

**ORDINANCE 2014 - 22**

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, AMENDING ORDINANCE NO. 2003-13, AS AMENDED, KNOWN AS THE UNIFORM ADDRESSING AND STREET NAMING ORDINANCE; PROVIDING FOR PURPOSE OF UNIFORM ADDRESSING AND STREET NAMING SYSTEM; PROVIDING FOR DEFINITIONS; PROVIDING FOR THE ASSIGNMENT OF STRUCTURE NUMBERS; PROVIDING FOR THE POSTING OF ADDRESSES; PROVIDING FOR ROAD NAMES AND DESIGNATIONS; PROVIDING FOR INITIAL ROAD NAMING; PROVIDING FOR ROAD NAME CHANGES; SPECIFICALLY AMENDING SECTION 2, DEFINITIONS; SECTION 3, ASSIGNMENT OF STREET ADDRESS NUMBERS; SECTION 4, POSTING OF ADDRESSES; SECTION 5, ROAD NAMES AND DESIGNATIONS; SECTION 6, INITIAL ROAD NAMING; AND SECTION 7, ROAD NAME CHANGES, TO TRANSFER THE MANAGEMENT OF E911 GIS MAPPING AND ADDRESSING FUNCTIONS FROM THE SHERIFF'S OFFICE TO THE PROPERTY APPRAISER'S OFFICE; PROVIDING FOR PENALTIES; PROVIDING FOR INCLUSION IN THE NASSAU COUNTY CODE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Nassau County, Florida, adopted Ordinance No. 2003-13, on March 10, 2003, which is known as the "Uniform Addressing And Street Naming Ordinance of Nassau County", and which has been further amended by Ordinance No. 2005-08, Ordinance No. 2005-68 and Ordinance No. 2013-01; and

WHEREAS, the Board of County Commissioners has found it necessary to further amend Ordinance No. 2003-13, as amended; and

WHEREAS, the Board of County Commissioners has entered into an interlocal agreement with the Property Appraiser of Nassau County where the entire management of E911 GIS mapping and addressing functions previously delegated to the Sheriff, including but not limited to the naming of streets and assignment of street numbers, shall be transferred from the Sheriff's Office to the Property Appraiser's Office; and

WHEREAS, the Property Appraiser maintains a GIS system and real property records within Nassau County, Florida; and

WHEREAS, E911 mapping and addressing are closely associated with GIS and property records and other functions of the Property Appraiser; and

WHEREAS, pursuant to said interlocal agreement, the Board agreed to grant the Property Appraiser the authority to realign address assignments and have street naming authority.

NOW, THEREFORE, BE IT ORDAINED, by the Board of County Commissioners of Nassau County, Florida, that Ordinance No. 2003-13, as amended, is further amended as follows:

**SECTION 1. PURPOSE OF UNIFORM ADDRESSING AND STREET NAMING SYSTEM**

This Ordinance is adopted for the purpose of providing a uniform addressing and street naming system for the assignment of address numbers to buildings and structures located on or within access from officially named public and private streets and ways in Nassau County, Florida, in the interest of public health, safety, and general welfare of the citizens and inhabitants of Nassau County.

All residential and commercial buildings shall have a numeric and street or road or accessory address in order to facilitate the orderly delivery of County emergency services. Route number addresses are prohibited.

**SECTION 2. DEFINITIONS**

For the purpose of this Ordinance, the following terms, phrases, or words shall have the meaning that is provided:

1. **Addressing**: A numeric ranging system by which existing buildings are assigned addresses in a coordinated and uniform method as delivered by 911 Mapping and Addressing.
2. **Non-conformance**: Any failure to comply with the provisions of this Ordinance such as numbers improperly affixed, illegible numbers, unclear numbers, obstructed numbers, numbers not visible, numbers not present, improper size of numbers, numbers not in contrast with the immediate background, weatherworn numbers, wrong numbers, and non-approved numbers.
3. **Private Way**: Any street, road, avenue, drive, cul-de-sac, or other non-County maintained access road. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartments, and condominiums, commercial or industrial complexes.
4. **Public Way**: Any area of a public road or right-of-way that is intended for vehicular traffic and that has been dedicated to Nassau County excluding service entrances or driveways.

5. Sheriff or his designee: The Sheriff shall be the Sheriff of Nassau County, Florida.

6. Property Appraiser or his designee: The Property Appraiser shall be the Property Appraiser of Nassau County, Florida.

### **SECTION 3. ASSIGNMENT OF STREET ADDRESS NUMBERS**

The Sheriff Property Appraiser or his designee shall be responsible for street addressing in the unincorporated areas of Nassau County. The Sheriff Property Appraiser or his designee shall assign structure numbers, including suite, unit or apartment numbers.

