

**CLINTON  
COUNTY  
ADDRESS  
ORDINANCE**

APRIL 28, 1992

ORDINANCE

Clinton County Address Ordinance

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WHEREAS, the people of the County of Clinton have voted to establish an enhanced 9-1-1 Central Dispatch System; and,

WHEREAS, an accurate building numbering system is fundamental to the effective administration of the Central Dispatch System; and,

WHEREAS, a public hearing was held on April 28, 1992 on the proposed Clinton County Address Ordinance.

THEREFORE BE IT RESOLVED, that the Clinton County Board of Commissioners ordains the following:

ARTICLE I

TITLE, PURPOSES, AND LEGAL CLAUSE

Section 1.01 – Title

This ordinance shall be known as the Clinton County Address Ordinance, and hereinafter referred to as the "Ordinance".

Section 1.02 – Purpose

The purpose of this Ordinance is to establish a county system of assigning addresses to buildings to facilitate the locating of buildings in order to protect the public health and safety by enabling a quicker response time by police, fire, ambulance, and other emergency services; and to provide for more efficient delivery of county services such as building inspections, soil evaluations, health inspection, property tax administration, property mapping, and other county affairs; and to provide for efficient parcel delivery, and U.S. Mail delivery in Clinton County by:

- A. Creating a formal building numbering system with standards and regulations for assigning addresses.
- B. Creating a coordinated system with standards for the naming of public and private roads.
- C. Providing for notification of interested parties of assigned address numbers and road names.
- D. Coordinating this ordinance with other county or municipal ordinances.
- E. Providing minimum standards and regulations for display of addresses.
- F. Providing for the enforcement of this ordinance.

Section 1.03 – Legal Basis

This Ordinance is enacted pursuant to Section 11 of Michigan Public Act 156 of 1851, as amended, being Michigan Compiled Law 46.11.

#### Section 1.04 – Effect on Local Government Ordinances

Any city, village or township that has previously enacted or subsequently enacts an ordinance which virtually duplicates or fully achieves the purpose of this Ordinance may request the Board of Commissioners to exclude that city, village or township from the provisions of this Ordinance. Upon request and after receipt of a written recommendation from the County Equalization Department, the Board of Commissioners may, by resolution, exclude a city, village or township from the provisions of this Ordinance.

#### Section 1.05 – Administrative Agency

A department of the County, appointed by the Board of Commissioners, shall be the agency with overall administrative and coordination responsibility to administer and enforce this Ordinance. Within this department there shall be a present position with the title of "Address Ordinance Administrator". Herein after known as the "Administrator".

## ARTICLE II

### DEFINITIONS

#### Section 2.01 – Use of Words and Terms

For the purpose of the Ordinance, certain terms are defined. When not inconsistent with the context, the present tense includes the future and singular usage includes the plural usage. The word "shall" is always mandatory. The word "person" includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

#### Section 2.02 – Definitions

Any word or term not defined in this Ordinance shall be interpreted by reference to the "American Heritage Dictionary of the English Language" New College Edition, 1980.

ADDRESS means the combination of a set of numbers and a road prefix (N.S.E.W.), a road name, and a road suffix (such as Road Highway, Drive, or Street).

ADDRESS NUMBER means a set of numbers.

ROAD means any vehicular way which is a state, county or municipal roadway or is shown on an approved and recorded subdivision plat, or is a private road that serves more than two (2) existing lots.

ROAD NAME means the proper name of a road, including a general suffix such as N.S.E.W.. No State, Federal, or County numeric designations such as M-100, Old US-27, or 127 shall be considered a road name.

BUILDING means a combination of material, whether portable or fixed forming a structure having roof supported by columns or by walls affording a facility or shelter for use or occupancy by persons, animals, or property.

PRINCIPAL BUILDING The primary or predominant building located on a parcel of land.

## ARTICLE III

### ROAD NAMES

#### Section 3.01 – Approval Agency

The Ordinance Administrator shall coordinate the naming of newly established public and private roads within the county provided that the final decision on public road names shall remain with the governmental agency that is responsible for maintaining the public road in question or for private road names the municipality having zoning jurisdiction shall make the final decision. Within this Ordinance these agencies are referred to as "the final approval agency."

#### Section 3.02 – Similar Road Names

The County Department shall not recommend a road name which is the same or similar in spelling or pronunciation to an existing road within the Clinton County 9-1-1 service area.

