

**PUTNAM COUNTY
BOARD OF COUNTY COMMISSIONERS**

ORDINANCE NO. 2006- 17

AN ORDINANCE OF PUTNAM COUNTY, FLORIDA, ESTABLISHING A UNIFORM ADDRESSING SYSTEM; PROVIDING DEFINITIONS; PROVIDING FOR THE ASSIGNMENT OF NUMBERS ON BUILDINGS AND THE POSTING OF NUMBERS THEREON; PROVIDING STREET NAMING STANDARDS; REPEALING ORDINANCE NO. 87-11; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Florida Statutes Section 125.01 authorizes the Board of County Commissioners of Putnam County, Florida, to provide standards which will help ensure its citizens' health, safety and welfare; and

WHEREAS, the Board of County Commissioners of Putnam County, Florida, recognizes that the health, safety, and welfare of its citizens will be better served by a comprehensive and clear uniform property numbering system; and

WHEREAS, it is necessary to provide for a Uniform Addressing System for assignment of address numbers to buildings in order that the system can be implemented.

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

**SECTION I
PURPOSE**

This Ordinance is promulgated for the purpose of providing a Uniform Addressing System for the assignment of street names and address numbers to buildings with access from officially name public and private ways in the unincorporated areas of Putnam County, Florida.

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DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA
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SECTION II DEFINITIONS

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

A. *Building Front* – The main egress (e.g., entrance or access) of the building where numbers properly posted would be visible from a public or private street to which the building is numbered. When a building is constructed on a corner lot, the building front shall be that area of the building that is the main public egress. By way of example, if a building is on the corner of street ‘A’ and street ‘B’, and architecturally appears to be fronting street ‘A’, but the side of the building that has the primary entrance or access faces street ‘B’, then the building will be addressed to street ‘B’. The front of the building for addressing purposes will be determined by the E911 Coordinator with input from various public safety departments.

B. *Egress* – Egress and ingress mean going in and going out.

C. *Grid System* – A series of designed north/south parallel lines intersecting a second set of east/west parallel lines within a one-square-mile area, i.e., “section”, as indicated on the official E-911 address maps.

D. *Numbering System* – A uniform method of assigning and coordinating the addresses of buildings and properties based on a designated grid system contained in the official E-911 address maps.

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

F. *Owner* – Any and all persons, firms, entities, partnerships, trust, corporations, associations or other organizations owning the fee title to, or having an undivided interest in, any building or property which is subject to the provisions of this Article.

G. *Private Way* – Any officially named thoroughfare used for vehicular traffic which is not included in the definition of “public way” and which is not maintained by Putnam County. This term shall include, but is not limited to, roadways or driveways in apartment, condominium, commercial, or industrial complexes which have been named and in which signs have been placed in accordance with Putnam County policy and the Florida Statutes.

H. *Public Way* – That area of an officially named public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, excluding service entrances or driveways.

I. *E-911 Coordinator* – The person so designated by the County Administrator.

SECTION III BUILDING NUMBERING ESTABLISHED; INCORPORATION OF MAPS

A uniform system of numbering buildings, as shown on the maps identified by the title “Putnam County E-911 Address Maps,” and filed in the office of the Putnam County E-911 Division, is hereby adopted for use in the unincorporated area of Putnam County. These maps and all explanatory matter thereon and related thereto are hereby adopted, incorporated herein by reference, and made a part of this Ordinance.

SECTION IV ADMINISTRATION AND ASSIGNMENT OF NUMBERS

The Putnam County E-911 Coordinator shall be responsible for coordinating and maintaining the numbering system established by this Ordinance. Said E-911 Coordinator and such other county agencies or departments as designated by the County Administrator shall issue

building numbers, assign street names and designations in conformity with the Uniform Addressing System established in the preceding Section. Should an existing building have, exhibit or be addressed by a number in conflict with the Uniform Addressing System, said E-911 Coordinator shall give notice to those owners and/or occupants whose building number is in conflict with the Uniform Addressing System. Said notice shall be delivered to the owner and/or occupant by: (a) certified mail, return receipt requested; (b) by posting same in a conspicuous place on the building; or (c) by hand delivery. Said notice shall include a notification of a change of address which shall contain the new building number(s) assigned to the building.

The E-911 Coordinator shall, upon request and without charge, assign a number to each unnumbered building located in the unincorporated area of Putnam County, if the building has not been assigned a number pursuant to the Uniform Addressing System.

The assignment by the E-911 Coordinator and posting by the owner or occupant of the assigned number shall be a condition precedent to the issuance of a building permit for any such building.

When site plans include construction of new streets (either public or private) the E-911 Coordinator will assign street names.

The E-911 Coordinator shall duly record and keep records of all street names and numbers assigned under this Section and shall monitor same to insure that duplicate street names and numbers are prevented.

