

ORDINANCE 2025- 08

AN ORDINANCE OF FRANKLIN COUNTY, FLORIDA, ESTABLISHING A UNIFORM ADDRESSING SYSTEM; PROVIDING DEFINITIONS; PROVIDING FOR THE ASSIGNMENT OF NUMBERS ON BUILDINGS; REQUIRING THE POSTING OF NUMBERS ON BUILDINGS, PROVIDING FOR A PENALTY; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

- **Purpose.**

The ordinance is promulgated for the purpose of providing a uniform numbering system for the assignment of address numbers to buildings with access from officially named public and private ways in the county, in the interest of the public health, safety and general welfare of the citizens and inhabitants of the county.

- **Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory building means a building which is clearly incidental or subordinate to and customarily utilized in connection with a principal building located on the same lot.

Building means any structure which is designed, built or used for the support, enclosure, shelter, or protection of persons, or property of any kind for any residential, commercial, or industrial purpose which is not an accessory building.

Building front means that area of a building which faces the public or private way pursuant to which the building is numbered.

Numbering system means a uniform method of assigning and coordinating the addresses of buildings and properties.

Occupant means any person, firm, entity, partnership, trust, corporation, association, or other organization who is occupying or leasing a building or other property for a period exceeding 30 days.

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

Private way means any officially named thoroughfare used for vehicular traffic which is not included in the definition of "public way" and which is not maintained by the county. The term "private way" shall include, but is not limited to, roadways or driveways in apartment, condominium, commercial, or industrial complexes, which

have been named and signed in accordance with the county policy and F.S. § 316.077 (State uniform traffic law).

Public way means 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.

- **Geographic area subject to this ordinance.**

- This ordinance applies to the unincorporated area of Franklin County, Florida.

- **Building, property numbering established; incorporation of map.**

A uniform system of numbering buildings, as shown on the maps identified by the title, "E-911 Address Maps," and filed in the county planning and building office, is hereby adopted for use in the 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 as the uniform numbering system for E-911 addresses, including future amendments thereto. Once the county E-911 office creates its E-911 GIS digital maps, then those updated maps and all explanatory matter thereon and related thereto shall be adopted, incorporated herein by reference and made a part of this ordinance as the uniform numbering system for E-911 addresses.

- **Administration and assignment of numbers.**

- The county E-911 office shall be responsible for coordinating and maintaining the numbering system established by this ordinance. Said office and such other county agencies or department as are designated by the board of county commissioners shall issue building numbers in conformity with the uniform numbering systems established by this ordinance.
- Should an existing building have, exhibit or be addressed by a number in conflict with the uniform numbering system, said E-911 office shall give written notice to those owners or occupants whose building number is in conflict with the uniform numbering system. Said notice shall be delivered to the owner and occupant by:
 - United State Postal Service mail; or,
 - By posting same in a conspicuous place on the building; or,
 - By hand delivery.
- Said notice shall include a notification of a change of address which shall contain the new building number assigned to the building in accordance with the provisions of this article and shall direct the owner or the occupant to post the newly assigned building number on said building or property in accordance with this ordinance.

- The E-911 office shall, in a timely manner assign a number to each unnumbered building in the county, if a building has not been assigned a number pursuant to the uniform numbering system.
- The assignment of the building number by the E-911 office and posting of same by the owner or occupant of the assigned number as provided herein shall be a condition precedent to the issuance of a certificate of occupancy by the county planning and building department for any such building.
- The E-911 office shall duly record and keep records of all building numbers assigned by it.

- **Posting of numbers.**

All buildings in the 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 to post the assigned building number on the property in the following manner:

- The building number (address) 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 or similar structure, in such a manner as to be clearly visible from the public or private way on which the building fronts free of obstructions.
 - Numbers on a mailbox shall be placed on both sides of the mailbox and should be reflective.
 - Multiple houses sharing a driveway more than 50 feet in length shall post their building number at the end of the driveway's intersection with the public or private way and on each house, such as a mailbox or post, provided that it is located at least four feet above natural grade.
 - A single house more than 50 feet from the nearest public road or private way shall post their building number at the property's intersection with the public road or private way , such as on a mailbox or post, provided that it is located at least four feet above natural grade, and on each house.
 - **Apartments:** Each unit in an apartment building shall have its own E-911 address.
 - **Condominiums (residential/commercial/condo-hotel):** Each unit in an apartment building shall have its own E-911 address.
- **Residential Buildings:** Numbers shall not be less than four inches in height and one-half inch in width for residential buildings.
- **Commercial Buildings:** Numbers shall not be less than six inches in height and one-half inch in width for commercial buildings.
- **Industrial Buildings:** Numbers shall not be less than ten inches in height and one-half inch in width for industrial buildings.
- **Mobile home parks:** Each unit in a mobile home park shall have its own E-911 address.
- The numbers shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed.

- The county planning and building department shall require that building number be posted in accordance with this ordinance prior to the issuance of a certificate of occupancy for any primary structure, including, but not limited to, industrial, commercial and residential (house or mobile home) uses.
- **Residences abutting the following public beaches** shall also post their E911 address on the side of the house facing the beach:
 - All of the beaches shown on the plats of St. George Island Gulf Beaches, Units 1, 2, 3, 4 and 5, as recorded in Plat Book 2 at pages 7, 15, & 16, and Plat Book 3 at pages 14-17, Franklin County, Florida; an area commonly known as being located between 12th Street West and 11th Street East, St. George Island Florida.
 - Carrabelle Beach Park, Carrabelle, Florida; parcel number 25-07S-05W-0000-0090-0000.
 - McKissack Beach, Carrabelle, Florida; parcel number 30-07S-04W-0000-0070-0000.
 - Penn Point, Unit 2, Alligator Point, Florida, recorded in Plat Book 1, Page 21.
 - Penn Point, Unit 4, Alligator Point, Florida, recorded in Plat Book 1, Page 24.
 - Southern Dunes, Unit 1, Bald Point, Florida, recorded in Plat Book 2, Page 22A.

- **Penalty**

- Any person, firm, entity, partnership, trust, corporation association any other legal organization shall have 30 calendar days upon notification of an initial assignment of a building number (address) or a change of address to comply with the provisions of this ordinance. After 30 calendar days, the County shall enforce the ordinance using the authority and procedures authorized by Florida Statutes Chapter 162, commonly known a code enforcement.

- **Funds.**

All funds and interest derived from fines for violation of this article shall be used exclusively to fund the county's 911 system on a continuing basis. The expenses paid from said funds shall be approved by the board of county commissioners upon the recommendation of the county 911 committee. Any balance of said funds remaining at the end of the county's fiscal year shall be carried forward to the next fiscal year to the same account and used for the same aforementioned purposes.

- **Codification: This ordinance shall be codified as new Article VII, Chapter 5.5.**

- **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 portions of this Ordinance.

- **Effective Date**

This ordinance shall take effect as provided by law.

Adopted this the 20th day of August, 2025.

Franklin County, a political
subdivision of the State of Florida

By: Ricky D. Jones
Ricky D. Jones, Its Chairman

ATTEST:

By: Michele Maxwell
Michele Maxwell, Clerk of Courts

Approved as to form and content:

By: Thomas M. Shuler
Thomas M. Shuler, County Attorney