



# Design Guidelines

Approved by the CROA Board of Directors on 07/28/2009; effective for applications received on or after 09/01/2009.



## ADDRESS NUMBERS – STREET, ALLEY & APARTMENT

*Address numbers – also known as street numbers or house numbers – may be used to add personality to the façade of a home. However, decorative style should not interfere with the primary purpose of quick identification of a home as needed by others – emergency services, mail delivery, United Parcel Service, and the pizza guy!*

Residential properties must have address numbers; **they are required by law** as part of the Uniform Fire Code.

Unless a standard style has been specified for a neighborhood or multi-family property type the following points should guide the owner in selecting appropriate address identification.

**Location:** Address numbers must be mounted on the façade facing the street, either on the frame around the door or on an adjacent wall within 3 feet of the door frame. When choosing a location, consider areas which are illuminated by street lights or the home's porch lights. Relative to the door, address numbers must be installed above the vertical mid-point of the door.

Residences in a multi-family building must have address numbers facing the street located in the same relative position for each unit in the building. Address numbers facing an alley, while recommended to be in the same relative position, may vary.

Address numbers must be installed on the façade of garages adjacent to alleys. All requirements for address numbers apply, however the style and size of the number is not required to match the address numbers on the front of the home. The requirement for address numbers on alley-facing property is a recent change in the fire protection code which was adopted by Osceola County. *Celebration residences may install address numbers (with prior approval) on alley-facing structures at any time, but must install address numbers (with prior approval) when any structural changes are made.*

**Maintenance:** Owner is responsible for maintaining address numbers so they are properly displayed and easily visible from the street. This includes trimming vegetation which obscures visibility of the address.

**Lighting:** Back-lit or internally illuminated numbers are not permitted. Address numbers may be illuminated from the front by one 12-volt incandescent light fixture with a clear non-colored bulb which must not exceed 15 watts and should preferably be mounted above the numbers as a down light. The fixture must be compatible with the architectural style of the home, the wall surfaces and the building's colors. All wiring must be concealed and blend with the home's colors.

**Size:** All numbers in an address must be of the same style, material and vertical height. Address numbers should be proportionate in size to the size of the structure:

- Bungalow and Garden: from 3" to 5" in height

- Cottage and Village: from 4” to 6” in height
- Manor and Estate: from 5” to 6” in height

**Style:** Must be Arabic numerals (1, 2, 3, etc.) and not text (“One Twenty-Three”). Numbers must contrast with their background. When mounted near the pedestrian door leading to a garage apartment the letter “B” may be added.

**Quantity:** Only one set of address numbers is permitted on the front of the property. Address numbers in landscaping or included as part of a yard decoration are not permitted.

**Materials:** Except for numbers which are painted on surface-mounted ceramic tile, the faces of numbers must be raised at least one-quarter inch above any background material which is part of the number. If numbers do not have a background material the numbers must be at least one-quarter inch thick.

**Approval Process:**

Applies to:	Method of Review	
All condominium properties	Review as determined by the condominium association	The condominium association’s Board of Directors (or architectural review panel, if designated) must approve the application before submitting it to CROA. Include documentation of the condominium association’s approval with the CROA application.
All residential properties	Streamline review by ARC Coordinator	Address numbers which are compliant with all standards: location, style, etc.
All residential properties	Formal review by ARC team at ARC meeting	All non-standard applications and any applications which the ARC Coordinator believes should be reviewed by the ARC team.

**General Timelines:**

Must <b>begin</b> project within	45 days of date on ARC approval letter
Must <b>complete</b> project within	15 days from start of project

**References:**

National Fire Protection Association, Uniform Fire Code, Florida 2007 Edition (pg 1-58)
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Celebration Residential Owners Association, Inc.  
 Celebration Non-Residential Owners Association, Inc.  
 851 Celebration Avenue, Celebration, Florida 34747  
 Ph 407-566-1200 • Fax 407-566-1210

Townhall@ciramail.com



## REQUEST FOR APPROVAL (ADDRESS NUMBERS)

Obtain current Design Guidelines and Application from the Association's offices or download it from the Celebration Front Porch (<http://www.celebration.fl.us>) using owner ID and password. Select *Guidelines* under the CROA tab.

**WHICH PROPERTY TYPE:**  Single-Family;  Townhome/Duplex/Triplex;  Condominium

**Property Address:** \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*Property Owner's Mailing Address:* \_\_\_\_\_

*(If different from property address):* \_\_\_\_\_

**Project Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**[Required If a condo]** Attach letter of approval from Condominium association

**[Required]** Sketch or photo of home indicating location of address numbers to be added/replaced

**[Required]** Actual house numbers to be installed, or accurate print of numbers with dimensions (height, thickness) and colors included

( ) By initialing, owner authorizes the Association to release information, upon request, concerning this or a similar project for this property to the Contractor named above.

( ) By initialing, owner requests notifications for this project by email only (no printed copy will be mailed, reducing Association expenses for paper and postage).

Owner hereby authorizes the Association and members of the Architectural Review Committee to enter onto the subject property for purposes of confirming information contained on or collected for processing this application and for inspecting the project during execution, upon completion of the project, or upon expiration of the approval.

**Owner's Signature and Date:**

### SPACE BELOW IS FOR ARC USE ONLY

MISC		LOT	
		VIL	
RCV	PUR	ACCT	
LOT		CENN	
ARCH		START	COMP

### Internal Administrative Use

*(Not published on handouts or electronic versions;*