

Chapter 90 - UNIFORM BUILDING NUMBERING SYSTEM^[1]

Footnotes:

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Editor's note— [Ord. No. 2019-47](#), § 4, adopted Nov. 12, 2019, amended Ch. 90 in its entirety to read as herein set out. Former Ch. 90, §§ 90.1—90.12, pertained to similar subject matter, and derived from Ord. No. 00-22, §§ 1, 2, adopted April 11, 2000; Ord. No. 00-56, §§ 1, 2, adopted Dec. 12, 2000; Ord. No. 01-11, §§ 1, 2, adopted March 13, 2001.

Sec. 90.1. - Purpose of Uniform Addressing System.

- (a) This Chapter is adopted for the purpose of providing a Uniform Addressing System for the assignment of Street Names and address numbers to buildings and structures located on or with access from officially named public and private streets in Seminole County, Florida. Streets named and numbered prior to the adoption of this Chapter which do not conform to the standards set forth first in this Chapter will not be changed except when the Addressing Supervisor or designee receives documented notification from the emergency communications/E 9-1-1 division, the sheriffs office, public safety fire/rescue, the post office or any other government agency that they are unable to locate said address for reasons such as, but not limited to: An address or unit/suite number out of sequence, odd or even number on wrong side of street, rural box numbers, numbers improperly affixed, illegible, unclear, obstructed, not visible, unapproved numbers, unapproved street signs, Street Names that are duplicates or sound alike, street suffixes that do not properly describe the thoroughfare as built, and subdivisions, apartments, shopping centers, mobile home parks, condominium, warehouses, commercial office buildings, single-family residences, duplexes, or other communities of buildings whose names are similar to existing names or when emergency service providers believe any normal response time is impaired or may be impaired due to a conflict in the street naming or numbering.
- (b) When the Addressing Supervisor or designee obtains or is presented with proper documentation relating to a discrepancy that could cause a delay or interfere with providing emergency assistance, the Addressing Supervisor or designee will notify the property owner/occupant, as applicable, of the discrepancy and of actions the property owner/occupant must take to come into compliance. Said notice shall be delivered to the owner/occupant by one (1) of the following:
- (1) Certified mail, return receipt requested.
 - (2) Posting same in a conspicuous place on the property.
 - (3) Hand delivery.
- The owner and/or occupant will have thirty (30) days to comply.
- (c) If the property owner/developer disagrees with the determination of Addressing Supervisor or designee, an appeal may be taken regarding the determination made. The Deputy County Manager shall hear such appeals.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.2. - Definitions.

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

Accessory Building: A building that is clearly incidental or subordinate to and customarily utilized adjacent to and in connection with a Principal Building located on the same property.

Address: Consists of an identifying number, Street Name, and Street Designator for the purpose of identifying a specific geographic location. In the event of multi-tenant structures, each unit may also be identified by a secondary number.

Address Master Maps: A master set of maps which, in conjunction with approved plats and site plans, details the existing Street Name and Numbering Scheme and the Projected Street Name and Numbering Scheme within Seminole County.

Corner Lot: A lot located on the corner of an intersection of two (2) streets. When a building is constructed on a Corner Lot, the building will be addressed to the street best suited for emergency responders. This generally is where the front main entry door to the structure appears to be located. If the front main entry door is not visible; the building is obscured from the road; the building is unable to be accessed due to landscaping, road conditions, or for emergency purposes it is best reached where the driveway intersects the road, then it will be addressed to the named street where the driveway intersects. In coordination with Public Safety, the Addressing Supervisor or designee will determine the street address.

E 9-1-1 Office: The office operating the Florida Emergency Communications E911 State Plan administered by the Florida Department of Emergency Management Services, designated by the County Manager to design and manage an emergency response system which promotes the expeditious response of police, fire, medical, and other services resulting from such emergency telephone system.

Grid System Guide: A series of designated North/South parallel lines intersecting a second set of East/West parallel lines, as indicated on the official "master grid maps", currently delineated on a 1:2000 map of Seminole County.

