



**SAN MARCOS FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

STANDARD

NO. 1405

UPDATED 11/2022

DIRECTORIES AND MONUMENTS

Approved graphic directories shall be provided at all driveway entrances for all multi-dwelling developments with 15 or more units, mobile home parks, or when required by the Fire Code Official. Such directories shall be illuminated and conform to the San Marcos Fire Department design standards and be approved by the Fire Code Official. Multi-residential buildings shall include an address directory or an alternative method approved by the Fire Department in the elevator lobby or landing area (11"x17") on every floor.

Dimensions

The number of buildings in the complex shall determine the minimum dimensions of the directory:

- Complexes of 12 or fewer buildings require 3x3 feet (9 square feet)
- Complexes of 13 to 30 buildings require 4x4 feet (16 square feet)
- Complexes of 31 or more buildings require 5x5 feet (25 square feet)
- Elevator lobby or landing area directory require minimum 11x17 inches

Framing

Framing materials shall not encroach upon the face of the directory by more than one and one half (1½) 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 one-eighth (⅛) inch thickness, sealed to protect from weather.



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Illumination

Address directories shall be illuminated, either internally or externally, utilizing white light. The directory must be illuminated from dusk to dawn. Directory shall have back-up power in case of power outage. The face of the directory shall be illuminated and spread across the equally. Include the location of directories/monument and electrical conduit on the Grading, Improvement, and/or Landscape plans.

Installation Requirements

Support posts or stanchions shall be set in concrete. Directories with dimensions of 3x3 feet (9 square feet) shall be 36 inches above grade. Directories with dimensions of 4x4 feet (16 square feet) and 5x5 feet (25 square feet) shall be 24 inches above grade. Information such as advertising or additional artwork shall not be permitted on the directory.

Depictions

The colors used on the site directory may not be duplicated to represent more than one item. The directory shall depict the following items and other areas determined by the Fire Code Official.

- **Name and Address.** The name and address of the complex is required but shall not exceed ten percent (10%) of the total size of the site directory.
- **Roads and gates.** All access roads and gates and adjacent streets shall be included and labeled.
- **Building and Unit Number(s).** Building location and numbers shall be included. If applicable, unit numbers shall be included.
- **Pools.** Swimming pools, canals, and waterway areas shall be translucent blue or as approved.
- **Fire Hydrants.** Fire hydrants shall be one-fourth ($\frac{1}{4}$) inch diameter red circle.



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- **Location Indicator.** The directory shall be properly oriented to the viewer with a red symbol, one (1) inch in diameter, with the words “You Are Here” affixed at the appropriate location on the directory.
- **Directional Arrow.** There must be a north directional arrow affixed to the directory. This arrow must be a minimum of three (3) inches in height.

Setback and Location

The directory shall be installed on the occupancy’s property and at a location approved by the Fire Code Official as follows:

- The directory shall be set back from the street or curbing at least 30 feet to allow emergency vehicles to be clear of the public right-of-way.
- Shall be a distance of 3 to 10 feet from the edge of the driveway facing the driveway.
- Shall not conflict with traffic visibility zones as provided for by other ordinances.
- Shall be immediately visible and free from obstructions including architectural design and landscaping.
- Directories are to be provided at every entrance into the complex.



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