**Address Directory Signs**

- **Address Directory Signs:** An approved address directory shall be shown within the detail sheet of the site plan and/or civil plan sign package. Address Directory Signs must be installed at properties with more than one principal building, buildings with unit identification numbers, or when, in the opinion of the Life Safety Plans Examiner, emergency response may be delayed due to the physical layout of the complex. (Example: multi-family buildings, business office condos, self-service storage facilities, etc.)

  - **Dimensions.** The number of buildings in the complex shall determine the dimensions of the directory. Exception: *Some Properties have a physical layout that will require a larger address directory.*
    - Complexes containing 12 or fewer buildings require 3 feet x 3 feet (9 square feet) site directory.
    - Complexes containing 13 to 30 buildings require 4 feet x 4 feet (16 square feet) site directory.
    - Complexes containing 31 or more buildings require 5 feet x 5 feet (25 square feet) site directory.

  - **Framing.** Framing materials shall not encroach upon the face of the directory by more than 1-1/2 inches. Stanchions or supports shall not be included in the required size of the directory.

  - **Protection.** The directory shall be protected against vandalism and disfigurement by a clear polycarbonate cover, with a minimum of 1/8 thickness, sealed to protect from weather.

  - **Illumination.** Address directories shall be internally illuminated utilizing white light. The Directory must be illuminated from dusk to dawn.

  - **Installation Requirements.** Support posts or stanchions shall be set in concrete. Directories with dimensions of 3 feet x 3 feet (9 square feet) shall be 36 inches above grade. Directories with dimensions of 4 feet x 4 feet (16 square feet) and 5 feet x 5 feet (25 square feet) shall be 24 inches above grade.

  - **Depictions.** All depictions must be clear, easily understood and legible at a distance of 8 feet. The directory shall depict structures, building numbers, units, apartment space numbers, tennis courts, swimming pools, canals, waterfronts, driveways, streets, laundry rooms, fire hydrants, and other areas determined by the chief. The depictions shall comply with the following:
    - Directories shall be a dark print on a contrasting light background.
    - The name and address of the complex are required, but shall not exceed 10% of the total size of the site directory.
    - Adjacent canals and waterway areas shall be translucent blue.
    - Fire hydrants shall be a ¼ inch diameter black circle filled with a translucent yellow center. The abbreviation “HYD” must be affixed by the location of the hydrant on the directory.
    - Fire Department Connections shall also be a ¼ inch diameter black circle filled with a translucent yellow center. The abbreviation “FDC” must be affixed by the location of the fire department connection on the directory.
    - The directory shall be properly oriented to the viewer with a red symbol 1 inch in diameter, with the words “you are here” affixed at the appropriate location on the directory.
    - There must be a north directional arrow affixed to the directory. This arrow must be a minimum of 3 inches in size.
    - Directories must also show orientation to streets and property boundaries.
    - The building numbers must be 1 inch in diameter, located directly adjacent to the building on the driveway side.
    - The colors used on site directory may not be duplicated to represent more than one item.

  - **Setbacks.** The directory shall be installed on the occupancy’s property and at the location approved by the Life Safety Plans Examiner as follows:
    - The directory shall be set back from the street or curbing at least 5 feet to allow emergency vehicles to clear the public right of way.
o Shall not exceed a distance of (4) four feet from the edge of the property driveway facing the direction of oncoming traffic.
o Shall not conflict with traffic visibility zones as provided for by other ordinances.
o Shall be immediately visible and free from obstructions including architectural design and landscaping.

• **Prohibition.** Information such as advertising or additional artwork shall not be allowed on the address directory.