Nonconformance: Any failure to comply with the provisions of this Chapter including, but not limited to, by way of example: An address or unit/suite number out of sequence, odd or even number on wrong side of street, rural box numbers, numbers improperly affixed, illegible, unclear, obstructed, not visible, unapproved numbers, Street Names that are duplicates or sound alike, street suffixes that do not properly describe the thoroughfare as built, and subdivisions, apartments, shopping centers, mobile home parks, condominiums, warehouses, commercial office buildings, single-family residences, duplexes, or other communities of buildings whose names are similar to existing names. However, alternate systems of street naming, numbering and addressing, subdivision naming, posting of numbers, commercial suite numbering and Corner Lot addressing that are approved as an exception or variance under the processes described in this Code shall not be deemed a nonconformity with the provisions of this Code.

Occupant: Any person, firm, entity, partnership, trust, corporation, association, or other organization that is occupying or leasing a structure or other property.

Owner: Any and all persons, firms, entities, partnerships, trusts, corporations, associations, or other organizations, which own the fee title to, or have an undivided interest in, any building or property which is subject to the provisions of this Chapter.

Principal Building: Any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, animals, chattels or property of any kind for any residential, commercial, or industrial purpose.

Private Way: Any street, road, avenue, Drive, cul-de-sac or other thoroughfare used for vehicular traffic and any easement that provides sole access to more than one (1) parcel or lot which is not included in the definition of "Public Way" and which is not maintained by Seminole County. This term shall include, but is not limited to, roadways or driveways in mobile home parks, apartments, condominiums, commercial or industrial complexes.

Projected Street Name and Numbering Scheme: All approved site plans and plats, including amendments thereto, which contain Projected Street Names and addresses although no construction or development has occurred on the projected street.

Public Way: Any area of a right-of-way, either paved or unpaved, that has been dedicated to Seminole County for use as a street for vehicular traffic whether accepted or not by Seminole County, excluding, service entrances or driveways.

Street Name: A unique name that identifies a street exclusive of the designator, e.g. Spinnaker.

Street Designator: The suffix following the Street Name that describes the street layout as follows:

- (1) *Boulevard* or *Parkway:* a major thoroughfare in excess of five thousand (5,000) feet with a divided median.
- (2) *Drive:* a winding main thoroughfare (at least two thousand five hundred (2,500) feet) extending the length of a subdivision or complex which continues through to other rights-of-way.
- (3) *Court, Cove* or *Point:* dead end streets or culs-de-sac.
- (4) *Place:* a street with a cul-de-sac on each end. A dead end street with at least one (1) intersecting cul-de-sac.
- (5) *Lane* or *Way:* a street that connects one (1) street to another in a subdivision or complex.
- (6) *Circle:* a street that returns to itself.
- (7) *Loop:* a street that begins and ends at the same cross street, such as a semi circle.
- (8) *Terrace:* a street that loops back onto itself without forming a full circle.
- (9) *Trail* or *Run:* a street located in a rural area, that generally dead ends and is at least one thousand two hundred (1,200) feet in length.

Uniform Addressing System: A system by which existing buildings, groups of buildings, units within buildings, and lots and parcels projected for future buildings are assigned addresses in a coordinated and uniform method based upon a designated numbering grid system contained in the official master grid maps and clear and concise Street Names as recorded in the Address Master Maps and the E 9-1-1 master street address guide.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.3. - Incorporation of map.