SECTION V POSTING OF NUMBERS

All buildings in the unincorporated area of Putnam County shall have its assigned building number properly displayed, whether or not mail is delivered to such building or

property. It shall be the duty of the owners and occupants of each building in the unincorporated areas to post the assigned building number on the property in the following manner:

(a) The building (address) number shall be affixed to the front of the building, or to a separate structure in front of the building (such as a mailbox, post, wall, fence, etc.), in such a manner so as to be clearly visible and legible from the public or private way on which the building fronts.

(b) Numerals shall be Arabic and shall not be less than three inches (3") in height and one-half inch (1/2") in width.

(c) The numerals shall be of a color contrasting with the immediate background of the building or structure on which such numerals are affixed.

**SECTION VI
DE-ANNEXATION (MUNICIPAL CONTRACTION)**

Whenever a parcel of land, subdivision or any part thereof becomes part of the unincorporated area of Putnam County by de-annexation or otherwise, it shall be the responsibility of the E-911 Coordinator to review the building numbers of such property and determine whether such numbers, their posting, and the method of numbering conform to the designated grid system and the Uniform Addressing System established by this Ordinance. If the number, posting or method of numbering do not conform with Putnam County's grid system and the Uniform Addressing System, the County shall give notice of such nonconformance to the owners and/or occupants of the affected building or property. Nonconformance includes, but is not limited to, a number out of sequence, odd or even number on the wrong side of the street, and rural box numbers. Said notice shall be delivered, and shall include a notification of a "change of address", in accordance with Section IV of this Ordinance.

**SECTION VII
ENFORCEMENT**

Any person, firm, entity, partnership, trust, corporation, association or other organization shall have thirty (30) days upon notification of an initial assignment of a building (address) number or a change of address to comply with the provisions of this Ordinance. After 30 days, the County may enforce the provisions of this Ordinance using the authority and procedures authorized by Florida Statute Chapter 162, including both the civil citation procedure and the codes enforcement procedure.

**SECTION VIII
STREET NAMING STANDARDS**

The E-911 Coordinator shall name streets from a bank of names established by the E-911 Division. Consideration will be given to coordinating the name with other streets in the area.

A street running continuously in one direction will have one name only throughout its length. No street shall be named for a person, living or dead, without the approval of the Board of County Commissioners, after determining that historical events or significant contributions from that person warrant such action.

**SECTION IX
PRIVATE STREET NAMING STANDARDS**

The following regulations are established for the mandatory naming of private streets providing access to multiple residences or commercial buildings that are remotely located from one another. Private streets shall be required to be named under the following conditions:

(a) If an easement (singular or multiple) is accessed from a public street or another private easement and is currently or can potentially be occupied by two or more structures, it constitutes a private street.

(b) When an unnamed private street is deemed by the E-911 Coordinator to require naming, notification will be sent to abutting property owners of the assigned street name.

(c) Private street names will comply with standards set forth in Section VIII.

(d) A street sign is required on all private streets. Putnam County's Public Works Department will erect the sign with the assigned street name.

SECTION X CHANGING THE NAME OF A STREET

All requests to rename a street will be submitted in writing to the E-911 Coordinator. If the request is received from the public, a petition signed by more than 80% of the property owners abutting the street must also be submitted.

The property owners abutting the street will be notified by the E-911 Coordinator by the means listed in Section IV of any proposed street name change.

If the street is a platted street, the following additional steps are required:

- a. An agenda item and resolution for adoption will be prepared and presented to the Board of County Commissioners at a regularly scheduled meeting.
- b. The Board of County Commissioners shall grant or deny the renaming request within its discretion, after recommendation by the E-911 Coordinator.

Upon approval, all concerned parties will be notified of the street name change by certified mail within thirty (30) days of approval. The petitioner(s) shall pay all costs related to the change prior to the signs being changed.

The Board of County Commissioners shall have authority, on its own motion, to change the name of any street within the unincorporated area of Putnam County, whenever the health, safety, or welfare of the residents of Putnam County shall so require.

**SECTION XI
POSTING STREET SIGNS**

Street name signs shall match the street name on the “Putnam County E-911 Address Maps”.

Signage shall be provided and maintained by Putnam County Public Works Department.

Should the owner(s) of the street signs, whether individuals or associations, elect to maintain signage they must comply with Putnam County standards.

**SECTION XII
LEGAL INTERPRETATION**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any 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 XIII
REPEALER**

Putnam County Ordinance No. 87-11 is hereby repealed in its entirety.


**SECTION XIV
EFFECTIVE DATE**


A copy of this Ordinance shall be filed in the Office of the Secretary of State within ten (10) days after enactment, and this Ordinance shall take effect upon receipt of official acknowledgement from that office that said Ordinance has been filed.

DONE, ORDERED AND ADOPTED this 30th day of May,
2006.

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

ATTEST:

By 
Linda Myers, Chairperson


Tim Smith, Clerk of the Court *for*