

HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL



HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL

SECTION SIX

UNIFORM STREET ADDRESSING SYSTEM PROCEDURES

Section Six: Uniform Street Addressing System Procedures

Division 1. Purpose

Division 2. Glossary and Definitions.

Division 3. Abbreviations.

Division 4. Road Naming Standards and Procedures

Division 5. Addressing (Numbering) Standards and Procedures for Major Arterials and New Subdivisions

Division 6. Frontage Interval Addressing System

Division 7. Specific Addressing Situations

Division 8. Posting Numbers on Buildings

SECTION SIX: UNIFORM STREET ADDRESSING SYSTEM PROCEDURES

DIVISION 1. Purpose

The purpose of these standards are to create a detailed uniform street naming and addressing system.

DIVISION 2. Glossary and Definitions

For the purpose of these standards, the following terms, phrases and words shall have the meanings given herein unless the context indicated otherwise:

- A. *Access point* - The point where a particular property is entered from a given route, such as the end of a driveway or lane. This point is where a house or other location being assigned an address is a substantial distance from the primary roadway of ingress and egress.
- B. *Address* - A designation of the location of a person's residence or workplace, an organization, or a building, consisting of numerical and text elements such as a street number, street name, and city arranged in a particular format.
- C. *Alley* - A thoroughfare through the middle of a block giving access to the rear of lots or buildings.
- D. *Apartment* - A room or suite of rooms designed for housekeeping and generally located in a building occupied by more than one household.
- E. *Building* - Any structure (permanent and/or portable), having a roof supported by columns or walls built for the shelter or protection of persons, animals, chattels or property of any kind including residential, commercial, office and industrial use. When separated by division walls from the floor up without openings in the common wall between units, each such enclosure shall be deemed a separate unit, excluding accessory buildings.
- F. *Campground* - A place where sites for recreation vehicle or tents or buildings are rented for use as temporary living quarters for recreation purposes. A plot of ground upon which two or more campsites are located, established, or maintained for occupancy by camping units as temporary living quarter for recreation, education, or vacation purposes. No resident can reside more than 30 days.
- G. *Campsite* - A parcel of land in a campground for the placement of tents or one trailer or recreational vehicle (other than a mobile home) and for the exclusive use of the occupants. Any plot of ground within a campground intended for exclusive occupancy by a camping unit or units under the control of a camper.

HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL

- H. *Commercial* - Activities which are predominately connected with the sale, rental, and distribution of products or the performance of services.
- I. *Condominium* - A large property complex that is divided into individual units and sold. Ownership usually includes a non-exclusive interest in certain “common properties” controlled by the condominium management.
- J. *Cul-de-sac* - A road which connects to other roads at only one end and provides vehicular turnaround at the opposite end and does not exceed 1,000 feet in length.
- K. *Driveway* - Used to connect a single lot, parcel or tract to any road with the intention that no more than two residential, commercial or agricultural structures, or an undeveloped lot, tract or parcel will be served by the connection.
- L. *Duplex* - A two unit dwelling divided by a common wall.
- M. *Dwelling* - See Residence for definition.
- N. *Interval* - The distance along a roadway of ten (10) feet, there being 580 intervals per mile on both sides of a roadway.
- O. *Owner* - Any and all persons, firms, entities, partnerships, trusts, organizations or corporations, associations, which own the fee title to, or have an undivided interest in any building or the property in question or have an undivided interest therein.
- P. *Public Land Survey System (PLSS)* – is the surveying method used historically over the largest fraction of the United States to survey and spatially identify land parcels before designation of eventual ownership, particularly for rural, wild or undeveloped land.
- Q. *Residence* - Any building or part thereof, designed for occupancy in whole or in part as the dwelling or living quarters of one or more persons permanently or temporarily, continuously or transiently, containing living, sleeping, housekeeping cooking, cooking accommodations, and sanitary facilities.
- R. *Roadway* - Provides vehicle access to more than one lot of record or access to any industrial or commercial occupancy; or provides vehicle access to two or more parcels with more than four structures or two or more residential units having electrical and/or telephone service.
1. *Private Roadway* - A thoroughfare used for vehicular traffic to ingress and/or egress not for use by the public that serves two (2) or more dwellings, and has not received any governmental funding for construction or maintenance.
 2. *Public Roadway* - The area of the public right-of-way either paved or unpaved which is intended for vehicular traffic, excluding service entrances

or driveways and is maintained using public funds from any governmental entity or agency.

- S. *Shall* - Used to express what is mandatory.
- T. *Should* - Used as past tense of “shall” to express an expected condition.
- U. *Shopping Center* - A building or set of buildings that contain a variety of retail units, with interconnecting walkways.
- V. *Shopping Mall* - A building which contains a variety of enclosed retail units under one roof.
- W. *Street* - See roadway definition.
- X. *Subdivision* - A tract or parcel of land divided into two (2) or more lots, building sites for the purpose of sale or building development (whether immediate or future).
- Y. *Triplex* - A three dwelling units each divided by a common wall.
- Z. *Townhouse* - A house in a row of usually the same or similar design with common side walls or with a very narrow space between adjacent side walls.