The Sheriff Property Appraiser or his designee shall initiate and maintain records of all addresses currently assigned under this Ordinance. Notification of addresses will be given to the United States Post Office, and the following will occur:

1. Upon completion of addressing, notice of new addresses shall be mailed, posted in a conspicuous place on the building, or hand delivered to each current address with an effective date. This notice will state that the addressee is responsible for informing creditors, utility companies and other corresponders of the new address.

2. The notice shall direct the owner or the occupant to post the newly assigned address numbers in accordance with Section 4, Posting of Addresses, of this Ordinance.

3. Commercial-type buildings, including apartments and office buildings, will be assigned a building address number as well as a numeric suite/apartment/unit number to identify individual occupants. All street addresses, including unit, apartment and suite numbers, will be numeric only.

4. If the number, posting, or method of numbering a building is not in conformance with this Ordinance, notice of such non-conformance shall be given to the owners or occupants of the affected building or property.

5. All permit applications for foundations or structures of residential and commercial buildings will be provided to the Sheriff Property Appraiser or designee for addressing.

6. All newly platted subdivisions will be pre-addressed by the Sheriff's Property Appraiser's office on an electronic plat, provided by the Nassau County Planning Growth Management Department. The developer shall post and provide the road signs.

#### **SECTION 4. POSTING OF ADDRESSES**

All residential and commercial buildings in the unincorporated areas of Nassau County are required to be issued an address by the Sheriff's Property Appraiser's office and to post that address on or about their property in accordance with the following guidelines, whether or not mail is delivered to such a building or property. It shall be the responsibility of the owners and occupants of each building or structure in the incorporated and unincorporated areas to post the assigned building number on the property in conformity with this Section as follows:

1. All numbers are to be clearly readable from the right-of-way and shall contrast with the surrounding surface. If the building front is obstructed from the roadway view by any means, the numbers will also be posted on a post, sign, mailbox or wall positioned in such a way as to be seen from either direction of approach by emergency vehicles.

2. The numbers shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed and shall be not less than three and one-half inches (3 ½") in height. Commercial structures are required to use numerals at least six (6) inches in height and of contrasting color in accordance with the Florida Fire Prevention Code.

3. Numbers shall be made of durable, weather resistant material, permanently affixed to the front of the building or structure.

4. Address numbers for residential buildings less than one hundred feet (100') from roadways shall be a minimum of three and one-half inches (3 ½") in size. In addition, residential dwellings that are greater than one hundred feet (100') from the roadway or are not visible from the road shall also have the address numbers posted on a mailbox or addressing post located at the entrance to the property. Commercial buildings shall be required to use six inch (6") or larger numbers.

5. For plazas or other such commercial buildings with multiple unit addresses, the range of addresses shall also be posted on the main plaza or roster sign, readily viewed from the roadway.

#### **SECTION 5. ROAD NAMES AND DESIGNATIONS**

The Sheriff Property Appraiser or his designee shall be responsible for the coordinating and approval of new road names. The naming of existing roads, whether public or private, that have no official name shall be in accordance with this Ordinance.

The Sheriff Property Appraiser or his designee shall maintain records of all street names assigned and shall approve new road names to insure compliance with this Ordinance.

The following regulations are established for road names and designations:

1. There shall be no further duplication of road names within a zip code. Numbers shall not be used as street names, nor shall punctuation be allowed in street names.
2. It is not permissible to differentiate the same name by a suffix such as street or avenue (i.e., Washington Street and Washington Avenue). There shall not be a directional used in road names, (i.e. East Grove Street). A variance of this provision may be granted at the request and recommendation of the Nassau County Sheriff's Property Appraiser's Office and approval by the Nassau County Board of County Commissioners.
3. Street names that "sound alike" such as Peach and Beach and Lynwood and Linwood shall not be permitted in the same zip code.
4. A street running in one direction should have only one street name throughout its entire length. Streets that are functionally or physically extensions of existing streets will be given the name of the existing street.
5. The Nassau County Sheriff Property Appraiser or his designee, to ensure compliance with this Ordinance, shall review preliminary Planned Unit Development (PUD) and commercial plats for road naming as part of the development review process pursuant to Nassau County Ordinance 2010-08, as amended. All new (PUD)s and their corresponding entrance roads shall be named the same (i.e. Blackrock Hammock Subdivision and Blackrock Hammock Drive).
6. The Sheriff Property Appraiser or designee will complete a road certificate that will be filed with the Clerk of Courts.

