cost of the signs are the obligation of a developer
16 or other permit applicant, a ~~reasonable~~ fee as established by the local government
17 ~~resolution, by the city commission or county board of commissioners~~ will be charged.

18

19 **Sec. 10-11.107 Administration and number assignment.**

20 The City and County Growth and Environmental Management Departments shall be
21 responsible for managing, coordinating, and maintaining the property numbering maps in
22 accordance with the Uniform Street Naming and Property Numbering System.

23 (1) *Address numbers.* All new principal buildings and all new activities involving

1 principal uses of land without principal buildings shall be assigned address
 2 numbers by the appropriate local government agency or county Growth and
 3 Environmental Management Departments. For principal uses of land without
 4 principal buildings, or any other permitted activity or approval ~~will require~~
 5 requires the posting of the assigned address numbers by the time the final
 6 electrical inspection is conducted. The assigned address number shall be
 7 displayed as indicated in the Uniform Street Naming and Property Numbering
 8 System Ordinance. For principal buildings, final electrical inspections and
 9 certificates of occupancy will be issued after the assigned address number or
 10 numbers are displayed as provided in the Uniform Street Naming and Property
 11 Numbering System Policies and Procedures. ~~Ordinance.~~ The following criteria
 12 shall be used to assign address numbers:

- 13 a. Numbers should be assigned according to the adopted policies and
 14 procedures, using the grid system illustrated on the General Highway
 15 Map. The grid is established by the Tallahassee Meridian (the numbering
 16 meridian line has been established as the road segment of Meridian Road
 17 North and South) and the Tallahassee Base line (the numbering base line
 18 has been established as the road segment of Tharpe Street through to Buck
 19 Lake Road). The grid lines are based on the established section lines at
 20 one mile intervals with each line representing 1,000 addresses. ~~This~~
 21 ~~system, theoretically, allows for one address for every ten and fifty six~~
 22 ~~hundredths (10.56) feet of road frontage on any road running true~~
 23 ~~north/south or east/west. Mathematical compensation will be provided for~~

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

~~diagonal and curving roads.~~

~~b. Even number addresses will be assigned on the north and west sides of a street, and odd number addresses on the south and east sides. Diagonal and curvilinear streets should maintain odd and even addresses on opposite sides, depending on the dominant direction of the street.~~

~~c. Roads that wind, bend or weave should maintain a progression in their most dominant direction and should not change number series throughout their length to match the grid system.~~

~~d. Circle and loop roads should be addressed as follows:~~

~~1. Loops are addressed using grid numbers opposite the range of the road from which they originate and progressing around the loop to the right. Odd and even numbers should be maintained in the direction of progression until the road meets itself again.~~

~~2. A circle is addressed using the same range as the street from which it circles, beginning and ending in conjunction with such street. Odd and even numbers should be maintained throughout the length of the circle, with the outside of the circle similar to the side of the street which it intersects.~~

~~3. With Leon County's rural character, there will be cases in which streets will not fit typical conditions. The determination of the Leon County Growth and Environmental Management Department in conjunction with the U.S. Post Office and other concerned parties shall be used to achieve the numbering sequence for these~~

1 situations.

2 ~~e. Where possible, each structure or unit shall be assigned a separate number. In~~
3 ~~cases of higher density development requiring more than one number every~~
4 ~~ten and fifty six hundredths (10.56) feet, suite numbers will be assigned to~~
5 ~~business properties and apartment or unit numbers will be assigned to~~
6 ~~residential properties. No alphabet lettering or 1/2 numbers can be used as a~~
7 ~~part an assigned address number.~~

8 ~~f. Slight alterations of assigned numbers may be granted if requested by the~~
9 ~~property owner and if such alteration would maintain the general~~
10 ~~numbering policies outlined above. In cases where existing numbers~~
11 ~~already are in use but are slightly out of line with the adopted grid system,~~
12 ~~slight alterations in assigning new numbers may be made so as to maintain~~
13 ~~sequential numbering without requiring unnecessary address changes.~~

14 **Sec. 10-11.108. Authorization for address corrections.**

15 The County Administrator and/or City Manager or designee is hereby directed to require
16 changes as necessary in existing street names and street address numbers, so as to bring such
17 names and numbers into reasonable conformance with the property numbering maps and the
18 adopted uniform street naming and property numbering system policies and ~~in accordance with~~
19 ~~the following~~ procedures:

- 20 (1) *Standards for renaming and renumbering.* Any changes in the names of streets
21 must be approved by the Board of County Commissioners. The County
22 Administrator and the city manager shall require ~~street names and~~ address
23 numbers to be changed to streets which are not in reasonable conformance with

1 this article. Street name changes may be will required by the Board of County
2 Commissioners only if they duplicate or are phonetically similar to or are
3 otherwise easily confused with other street names in the same response area for
4 the "Enhanced 9-1-1 Emergency Telephone System." Street and address number
5 changes shall be coordinated, to the extent possible, with the City of Tallahassee.
6 When one of two duplicated or phonetically-similar or otherwise confusing street
7 names must be changed the appropriate adopted policies and procedures will be
8 followed.

9 (2) *Street renaming.*

10 a. When any street is to be renamed pursuant to the requirements of this
11 article, the Leon County Growth and Environmental Management
12 Department shall notify by mail all property owners, as set forth in the
13 most recent county tax rolls, whose lands abut such street, and shall make
14 a reasonable attempt by public notice to notify the residents or businesses
15 occupying such lands, that the street will be renamed. Cost of all
16 installation of signs shall be the responsibility of appropriate local
17 government. This includes public and private streets regardless of its
18 intersections to public or private streets.