DIVISION 3. Abbreviations

For the purpose of these Standards, the following abbreviations are taken directly from the National Emergency Numbering Association (NENA) manual NENA-02-002:

- A. *Alley* – Aly
- B. *Avenue* - Ave
- C. *Boulevard* – Blvd
- D. *Bypass* – Byp
- E. *Circle* – Cir
- F. *Crescent* – Cres
- G. *Court* – Ct
- H. *Cove* – Cv
- I. *Drive* – Dr
- J. *Grade* – Grd
- K. *Highway* – Hwy
- L. *Lane* – Ln
- M. *Loop* – Loop
- N. *Manor* – Mnr
- O. *Path* - Path
- P. *Parkway* – Pky
- Q. *Place* – Pl
- R. *Point* – Pt
- S. *Road* – Rd
- T. *Row* – Row

- U. *Run* – Run
- V. *Square* – Sq
- W. *Street* – St
- X. *Stream* – Strm
- Y. *Terrace* – Ter
- Z. *Trace* – Trce
- AA. *Trail* – Trl
- BB. *Walk* – Walk
- CC. *Way* – Way

DIVISION 4. Road Naming Standards and Procedures

- A. Road names shall not duplicate another road name used elsewhere in the county or in a city or town of the county. Similar sounding names (e.g. Beech Street and Beach Street) are considered a duplicate regardless of spelling.
- B. Road names may not duplicate irrespective of road name prefixes or suffixes (e.g. Pine Road and Pine Lane is considered duplication).
- C. Single letter or number street names (e.g. A Ave, 7 Ave etc...) shall not be allowed.
- D. Road names shall be in the English language, grammatically correct, easy to pronounce, spell, and shall not include the use of foreign language, slang, profanity or contain sacrilegious connotation.
- E. Road names shall not be more than 15 characters in length including spaces and not have hyphens, dashes, apostrophes, periods or decimals.
- F. Each road shall have the same name throughout its entire length.
- G. Both “L” shaped and “T” shaped streets shall carry the same name if the leg is one hundred feet (100’) or less in length. “L” shaped and “T” shaped streets over one hundred (100’) feet in length shall be assigned a different name on each leg of the “L” or the “T”.
- H. Road names should be assigned based on traffic patterns. In the event a road forks into two roads, the fork with the higher traffic volume should continue the same name.

HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL

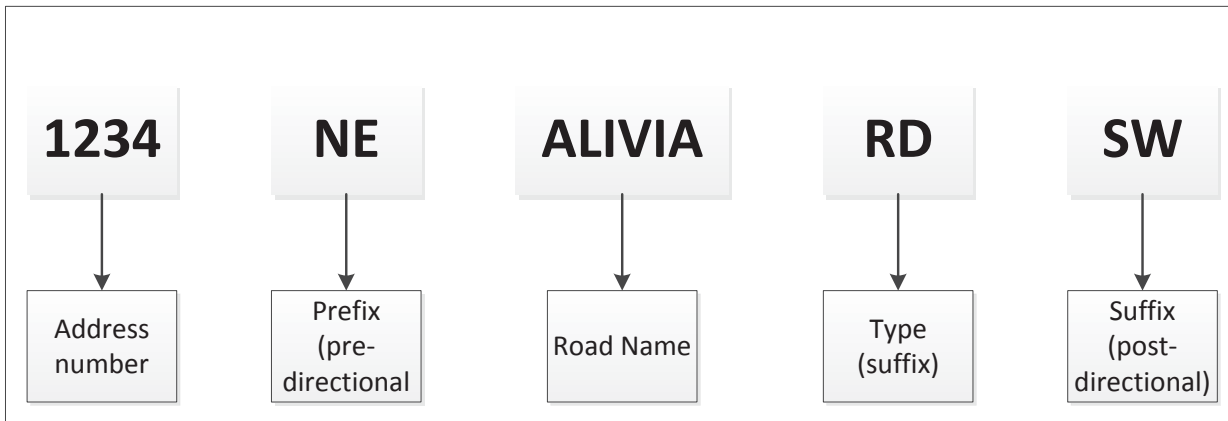
- I. Roadways which parallel a major arterial road and function as a service or frontage road shall be named and addressed as separate roads.
- J. Alleys and driveways shall not be named or addressed.
- K. Avoid family names or individuals' names for any living person or living politician.
- L. Existing duplicate or similar sounding road names should be changed to ensure efficiency of the emergency response system. Follow the guidelines for road renaming to determine which duplicate road will be re-named.
- M. Avoid using numbers as part of the street name.
- N. Avoid the use of non-standard street names suffixes, which may be confusing with subdivisions of commercial developments. (i.e., Union Plaza, Police Square, Terrytown Place).
- O. Street names must be spelled out completely. Do not abbreviate any part of the street name. This rule applies to streets similar to the following; John F Kennedy rather than JFK, Martin Luther King rather than MLK, or Saint John rather than St John.
- P. Any road serving more than two residents or commercial buildings shall be named and numbered. This shall apply both to public and private roads. All named roads serving more than two dwellings shall display a street sign.
- Q. Street types and street suffixes will be abbreviated using proper abbreviations in accordance with United States Postal Service Publication 28.