A Uniform Addressing System, as shown on the maps identified by the title, "Address Master Maps", and filed in the Office of Seminole County Addressing (hereafter called "the maps") is hereby adopted for use in the unincorporated areas of Seminole County. The Addressing Supervisor or designee shall coordinate all activities relating to the system and maps with the E 9-1-1 Office. The current version of these maps, the electronic data used to create the maps, and all explanatory matters thereon and related thereto are hereby adopted, incorporated herein by reference, and made a part of this Chapter. The maps shall have existing street naming and assigned Numbering Scheme thereon. The maps shall include or have reference to existing site plans and plats that have been approved and amendments thereto. The maps shall be made reasonably accessible to the public during normal business hours. Each approved plat and each amendment thereto shall be filed in the office of the clerk of the circuit court. The Uniform Addressing System and the maps may be adopted for use in any municipality in Seminole County pursuant to an interlocal agreement. Any such interlocal agreement shall be filed in the Official Records of the Board of County Commissioners and in the official records of each city that is a party to such interlocal agreement. Upon adoption by a city, the current version of the maps shall be provided on paper copy or on an acceptable electronic media format by each party of the interlocal to every other party of the interlocal as changes are made or, at a minimum, on a quarterly basis.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.4. - Administration of the Uniform Addressing System.

- (a) The Seminole County Addressing Supervisor or designee shall be responsible for coordinating and maintaining the addressing system established by this Chapter. Said Supervisor or designee shall assign numbers, approve Street Names and designations in conformity with the sections following. Charges for such assignments shall be made in accordance with the fee schedule duly adopted by resolution of the Board of County Commissioners.
- (b) Should an existing building, unit, or group of buildings fail to conform with the Uniform Addressing System, the Addressing Supervisor or designee shall give notice to those owners or occupants whose address is in nonconformity with the Uniform Addressing System. Said notice shall be delivered to the owner or occupant by one (1) of the following:
 - (1) Certified mail, return receipt requested.
 - (2) Posting same in a conspicuous place on the property.
 - (3) Hand delivery.

Said notice may include a notification of a change of address, which shall contain the new building number(s) assigned to the building in accordance with the provisions of this Chapter. Said notice shall direct the owner or the occupant to post the newly assigned building number on said building or property in accordance with Section 90.5 of this Chapter. The owners or occupants shall have thirty (30) days from receipt of the notice to come into compliance with this Chapter. "Receipt" is defined as one (1) of the following: If sent certified mail, the date of postal delivery; if posted, the date posted on the property; if hand delivered, the date it was handed to the recipient.

- (c) Assignment by the Addressing Supervisor or designee of a number to a lot or parcel on which a building may be constructed shall be a condition precedent to the issuance of a building permit for any such building.
- (d) In coordination with the E 9-1-1 Office, the Addressing Supervisor or designee shall record and maintain records of all Street Names and numbers under this Chapter which have been assigned pursuant to this Chapter and shall monitor same to insure that duplicate Street Names and numbers are prevented.
- (e) When site plans include construction of new streets (either private or public), a list of all proposed Street Names shall be submitted to the Addressing Supervisor or designee for review to conformance to the standards as listed in Section 90.6.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.5. - Building and unit numbering.

All principal residential and commercial buildings in unincorporated Seminole County, shall be issued an address by the Addressing Supervisor or designee, and shall post that address including suite or unit numbers on the structure and their property in accordance with the following guidelines:

- (a) All addresses shall contain whole numbers only. Alpha/numeric and fractional addresses shall not be permitted. Address numbers shall be made of durable weather resistant material, shall be permanently affixed to the structure and posted fronting the street the structure is addressed to. The color of the numbers shall contrast the surrounding background surface of the structure so it stands out and is clearly visible from both directions of the addressed street.
- (b) Addresses will not be assigned to vacant land, residential Accessory Buildings, guest houses, mother-in-law suites, detached garages, or insubstantial structures.
- (c) Assignment of an address is warranted in conjunction with an issued building permit. Addresses assigned by the Addressing Supervisor or designee shall be posted as follows:
 - (1) Commercial type occupancies which do not have all occupants directly fronting the appropriate street will be assigned a building address number in conjunction with suite numbers to identify individual occupants. Commercial building address numbers shall be a

minimum of six (6) inches in height and one-half (½) inch in width. Commercial buildings will be assigned four-digit suite or unit numbers to be posted above all means of egress. Unit numbers shall be of contrasting colors so as to be readily identifiable. Unit numbers shall be a minimum of three (3) inches in height and one-half (½) inch in width.