19 b. Public notices of the new street name shall be provided in the form of a
20 display advertisement ad to run in a local public newspaper of general
21 circulation at least 30 days prior to the effective date of change. The ad
22 advertisement will identify the change of the street name and the effective
23 date of the change. The cost associated for the implementation of this

1 action will be that of the appropriate local government agency as set forth
2 in this article.

3 c. For street number changes without street name changes. The city manager
4 and or County Administrator or their designees shall notify by mail the
5 affected property owners, as shown on the latest tax rolls, of any street
6 number changes and the effective date of the change.

7 (3) *Contents of notice.* The notices provided for in Subsection 10-11.108 (2)b. above,
8 shall clearly identify the change in street name as it affects each property owner
9 and/or occupant; shall identify the effective date of the change; and shall set forth
10 the property owner's and occupant's obligations pursuant to this article.

11 (4) *Recorded plats.* Notwithstanding any other provisions to the contrary in Chapter 10
12 of the Leon County Code of Laws, the County Administrator or their his/her
13 designee is authorized to record a document in a form approved by the County
14 Attorney that would notify property owners, in recorded final plats in Leon
15 County, when street names that are specifically listed on the recorded final plat
16 are changed or otherwise modified in accordance with the terms and conditions of
17 the Leon County/City of Tallahassee street naming and uniform property
18 numbering ordinance. The form of the document shall list the plat book and page
19 number of the recorded final plat being referred to along with the former and
20 newly designated street name. In no event shall a replat be required of the
21 recorded final plat for the purposes of the street naming change.

22 **Sec. 10-11.109. Address number posting.**

23 Each principal building in the unincorporated and the incorporated area of Leon County,

1 Florida, and each principal use of land without a principal building, shall have its building
2 number properly displayed, whether or not mail is delivered to such building or property. It shall
3 be the duty of both the owner and occupant of each building or property to post the assigned
4 number on the property in the following manner:

5 (1) The principal building (address) number shall be affixed to the building on the
6 side that the address is assigned in such a manner so as to be clearly visible and
7 legible from the direction in which normal vehicular access to the building is
8 made. The address number for a principal use of land without a principal building
9 shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner
10 so as to be clearly visible and legible from the public or private street on which
11 the use fronts, regardless of the direction of approach.

12 (2) Assigned numbers, for principal buildings which are not visible from a public or
13 private street, shall have their numbers displayed at the intersection of such street
14 or driveway providing access to such building. The number shall be affixed to a
15 post, mail box, fence, wall, or other structure in such a manner so as to be clearly
16 visible and legible from the public or private street on which the use is addressed,
17 regardless of the direction of approach.

18
19 (3) When more than one building, use, suite, unit, or apartment are assigned the same
20 address number, and individual buildings, uses, suites, units, or apartments are
21 assigned separate identifying letters or numbers, the common address number
22 shall be displayed as provided in Subsection 10-11.109 (1) above, and the
23 individual building, use, suite, unit, or apartment numbers shall be displayed near

1 the entrance to such unit.

2 (4) Numerals shall be Arabic and visible from the street.

3 (5) The numerals shall be of contrasting color with the immediate background of the
4 building or structure on which the numerals are affixed.

5 (6) Any signs, placards, or similar graphics showing a different number which might
6 be mistaken for or confused with the number assigned in accordance with the
7 property numbering maps shall be removed and the properly assigned number
8 posted.

9 (7) Within 45 days after the receipt or notification of an address number the owner,
10 occupant or person in charge of any house, building, mobile home, or other
11 structure to which a number has been assigned shall affix the number in a
12 conspicuous place as outlined in this article.

13 **Sec. 10-11.110. Private road signing.**

14 (a) Where private streets intersect with a public right-of-way, street name signs shall
15 be placed in the public right-of way, as close to the right-of-way line as is feasible, and the
16 private street name signs, as well as any signs ~~in~~ indicating whether the county does or does not
17 maintain particular streets, shall be placed on the same post as the public street name signs.

18
19 (b) Private street names signs and signs regarding county street maintenance shall be
20 painted with a blue background and white letters. Public street signs shall be painted with a
21 green background and white letters.

22 **Sec. 10-11.111. Enforcement.**

23 The requirements of this article will be enforced by the Leon County Code Enforcement Board.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35

Sec. 10-11.112. Penalty.

(a) Any person violating any of the provisions of this article shall be guilty of a misdemeanor and punished as provided by law.

(b) In the event that the owner, occupant, or person in charge of any house, building, mobile home, or other structure refuses to comply with the terms of this ordinance by failing to affix the address number assigned within 45 days after notification, or by failing within said period of 45 days to remove any old numbers affixed which may be confused with the address numbers assigned thereto, he shall be punished by paying a fine of not less than ten dollars for every day that the situation is not rectified.

Section ___ Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2010 Comprehensive Plan as amended, which provisions shall prevail over any part of this ordinance which is inconsistent, either in whole or in part, with the said Comprehensive Plan.

Section ___ Severability.

If any word, phrase, clause, section or portion of this ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

Section ____ . Effective Date.

This ordinance shall have effect upon becoming law

DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon County,
Florida, this 10th day of November, 2009.

LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
BOB INZER, CLERK OF THE COURT

By: _____
Clerk

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

By: _____
Herbert W.A. Thiele, Esq.
County Attorney