The following type (suffix) designation should be used in naming roadways according to their general orientation and length.

General Direction Orientation	More than 1,000 feet	Less than 1,000 feet	Over 5,280 Ft (A continuing main thoroughfare)	Four Lane divided roadway, a main thoroughfare
East & West	Street (<i>St</i>)	Place (<i>Pl</i>)	Boulevard (<i>Blvd</i>)	Parkway (<i>Pkwy</i>)
North & South	Avenue (<i>Ave</i>)	Court (<i>Ct</i>)	Boulevard (<i>Blvd</i>)	Parkway (<i>Pkwy</i>)
Ends on roadway from which it began	Circle (<i>Cir</i>)	Loop (<i>Loop</i>)		
Diagonal	Road (<i>Rd</i>)	Way (<i>Way</i>)		
Generally meandering East-West	Drive (<i>Dr</i>)	Lane (<i>Ln</i>)		

DIVISION 5. Addressing (Numbering) Standards and Procedures for Major Arterials and New Subdivisions

The components of an address are as follows:



The addressing process listed below is for assigning addresses to new roadways and/or addressing parcels that currently have no assigned individual address.

- A. The *Point of Origin* for all addressing will be the most southwest corner of Highlands County (Latitude N027.02'03, Longitude W081.33'76). Addresses will be a minimum of four (4) digits. The first two digits will correspond to the grid line mile North or East of the Point of Origin (see Exhibit "A").
1. Starting on a line running North from the Point of Origin, being the westerly line, here in called the "Agonic Line" will be along the line of longitude W081.3376. Measuring East from this line will determine the first digits of an address along an west/east roadway.
 2. Starting East from the Point of Origin, the southerly line, here in called the "Base Line" will be along the line of latitude N27.0203. Measuring North from this line will determine the first digits of an address along a south/north roadway.
- B. The last three (3) digits will be determined by using the ten foot rule according to the perpendicular distance from the nearest Public Land Survey System (PLSS) section line. Parcels not adjacent to a roadway shall use the name of the nearest roadway.
1. Numbering shall begin from the most southerly or westerly point of origin and ascend in numerical sequence based on a standard numbering interval of every ten (10) feet (the equivalent of 528 available addresses each side of a mile of roadway). This is referred to as the ten foot rule.

HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL

- a. Beginning at the roadway intersection, all numbers shall increase moving away from the point of origin.
- b. Numbering shall begin at the most westerly intersection and proceed eastward, or begin at the most southerly intersection and proceed northward.

For Example: For roads running south to north in Sebring Village Mobile Home Park (Avenue and Court) the first digit(s) would be 33 since it is 33 miles north of the Point of Origin and/or the *Baseline*. The next three digits are measured from the most southerly roadway beginning point perpendicular to the closest south PLSS line which is 3,583 feet. Applying the ten foot rule the last three digits would be 358 as the starting number (see Exhibit "B"). Proceeding along the road using the driveway as the addressing point, numbers would commence on the south and run in a northerly direction to the end of that roadway. Thus, the first address would be 33358.

For roads running west to east in Sebring Village Mobile Home Park (Street and Place) the first digit(s) would be 4 since it is 4 miles east of the *Agonic line*. The next three digits are measured from the most westerly roadway beginning point perpendicular to the closest west PLSS line which is 1,424 feet. Applying the ten foot rule the last three digits would be 142 as the starting number (see Exhibit "B"). Proceeding along the road using the driveway as the addressing point, numbers would commence on the west and run in an easterly direction to the end of that roadway. Thus, the first address would be 4142.

2. Generally south to north streets shall have even numbers on the east side and odd numbers on the west side. Generally east/west streets shall have even numbers on the north side and odd numbers on south side. The odd and even relationship is maintained along the length of the roadway. Using the ten foot rule, each address number should be similar to the one across the roadway. There should be no excessive range difference between one side and the other or along the length of the roadway.
3. Diagonal streets should be treated as either south/north or west/east streets.
4. The number assignment for each structure shall be that of the number interval falling closest to the driveway entrance. In the event of more than one driveway entrance, the one which is closest to the primary entrance of such structure shall be used for number assignment. Residences with no driveway shall be addressed according to the location of the nearest access door to the roadway.
5. If a building is more than seventy-five (75) feet from any road, or if the structure is not visible from the road, the address number shall be displayed on a sign attached to a sign post or mailbox post (except when the mailbox is on the opposite side of the road from the structure), and adjacent to the road