- (2) Multi residential buildings such as apartments which have direct access to a common area or corridor will be assigned a main building number and further assigned three (3) digit unit numbers to be posted above all means of egress. The main building number shall be a minimum of six (6) inches in height and one-half (½) inch in width. Numbers shall be of contrasting colors so as to be readily identifiable. Unit numbers shall be a minimum of three (3) inches in height and one-half (½) inch in width.
 - (3) Townhomes and duplexes with direct front door access to the street shall be assigned a main address for each single-family dwelling. Address numbers shall contrast with the background surface of the structure, be of durable weatherproof material, and be a minimum of four (4) inches in height and one-half (½) inch in width.
 - (4) Residential address numbers on buildings which are less than fifty (50) feet from the street shall affix numbers directly over the main egress door and all other means of egress. Address numbers shall contrast with the surrounding surface, be of durable material and a minimum of four (4) inches in height and one-half (½) inch in width.
 - (5) Residential buildings which are over fifty (50) feet from the street shall be required to use five (5) inch or larger numbers. All numbers are to be clearly seen from both directions of the right-of-way, and shall be made of durable material and contrast with the surrounding surface.
 - (6) For plazas or other such commercial occupancies with multiple addresses, the range of addresses shall also be posted on the main plaza or occupancy sign readily viewed from the street from both directions.
 - (7) If the main entrance of a building is not readily visible from the street, numbers shall be posted on the structure and at the entrance street or adjacent driveway to the building on both sides of a fence, post or mailbox. Authorization may be acquired from the Addressing Supervisor or designee in situations where these standards may not be appropriate. Any decisions made shall be based in the interest of emergency response.
 - (8) Residential one (1) or two-family dwellings which are more than fifty (50) feet from street must also have the address numbers posted on both sides of a mailbox or addressing post located at the entrance to the property. If access is by way of a street different from the address assigned, numbers shall be posted on the addressed street. Signage containing the Street Name and address number shall be required at the entrance street in these cases.
- (d) Subdivisions and condominiums will be pre-addressed within fourteen (14) working days after recording the plat in the public records. Developers of commercial sites with multiple occupants or similar residential projects (apartments or condominiums) shall be required to coordinate individual addressing prior to issuance of any building permits. This can be accomplished by providing the Addressing Supervisor or designee with a site and building layout plan at least ten (10) working days prior to the submission of building permit applications. This plan should include adjacent road names, entrance locations, and all possible occupant division lines for each floor.
- (e) The Addressing Supervisor or designee shall have the authority to deviate from these standards as necessary to ensure the safety of the general public.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.6. - Standards for naming streets.

- (a) There shall be no duplication of Street Names.
- (b) There shall be no numbers used as Street Names e.g., First Street.
- (c) There shall be no punctuation in Street Names, e.g., O'Brien, Willow-the-Wisp.
- (d) It is not permissible to differentiate the same name by a suffix such as street or avenue, e.g., Washington Street and Washington Avenue.
- (e) There shall be no directionals used as Street Names, e.g., East Street.
- (f) Street Names that "sound alike" such as Peach and Beach and Lynwood and Linwood and Pinetree and Pine Tree shall not be permitted.
- (g) A street running continuously in one (1) direction will have one (1) name only throughout its length.
- (h) Street Names, including spaces between words, prefix, and Street Designator should be no more than fifteen (15) spaces in length.
- (i) No street shall be named for a person, living or dead, without the consent of the Board of County Commissioners.
- (j) There will be no spaces between initials in Street Names, e.g., EFK Drive.
- (k) Street Names containing the word "and" shall not be permitted. An ampersand (&) will be used in street naming, e.g., Seek & Find Lane.
- (l) There shall be no use of a double suffix/designation, e.g., River Grove Cove, Lake Vista Boulevard.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.7. - Mandatory private street naming.