#### **SECTION 6. INITIAL ROAD NAMING**

The following regulations are established for initial road naming of public or private roads:

1. The Sheriff Property Appraiser or his designee shall have the authority to name any road within the unincorporated limits of Nassau County to ensure proper emergency response.
2. Unnamed private roads off of a County road with more than one home or business on the private easement/driveway shall be named. This name shall then be posted. The Sheriff Property Appraiser or his designee shall make a determination based upon the ease of emergency response.
3. If the Sheriff Property Appraiser or his designee deems it necessary to name the road, then the Sheriff Property Appraiser or his designee shall issue a notice for initial road naming to the owner and residents on the unnamed road. The owner(s) may

provide road name suggestions within fourteen (14) calendar days of the notification. This notice will require a majority of residents in agreement to name the road. If an agreement cannot be reached the Sheriff Property Appraiser or his designee shall have the authority to name the road and signage will be placed on the road.

4. Road signs shall be required on all named roads. The County will pay for road signs named by the Sheriff Property Appraiser or his designee outside any incorporated city or town limits. Any replacement or maintenance of private road signs will be the responsibility of residents or owners on the private road. Signs may be obtained from the Nassau County Traffic/Engineering Department for a fee for the sign and post or may be purchased privately but must conform to the county's sign standards.

5. Road signs required within a municipality will be provided and paid for by that city/town.

### **SECTION 7. ROAD NAME CHANGES**

The following regulations are established for changing road names that have been legally named and recorded:

1. The Sheriff Property Appraiser or his designee shall have the authority to change the name of any road within the unincorporated areas of Nassau County to ensure proper emergency response.

2. Residents may petition for a name change by submitting a notification to the Sheriff Property Appraiser or his designee stating the reason the street should be renamed. All valid property owners of the roadway must be notified and must be in agreement in order to change the road name. The Sheriff Property Appraiser or his designee shall maintain these written notifications, which shall contain the following:

a. The notification shall include the name, address and property identification number of each owner.

b. The notification shall provide that if the property owner desires to object to the road name change, the property owner shall, within fourteen (14) days of the date of the notice, forward a written objection to the Sheriff's Property Appraiser's Office.

c. The notification shall provide five (5) road name choices that are acceptable to the residents. Road names, including spaces between words, shall not be more than fourteen (14) spaces in length, suffix excluded. All road names will comply with Section 5, Road Names and Designations, of this Ordinance.

d. The Sheriff Property Appraiser or his designee may deny the requested road name, if fifty-one (51) percent of the property owners on the subject road file written objections to the road renaming.

e. The petitioner(s) shall be responsible for the purchase and placement of the necessary street name signs.

**SECTION 8. PENALTIES**

It is unlawful for any person to violate this Ordinance. A violation of any section of this Ordinance shall be deemed a misdemeanor punishable by a fine of not to exceed five hundred dollars (\$500.00) and/or up to thirty (30) days in the Nassau County Detention Facility or by both fine and imprisonment. Each day a violation continues shall constitute a separate offense.

**SECTION 9. 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 Nassau 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 to accomplish such intention; providing, however, that Sections 8, 9 and 10 shall not be codified.

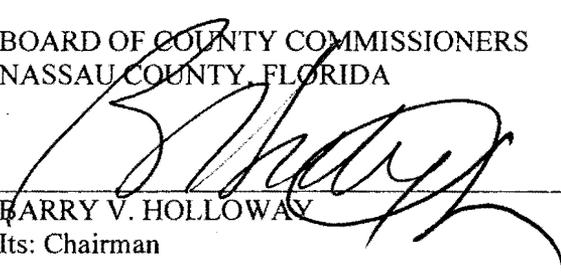
**SECTION 10. SEVERABILITY**

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 portion of this Ordinance.

**SECTION 11. EFFECTIVE DATE**

This Ordinance shall take effect upon receipt of official acknowledgement by the Clerk of the Board of County Commissioners from the Department of State that this Ordinance has been filed with the Department of State.

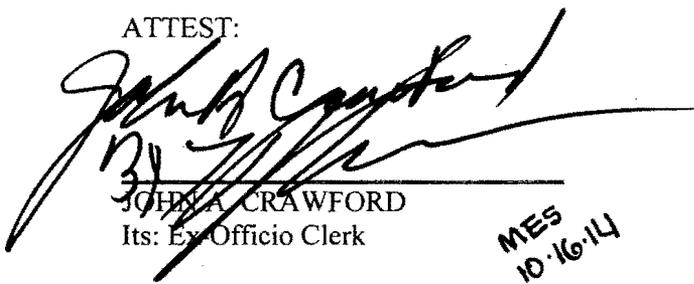
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
BARRY V. HOLLOWAY  
Its: Chairman

Approved as to form ~~BY THE~~  
~~NASSAU COUNTY ATTORNEY~~

  
Mollie M. Garrett, Esq.

ATTEST:

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

MES  
10-16-14