- right-of-way in a manner that clearly identifies the entrance to a property, so that it is visible and legible from both directions of travel on the roadway.
6. For parcels that are accessed by multiple driveways, the owner shall designate a primary access point that will be used for address assignment. Designation of an access point is subject to review and approval by the Addressing Division to ensure that it is accessible to emergency service providers. If the property owner does not designate a primary access point, the Addressing Division shall make the determination to allow the proper access to the property.
 7. Landlocked Parcels – A parcel is landlocked if it does not connect to a public or private right-of-way. The primary access route is used to assign the proper address number. If two or more structures exist, or may exist in the future, along the access road, then the road should be named and addressed accordingly.
 8. Temporary structures such as sales and construction trailers will require an address for permits and E-911 purposes. These addresses remain valid only as long as the temporary structure remains on the original property. They will NOT automatically transfer to a permanent structure built on the site.
 9. Roundabouts – A circular parcel of land that interrupts the straight flow of traffic. Traffic must circumnavigate the roundabout in the customary right hand traffic pattern. Roundabouts should have NO residential/business building thus shall have no address assigned. Roundabouts on a major thoroughfare shall result in the name of the thoroughfare continuing around and beyond the roundabout as though a straight road without interruption. Roundabouts not located on major thoroughfares shall cause each roadway off the roundabout having a different name and the roundabout identified simply as “roundabout”.
 10. When a roadway changes direction or curves, retain the original addressing and range throughout the entire length, no matter how many times the roadway turns or bends.

DIVISION 6. Frontage Interval Addressing System

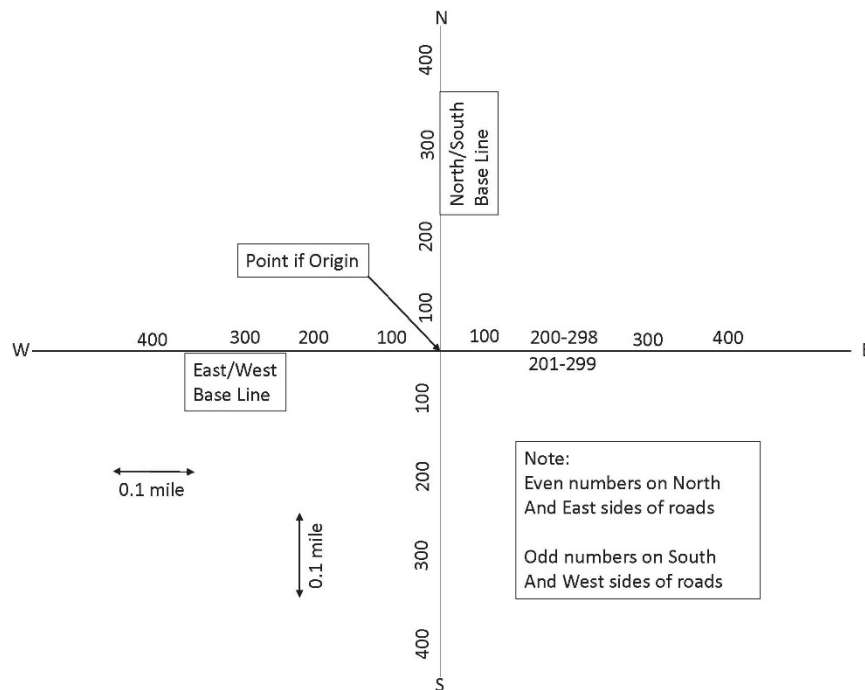
- A. The frontage interval system shall be used for minor arterial, collector or local streets. This system applies a physical address independent of survey information, legal description, or lot boundaries. It is based on the measurement of distance from a beginning address point along a road to the structure or access point off the road.
- B. The frontage interval system also includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the take-off point for semi-circular roads and numbering

HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL

cul-de-sacs, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, trailer parks and stacked addresses.

- C. Once a beginning point is determined, a grid of one mile squares can be used to calculate an address. The beginning point of a new road can be determined to the nearest 1/10 of a mile. Beginning road numbers should always be to the nearest 100 address, or the nearest 1/10 of a mile subdivision of the mile grid.

Basic Addressing Grid



DIVISION 7. Specific Addressing Situations

- A. *Multiple tenants, residential building (Condominium and Townhouse):* Buildings with one main entrance and with the units accessed from a common hallway will be assigned one street address. Each unit of the building will be assigned a unit number by the Addressing Division. Multiple story buildings shall have unit numbers 101 to 199 on the first habitable floor, 201 to 299 on the second habitable floor, etc.
- B. *Multiple tenants, residential building (Apartments, Duplex, Triplex and Quadruplex):* Apartments with individual outside entrances should be assigned separate street addresses. Apartments and multi-tenant structures with one main entrance should be assigned a primary address number and a