The following regulations are established for the mandatory naming of private streets providing access to multiple residences or commercial buildings which are remotely located from one (1) 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 occupied by two (2) or more structures it constitutes a private street.
- (b) When an unnamed private street is deemed by the Addressing Supervisor or designee to require naming, notification is sent to abutting property owners. Notification shall include the parcel identification (ID) number and the private street/designation naming form.
- (c) The private street naming form shall contain spaces for three (3) name suggestions to be provided by the property owners.
- (d) Private Street Names will comply with standards set forth in Section 90.6.
- (e) A street sign is required on all private streets. Seminole County's Traffic Engineering Division will erect the sign with the approved name.
- (f) Unapproved street signs will not be erected within twenty (20) feet of right-of-way. Non-conforming signs are subject to removal.
- (g) When property owners fail to respond to or participate in the street naming procedure, the Addressing Supervisor or designee, after due notice and a minimum of thirty (30) days, shall provide a name for the subject street without recourse to property owners.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.8. - Changing the name of a street.

When any emergency service provider believes any normal response time is impaired or may be impaired due to a conflict in the Street Name database, a request will be submitted following the procedures as listed below.

- (a) All requests to rename a street will be submitted in writing to the Addressing Supervisor or designee. If the request is received from the public, the following must be completed:
 - (1) A petition signed by a majority of the property owners abutting the street requesting the change.
 - (2) An application fee as established by Board of County Commissioners.
- (b) The application is made to and processed by the Addressing Supervisor or designee.
- (c) The proposed Street Name shall meet the criteria of Sections 90.6 and 90.7 of this Chapter.
- (d) The property owners abutting the street will be notified by the Addressing Supervisor or designee by the means listed in Section 90.4 of any proposed Street Name change.
- (e) If the street is a platted street, the following additional steps are required:
 - (1) An agenda item and resolution for adoption will be prepared and presented to the Board of County Commissioners at their regularly scheduled meeting.
 - (2) The Board of County Commissioners shall grant or deny the renaming request within its sound discretion, after recommendation by the Addressing Supervisor or designee.
- (f) Upon approval, all concerned parties will be notified of the Street Name change by certified mail within forty-five (45) days of approval.
- (g) Upon approval by the Board of County Commissioners of a Street Name change, the Street Name shall not be changed again for ten (10) years, unless the Board of County commissioners find that a threat to the health, safety or welfare of the residents exists.
- (h) The Board of County commissioners shall have authority, on its own motion, to change the name of any street within the unincorporated limits of Seminole County, whenever the health, safety, or welfare of the residents of Seminole County shall so require.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.9. - Posting street signs.

- (a) Signage shall be provided and maintained by Seminole County Traffic Engineering Division.
- (b) Should the owner(s) of the street signs, whether individuals or associations, elect to maintain signage they must comply with Seminole County standards.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.10. - Subdivision, plaza and building names.

- (a) At the time of plan review for all new construction, the name by which the development shall be legally known, (apartment complexes, shopping centers, commercial buildings, mobile home parks, and all developments requiring site plan approval) shall be submitted for review and approval to the Development Review Committee at the pre-application meeting or prior to submitting a development application.
- (b) Potential names for subdivisions shall be submitted for review to the development review committee at the pre-application meeting or prior to submitting a development application. Name approval shall be determined prior to preliminary subdivision plan approval by the Board of County Commissioners. Potential names for condominiums shall be submitted at the pre-application meeting or prior to

submitting a development application. Name approval shall be determined prior to or during the site plan review process.

