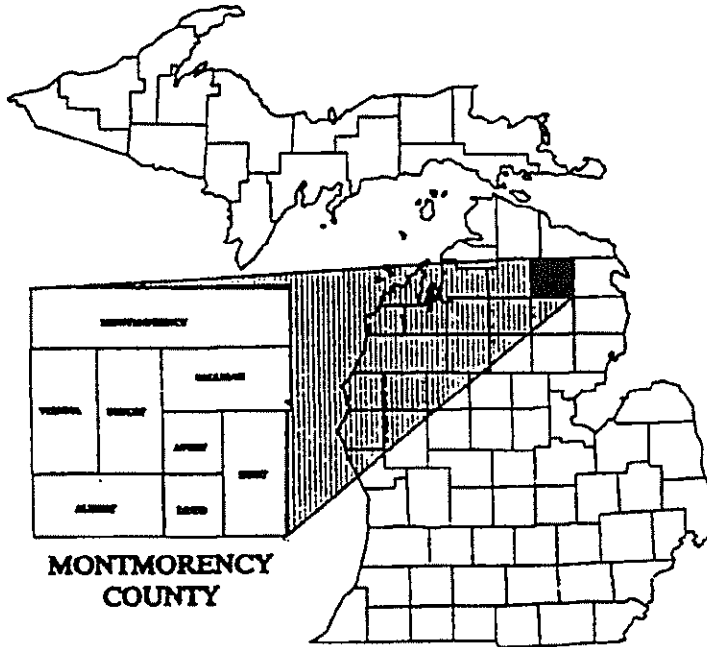


# MONTMORENCY COUNTY

## HOUSE NUMBERING ORDINANCE



**PREPARED BY: NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS**  
**P.O. Box 457, 123 West Main Street**  
**Gaylord, Michigan 49735**

ARTICLE I  
TITLE, PURPOSES AND LEGAL CLAUSES

**Section 1.01: Title**

This ordinance shall be known as the "Montmorency County Address Ordinance of 4/27/ 1994", and further shall be known in the short form as the "Address Ordinance", hereinafter referred to as the "Ordinance".

**Section 1.02: Purpose**

This Ordinance is to establish a uniform county-wide system of numbering buildings for use as addresses to facilitate locating buildings and houses; to protect the public health and safety by providing a systematic method of address numbering to enable faster response and location of a building by county agencies and authorities in the event of an emergency by fire, ambulance, police and other county and municipal emergency agencies; to provide a system of locating structures for purposes of county functions including but not limited to building, soil, health inspections, tax assessment, data collection and other county affairs; to protect and promote the general welfare of the county to provide more efficient means for the general public, parcel delivery, common carrier and mail delivery services in as much as the efficient operation of those services is vital to the communication and economic welfare of the county and where more efficient provision of said services is more energy efficient and of value to the welfare of the county and the State of Michigan by:

- A. Defining certain terms used herein;
- B. Creating a formal system to name roads in the county, providing an agency with exclusive jurisdiction in assigning road names, and providing for standards and regulations to be applied in naming roads;
- C. Creating a formal address numbering system in the county, providing for an agency to have exclusive jurisdiction in assigning addresses, and providing for standards and regulations for address numbering,
- D. Providing for notification of interested parties of assigned road names and address numbers; and maintaining a master record (maps) of addresses;
- E. Coordinating the function of this ordinance with other county or municipal ordinances, state statutes, and providing for this ordinance to create the only address system in the county dealing with road naming and address numbering;
- F. Providing minimum standards and regulations for the display and use of the addresses;
- G. Providing for the enforcement of this ordinance, penalties for violations, and other matters pertinent to 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.

## ARTICLE II DEFINITIONS

### Section 2.01: Purpose

For purposes of this Ordinance certain terms are herewith defined. When inconsistent with the context, the present tense includes the future and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely permissive. The word "person" includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

### Section 2.02: Undefined Words

Any word not defined herein shall be interpreted within its common and approved usage.

### Section 2.03: Definitions

**ADDRESS** means a set of numbers, and a compass designation, if applicable, and a road name used in combination as one statement of location.

**ADDRESS NUMBER** means that part of an address which consists of a set of whole numbers determined pursuant to this ordinance and, if applicable, a compass designation.

**BUILDING DEPARTMENT** means the department within Montmorency County created to monitor the Michigan Department of Labor Construction Code.

**EQUALIZATION DEPARTMENT** means the department organized for property tax administration and is responsible to the Board of Commissioners.

**INCORPORATED MUNICIPALITY** means incorporated villages and cities created under Michigan law.

**MUNICIPALITY** means villages, cities and townships

**PLAT** means a map of and other information about a subdivision of land, which is drawn and information compiled, approved and recorded in conformity with Michigan Public Act 288 of 1967, as amended, being Michigan Compiled Laws 560.101 et. sq., the Subdivision Control Act.

**ROAD** means any road, street, highway, lane, drive, mew, avenue, boulevard, two-track, court, cul-de-sac, circle, way, route, track, artery, and so on which affords a means of travel and ingress or egress to abutting property, whether public or private.

**ROAD COMMISSION** means the Montmorency County Road Commission, or its chief engineer and staff if the Road Commission elects to delegate, created pursuant to Michigan Public Act 283 of 1909, as amended, being Michigan Compiled Laws 224.1 et. sq., the General Highway Law Chapter IV County Road Law.

**ROAD NAME** means that part of an address which is the proper name of a road, including a general suffix such as those listed for the definition of "road" in Section 2.03 of this Ordinance.

**STRUCTURE** means anything constructed, erected or placed with a fixed location on the ground and includes, but is not limited to, dwellings, houses, mobile homes, businesses, buildings, municipal pumping or substations or booster stations, and so on, which may have need or cause to have an address, but not structures clearly accessory to a principal structure.