#### Section 3.03 – Naming of New Roads

A property owner or plat proprietor shall make application for approval of a proposed road name on a form provided by the County Department. Upon receipt of a road name application the County Department shall review the proposed road names in consultation with the staff of Tri-County Regional Planning Commission, the County Central Dispatch Department, the applicable local government agency and when appropriate the staff of the County Road Commission and/or the Michigan Department of Transportation.

The Ordinance Administrator shall notify the applicant and the appropriate final approval agency of acceptance or rejection of the proposed names along with the rationale for the decision. The County Department may provide the applicant a list of approved road names for the convenience of the applicant.

#### Section 3.04 – Changing Existing Road Names

It is the intent of this ordinance to discourage the practice of changing existing road names, except in situations where two identical or similar road names exist in the same telephone prefix area or in other circumstances that clearly make the accurate dispatching of emergency vehicles impractical. A road name may also be changed when one road has two commonly used names or where portions of what appears to be the same road have two or more names. A road name change may be ordered by the appropriate approval agency upon receipt of a written recommendation from the Ordinance Administrator.

Before recommending a change in road name, the Ordinance Administrator shall consider the official road name as recorded on plats and deeds of adjacent property and the most accurate historical name of the road in question. Disturbance to existing legal documents shall be of primary consideration in determining the single road name when two or more names are commonly used.

## ARTICLE IV

### ADDRESS NUMBERING

#### Section 4.01 – Approval Agency

The Ordinance Administrator shall have overall jurisdiction over address numbers and shall insure that an address number does not duplicate the number for any building considered to be along the same road.

#### Section 4.02 – Rural Address Numbering System

The rural address numbering system which is structured as follows shall generally be used except when other existing municipal systems are more appropriate as determined by the administrator.

- \*A. Within Clinton County there shall be a baseline which shall be known as M-21.
  - 1. In both directions from this baseline, address numbers shall be evenly spaced, 1000 per mile, so that when following a northerly-southerly road one reaches address number 2000 when arriving at the next section line north or south. Such address numbers shall continue in the same manner by 1,000 whole numbers for each section of each township.
    - a. North of the baseline, even numbers shall be on the easterly side of roads, odd numbers shall be on the westerly sides of roads.
    - b. South of the baseline, even numbers shall be on the westerly sides of roads, odd numbers shall be on the easterly sides of roads.
  - 2. Roads which are not aligned due north-south or meander shall be numbered as a north-south road if the major portion of the road within Clinton County runs north-south. Once a north-south road has address numbers assigned to buildings then that road shall always be considered to be a north-south road.
  - 3. Address numbers south of the baseline shall be followed with a suffix "south", and address numbers north of the baseline shall be followed with a suffix "north" to avoid duplication of address numbers.



- B. Within Clinton county there shall be a meridian line which shall be the east section line of sections four (4), nine (9), sixteen (16), twenty-one (21), twenty-eight (28), thirty-three (33) of the respective townships of Greenbush, Bingham, Olive, and DeWitt.
1. In both directions from this meridian line, address numbers shall be evenly spaced, 1000 per mile, so that when following a easterly-westerly road one reaches address number 2000 when arriving at the next section line east or west. Such address numbers shall continue in the same manner by 1,000 whole numbers for each section of each township.
    - a. East of the meridian, even numbers shall be on the southerly sides of roads, odd numbers shall be on the northerly sides of roads.
    - b. West of the meridian, even numbers shall be on the northerly sides of roads, odd numbers shall be on the southerly sides of roads.
  2. Roads which are not traveling due east-west or meander shall be numbered as an east-west road if the major portion of the road within Clinton County runs east-west. Once an east-west road has address numbers assigned to buildings then that road shall always be considered to be an east-west road.
  3. Address numbers east of the meridian shall be followed with a suffix "east", and address numbers west of the meridian shall be followed with a suffix "west" to avoid duplication of address numbers.
- C. Address numbers shall be assigned so they run consecutively starting at the baseline or meridian line so that numbers are not out of sequence.
- D. Upon determination of the Administrator, address numbers in common use prior to the adoption of this Ordinance may continue to be used if:
1. The existing address numbers run consecutively in the same direction as the county address system for that side of the baseline and meridian line.
  2. The system is definable and can be administered and maintained for future construction of buildings.

- E. Other County or Municipal numbering systems shall be used in place of the above rural system upon approval of the Ordinance Administrator, provided that only one numbering system shall be used for both sides of a defined road segment.

#### Section 4.03 – Changing Address Numbers

It shall be the policy of this ordinance to discourage the practice of changing existing addresses or address numbers which are already in use except:

- A. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
- B. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this ordinance.
- C. When a new road is constructed, or recognized, which results in the most appropriate address for a building to be on the new road rather than the original road such as where a building was previously located on an extended drive which subsequently becomes a private road.
- D. When an address is duplicated or otherwise violates this ordinance.