- (c) No names shall be approved which conflict with existing names or those previously approved developments or preliminary subdivision plans (exception: franchise businesses). The name shall not be the same or sound similar or in any way so similar to any name appearing on any recorded plat or prior condominium or site plan in Seminole County as to confuse the records or mislead the public as to the identity of the subdivision, or condominium except when the subdivision is further divided as an additional unit or phase by the same developer or developer's successors in title. In that case the additional unit or phase shall be given the primary name followed by the unit, section or phase number in English words or numerals (No Roman numerals).
- (d) Names, once approved, shall be held until subdivision or site plans are no longer valid by exceeding development approval time limits. Said name shall be the only conspicuous name posted on the property. If the plan approval expires, the name shall require additional review and approval at the time of resubmittal. Names may be reserved upon request for up to one (1) year pursuant to the pre-application meeting submittal.
- (e) The owners of a commercial building, plaza, apartment complex or who desire to rename their property shall submit an application to the Addressing Supervisor or designee. Said application shall include the legal description, the property appraiser Parcel identification number(s), the current name, and the proposed name of the development. The application will be subject to review and approval prior to being presented to the Board of County Commissioners adopting the name change. Upon recording the adopted resolution, notification of affected parties shall be by established procedures.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.11. - Enforcement.

Where an addressing problem is found, the Addressing Supervisor or designee will notify the property owner of the discrepancy. If after thirty (30) days, the addressing problem is not resolved by, for example, posting of numbers, removing incorrect or unapproved numbers, removal of unapproved street signage, etc., the Addressing Supervisor or designee shall either issue a notice of code violation, or issue a citation to the owner, tenant/occupant, or property manager/trustee as provided in Ordinance 53, "Code Enforcement" of the Seminole County Code:

- (a) Notice of code violation shall include: the Parcel identification number, description of violation, recommendation to comply, date of violation, date of expected compliance and be delivered per Section 90.4.
- (b) If the Addressing Supervisor or designee determines that the discrepancy is critical and presents a serious threat to the public's health, safety and welfare a citation without notice shall be issued pursuant to the provisions of Section 162.21(3)(b), Florida Statutes.

([Ord. No. 2019-47](#), § 4, 11-12-19)

Sec. 90.12. - Variance procedures to the Uniform Addressing System.

- (a) Pursuant to the procedures set forth in this section, the Chief Administrator of Emergency Management or the Board of County Commissioners may grant variances to the following standards set forth in this Code.
 - (1) Street Designator.
 - (2) Standards for naming streets.
 - (3) Provisions for an alternative addressing grid.

- (4) Alternate subdivision naming.
- (5) Alternate standards for posting of numbers.
- (6) Alternate standard for commercial suite numbering.
- (7) Provisions for alternate Corner Lot addressing.

No variances may be applied for or granted for any other provision of this Section, including odd or even numbering requirements.

- (b) Applications proposing a variance in any of the above listed addressing standards shall be submitted in writing to the Addressing Supervisor or designee and include the appropriate fee. Such applications shall be sent to the Seminole County E-911 Addressing Committee for their review and the committee shall meet and provide written recommendation/comments to the Chief Administrator of Emergency Management within fifteen (15) business days of receipt of request by the Addressing Supervisor or designee. The Chief Administrator of Emergency Management must grant or deny the requested variance in writing, with attached findings of fact within five (5) business days after receipt of the comments and recommendations from the Seminole County E-911 Addressing Committee. The variance process may take up to twenty (20) business days.
- (c) The decision of the Chief Administrator of Emergency Management may be appealed to the Board of County Commissioners by filing a written letter of appeal with the Addressing Supervisor or designee within fifteen (15) days of the issuance of the Chief Administrator of Emergency Management's grant or denial of the variance.
- (d) A variance may be approved only after it is determined to be appropriate based upon findings of fact that the alternative addressing system created by the variance:
 - (1) Comports with the purposes expressed in the addressing code.
 - (2) Constitutes a unique addressing opportunity and does not create a precedent for other variances to the Uniform Addressing System.
 - (3) Can be adequately supported by the technology currently available and in use for the emergency response systems.
 - (4) Does not create confusion that would cause or create a delay in response time.
 - (5) Otherwise provides how public safety and emergency vehicles will be able to readily identify and serve buildings and structures located on the property.

([Ord. No. 2019-47](#), § 4, 11-12-19)