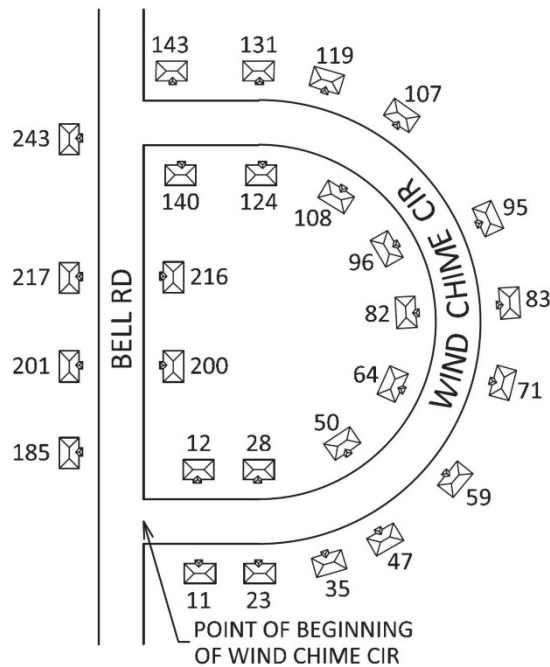
separate supplemental number assigned as apartment numbers. Apartment numbers should only be numeric. Multiple story buildings shall have unit numbers 101 to 199 on the first habitable floor, 201 to 299 on the second habitable floor, etc.

C. *Multiple tenants, commercial building (Office, Shopping Center and Shopping Mall):* Each building will be assigned an address. Each tenant of the building will be assigned a unit or suite number by the Addressing Division. Multiple story commercial buildings shall have unit numbers 101 to 199 on the first floor, 201 to 299 on the second floor, etc.

D. *Multiple Tenants Mixed (Residential and Commercial):* See Item A and C above.

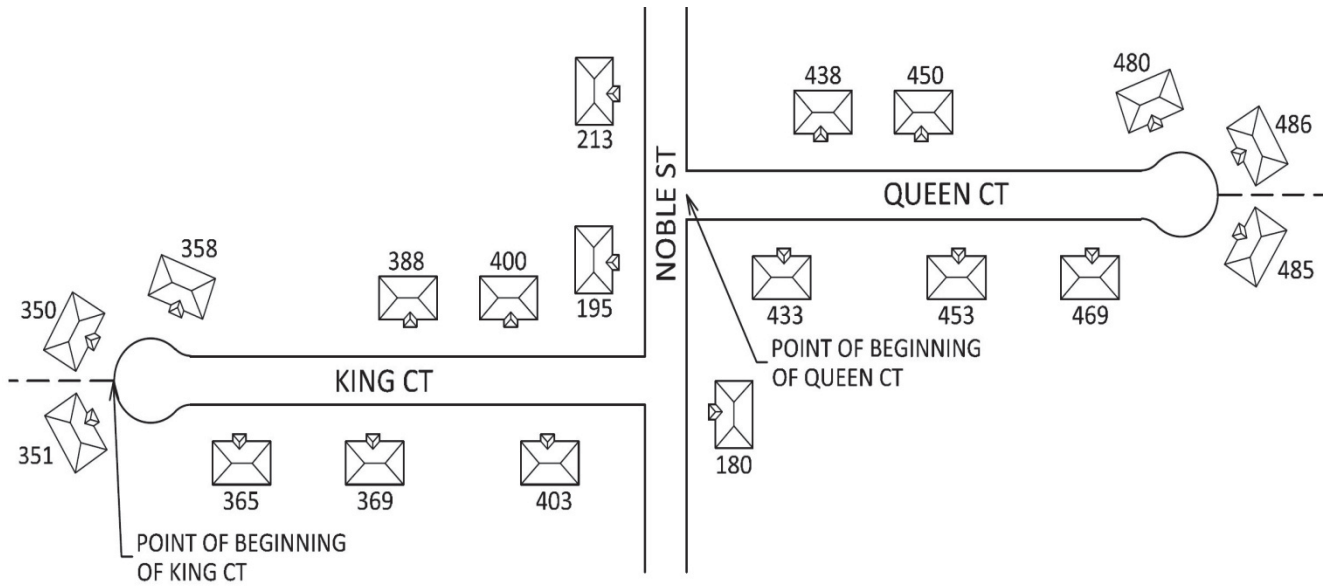
E. *Circular and Loop Roads:* The most southern and/or western intersection becomes the starting point for addressing purposes on a circular or loop roadway.

1. The outside numbers shall be either odd or even, depending upon the numbering scheme. The inside numbers should correspond with the outside numbers, using the opposite parity.