#### Section 4.04 – Notice and Enforcement

The Administrator is responsible for insuring that the proper notice and enforcement procedures are followed.

- A. When a person applies for a construction permit the Administrator shall assign an address and provide the person with a form containing:
  - 1. The building's address number.
  - 2. The road prefix (if any)
  - 3. The road name
  - 4. The road suffix

B. When a person's address is changed pursuant to this ordinance the Administrator shall notify the resident and owner, if different, on a form that contains the following:

1. The old address
2. The new address
3. The reason for the change
4. The effective date of the change

C. In cases where an existing address is changed, the administrator shall send a written notice to the affected resident. Said notice shall explain the reason for the address change.

The resident shall be requested to voluntarily comply with the address change within a ninety (90) day period of time, or appeal the change by requesting a hearing as provided for in this ordinance. An appeal must be filed within forty five (45) days of the postmark on the notice of the address change.

If the resident has not properly displayed the new number on completion of 90 days the administrator shall send, by registered mail to the resident and/or owner of the property, a notice of violation of this ordinance.

A notice of violation shall state the amount of time, which shall not exceed 60 days, during which the resident and/or owner must comply with the ordinance.

If the violation remains at the end of the prescribed period of time, the administrator shall either issue an appearance ticket to the resident and/or owner of the property or seek a criminal warrant through the office of the County Prosecutor.

#### Section 4.05 – Master Address File

The Administrator shall keep a master file of assigned addresses and corresponding property code numbers.

## ARTICLE V

### DISPLAY OF ADDRESS

#### Section 5.01 – Display

All principal buildings shall be required to display an address number in the manner prescribed in this ordinance.

The resident, occupant, or owner of a building shall display the address number in such a manner as will be plainly visible and legible from a vehicle travelling on the road that is named in the address. The address numbers shall be displayed at a height of at least two (2') feet above grade and not higher than six (6') feet above grade. All numbers shall be Arabic numerals of at least three (3") inches height (or larger) and of a color that contrast with the background color of the structure supporting the numbers. When a building is located more than one-hundred (100') feet back from the travelled centerline of the road that is named in the address, or the view of building is obstructed by trees, shrubs, or another building, the address number shall be displayed in one of the following manners:

- A. On a sign or attached to a fence, tree, or post located within forty (40') feet of centerline of the driveway and between ten (10') and thirty (30') feet back from the edge of the travelled roadway provided that any sign use to comply with this Ordinance must also comply with applicable zoning regulations concerning the location and size of signs.
- B. On both sides of a mailbox located within forty (40) feet of the centerline of the driveway on the same side of the road as the principal building or within twenty (20') feet of the extended centerline of the driveway on the opposite side of the road provided that the view of both sides of the mailbox is not obstructed by other mailboxes or newspaper delivery boxes. The use of mailboxes to comply with the address number display requirements of this Ordinance is subject to the regulations of both the post office and the governmental organization which maintains the road.

## ARTICLE VI

### PENALTIES AND EFFECTIVE DATE

#### Section 6.01 – Penalties

It is a misdemeanor for any person to violate any provision of this Ordinance, and, upon conviction, shall be subject to a fine not to exceed \$500.00 or imprisonment for ninety (90) days or both.

No certificate of occupancy shall be issued by the Clinton County Building Official to a new building which has failed to properly display the address number as assigned in accordance with this Ordinance.

#### Section 6.02 – Effective Date

This Ordinance shall be effective immediately upon publication in a newspaper of general circulation in Clinton County.

## ARTICLE VII

### APPEALS

#### Section 7.01 – Appeals Hearing Board

The 9-1-1 Board of Authority will act as the appeals hearing board to hear petitions for relief from administrative actions taken by the Ordinance Administrator pursuant to the authority granted by the ordinance.

#### Section 7.02 – Appeal of Administrative Decision

The Hearings Board shall have the power to affirm, reverse or modify the decision of the Administrator after conducting a hearing at which the aggrieved party or parties and the Administrator are permitted to testify. Findings of fact shall be made on the record of the hearing. When the findings of fact support a conclusion that an error in fact has occurred, the Hearings Board may reverse the decision of the Administrator or remand the matter back to the Administrator with instructions for corrective action. When the findings of fact support a decision that action of the Administrator has created an unnecessary hardship, the Hearings Board may allow an extension of time not to exceed twelve (12) months to comply with the administrative order of the County Department.

(rev.9-29-93)