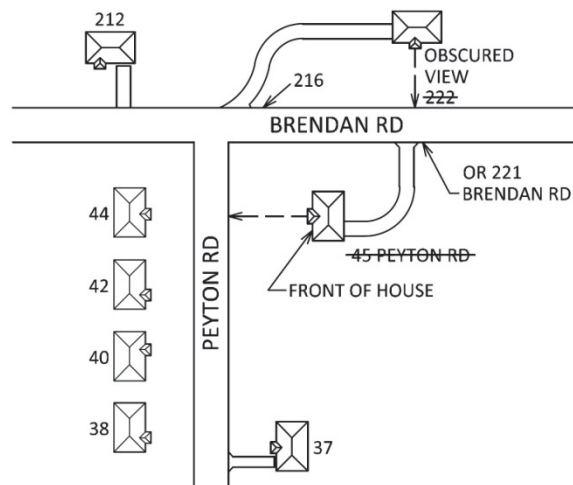
F. *Cul-de-sacs:* Numbering will be as with any other road with the even and odd numbers meeting at the end of the cul-de-sac.

HIGHLANDS COUNTY TECHNICAL STANDARDS MANUAL



G. *Mobile Home Parks and RV Parks:* All vacant lots or sites will be assigned an address in accordance with this manual. When a park ownership changes, roadway names and addresses shall remain unchanged.

H. *Corner lots:* Corner lots shall be issued addresses based on the driveway to the structure. In the event the front of the primary structure is not apparent, the Addressing Division shall determine the address based on the driveway location.



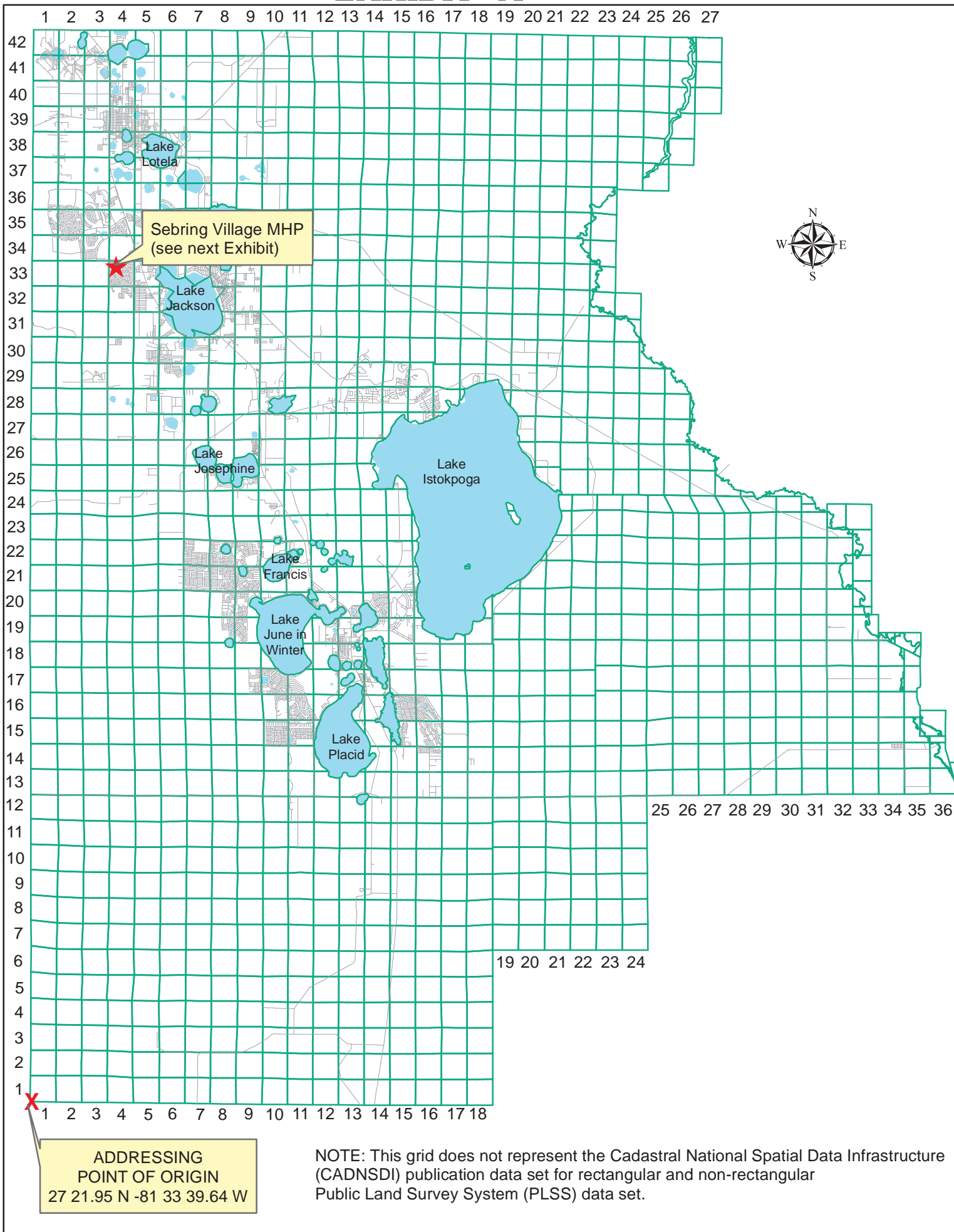
I. *Campgrounds:* Campgrounds shall not be required to have individual campsite addresses. Campgrounds having multiple roadways within the parcel shall name each roadway in accordance with the provisions of this manual.

- J. All other structures requiring an address for permits or billing shall be assigned a street address in sequential order based upon its location along the roadway (e.g., traffic signal, cable cabinet, cell tower, etc.).

DIVISION 8. Posting Numbers on Buildings

- A. The building number shall be affixed to the front of the building and on the mailbox, post, wall or fence, so that it is visible and legible from the public or private street on which the building fronts.
- B. The number shall be in Arabic numerals unless otherwise approved by the County Engineer. Decorative numbers or other numbers that are difficult to read shall not be approved.
- C. The numbering shall be of weather-resistant material permanently affixed to the front of the building or structure.
- D. The building numbers shall not be less than four inches in height for single family, duplex, triplex or quadruplex residential developments and shall be of a color that shall contrast with the immediate background material. For multi-family, commercial and office developments numerals shall be no less than six (6) inches in height with individual unit numbers no less than six (6) inches in height as well.
- E. Each individual business within a complex (e.g., shopping mall, shopping center or industrial center) shall have their unit number displayed on the front door or adjacent to the door. The numerals shall be no less than (6) inches in height and shall be of contrasting color to the immediate background material.

EXHIBIT "A"



Sebring Village MHP
(see next Exhibit)

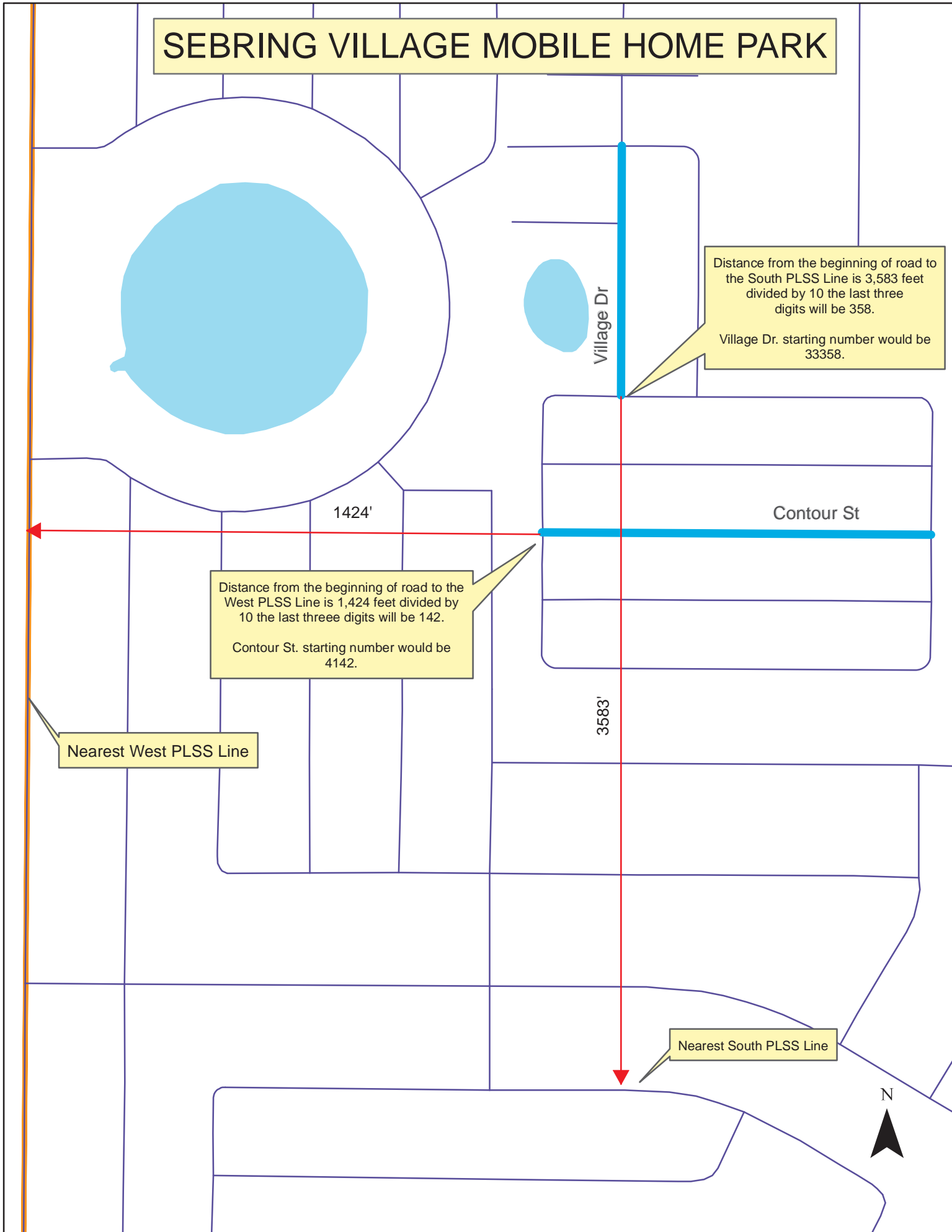


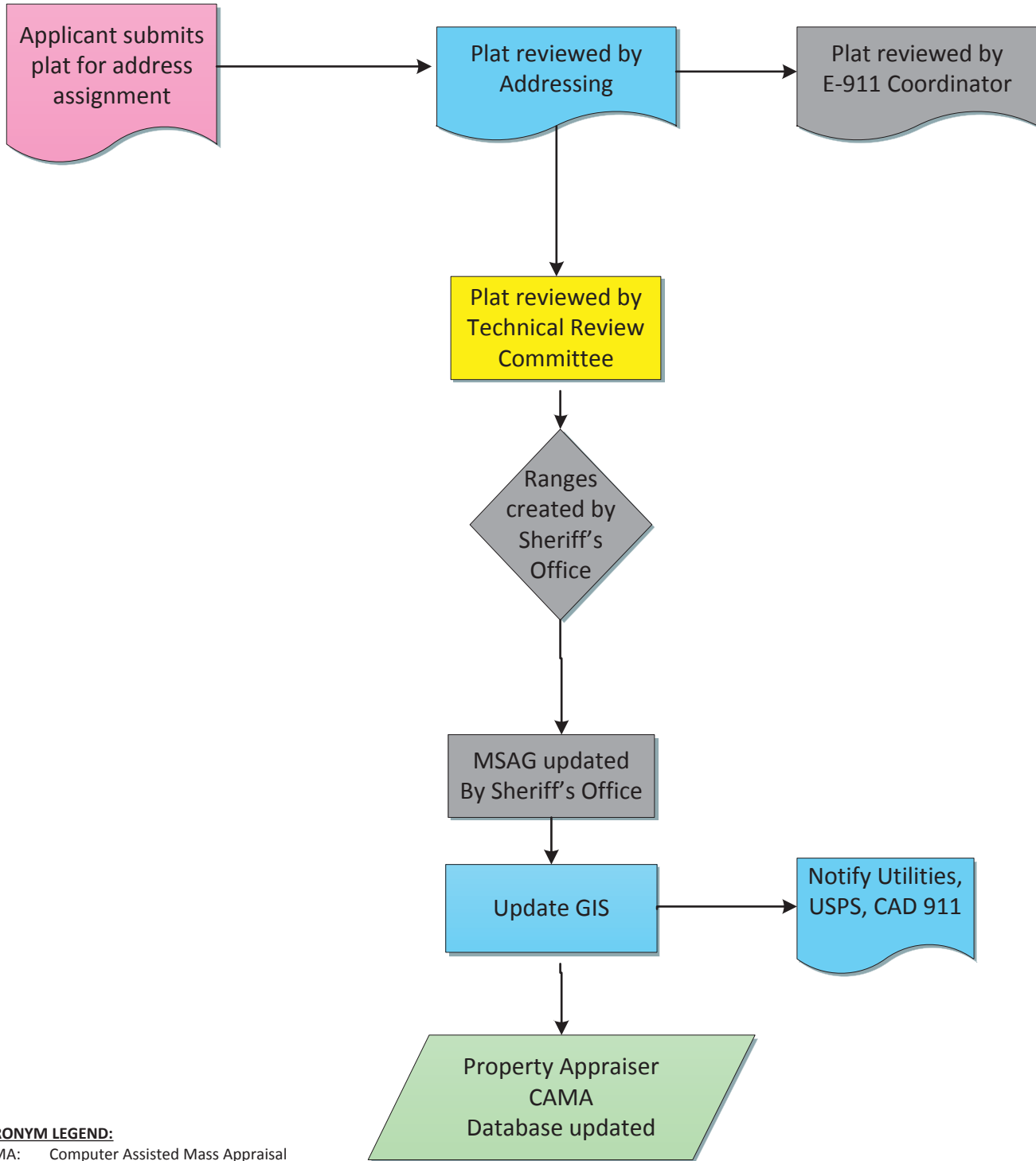
ADDRESSING
POINT OF ORIGIN
27 21.95 N -81 33 39.64 W

NOTE: This grid does not represent the Cadastral National Spatial Data Infrastructure (CADNSDI) publication data set for rectangular and non-rectangular Public Land Survey System (PLSS) data set.

EXHIBIT "B"

SEBRING VILLAGE MOBILE HOME PARK





ACRONYM LEGEND:

- CAMA: Computer Assisted Mass Appraisal
- CAD 911: Computer Aided Dispatch
- GIS: Geographic Information System
- USPS: United States Postal Service

DEPARTMENT LEGEND:

- Addressing Department
- Sheriff E-911 Department
- Property Appraisers Department
- Clerk IT Department
- Building Department
- Engineering Department