**SUBDIVISION** means an area of land which has been divided by means of filing a plat.

**UTILITY** means a person or a municipal or other public authority which provides gas, electricity, water, steam and sewer.

**ZONING ADMINISTRATOR** means the township zoning administrator in townships with adopted zoning ordinances.

### **ARTICLE III ROAD NAMES**

#### **Section 3.01: Road Commission**

The townships will make recommendations to the Road Commission as to road names or changes of road names. The Road Commission shall be the agency with the final authority.

The village council shall be the agency with exclusive authority to name roads in their respective incorporated municipality.

#### **Section 3.02: Not Duplicative**

A road shall not be given a road name which duplicates the name of any other road anywhere in the county.

#### **Section 3.03: Subdivision Plats**

A road which is constructed within the boundaries of a recorded subdivision shall have the name shown for the dedicated right-of-way on the recorded plat, except as provided for in Section 3.06(B) of this ordinance. In the case of construction of roads prior to the approval of a final plat, the road shall have the name shown for the dedicated right-of-way shown on the approved preliminary plat on file with the "Equalization Department".

A plat shall not be approved by the Road Commission with a road name or road right-of-way name which does not comply with the provisions of this ordinance.

#### **Section 3.04: Highway and Route Numbers**

A road shall not be named, for address purposes, by use of a highway number and county route (road) number such as M-32 or county Road 669. Such routes and highways shall also receive a road name to be used in conjunction with an address. Nothing in this section shall prohibit the use of highway or county route (road) numbers to designate county primary routes, or state and federal highway routes.

#### **Section 3.05: Mile Roads**

Road names with the suffix "Mile Road" shall be reflective of the address number system and shall be section line roads and shall be named for the address numbers running perpendicular to the Mile Road divided by one thousand (1,000); such as Eight Mile Road at north-south address number 8,000.

#### **Section 3.06 Changing Existing Road Names**

It shall be the policy of this ordinance to discourage the practice of changing existing road names.

The existing road name, or the name applied to a right-of-way as shown on an approved preliminary plat or recorded plat, shall not be changed except as provided herein:

A. Only at the Road Commission's option or incorporated municipal council's option in a village, whichever is applicable, when road construction has resulted in the extension of a road to another road so that both roads are joined in such a manner that both roads may be considered one road instead of two separate roads. Two roads shall not be considered one road unless both roads have address number in a north-south direction or both roads have address numbering in an east-west direction.

1. In the instance of changing a road name, a third name shall not be used. One of the two existing road names shall be applied to the entire road and the other road name shall be discontinued.

2. The Road Commission or incorporated municipal council in a village, whichever is applicable, shall determine which road name is dropped and which road name is to be used for the entire length of both roads so the road name change results in modification to the fewest number of addresses. In the event the system of modifying the fewest addresses is not applicable, then the road name which is oldest and already applies to the portion of the road which has existed the longest shall be the road name used.

B. Only at the Road Commission's option or incorporated municipal council's option in a village, whichever is applicable, when a private road, existing prior to the effective date of this ordinance is accepted as a public road if:

1. The private road had a commonly known name prior to the effective date of this ordinance, and

2. If the road name duplicates the name of any other road anywhere in the county.

### **Section 3.07: Notification of Road Names**

The Road Commission or incorporated municipal council, whichever is applicable, shall notify interested persons whenever the existing name is changed to another, as provided below:

A. In the case of naming roads or road right-of-ways as part of the process of approving a preliminary plat or final plat, the recording of said plat in the Montmorency County Register of Deeds Office shall be sufficient notice to all interested persons.

B. In all other cases of naming roads for the first time, the Road Commission or incorporated municipal council, whichever is applicable, shall prepare written notice which contains the road name and the description of the location and extent of the road the road name is to be applied to. The notice shall be sent to the following interested persons within ten days, by first class mail or personal delivery.

1. The respective municipal government body.
2. The Equalization Department and Road Commission.
3. The respective fire department.
4. The respective ambulance service.
5. The Montmorency County Sheriff's Department/911.
6. The U.S. Post Office serving the area.
7. Any residents, occupants, or persons and owners, if different, who will have an address on the road, with instructions on how to obtain their address.

C. In cases where an existing road name is changed, the Road Commission, incorporated village council, or Township board, whichever is applicable, shall send a written notice to each resident, occupant or person with an address on the affected portion of the road and to the owner -- if different from the resident, occupant or person -- of structures with an address on the affected portion of the road within ten days, by first class mail or personal delivery. Said notice shall contain the new road name, the former road name, the structure's new address, and a description of the location and extent of the road the new road name is to be applied to.

D. In cases where an existing road name is changed, in addition to notice requirements given in Section 3.07(C) of this ordinance, written notice of the name change shall be prepared by the Road Commission or incorporated municipal council, whichever is applicable, which contains the former road name; the new road name; a description of the location and extent of the road the new road name is applied to, a list of the names of residents, occupants, persons and owners who were required to receive a notice, as required in Section 3.06(C). The notice shall be sent within ten days, by first class mail or personal delivery to:

1. Those agencies listed in Section 3.07(B) of this ordinance, but not including Section 3.07(B)(7) of this ordinance.
2. The Montgomery County Equalization Department.
3. All utilities and public or regulated telephone, cable television companies or other services of a nature similar to utilities providing service to the area.

#### ARTICLE IV ADDRESS NUMBERING

##### **Section 4.01: Equalization Department**

The Equalization Department shall be the department with exclusive overall administrative and coordinative responsibility to administer the operation and application of this ordinance. The Equalization Department shall be the department with authority to assign address numbers to structures.

##### **Section 4.02: Not Duplicative**

An address shall not duplicate an address for any structure considered to be along the same road

##### **Section 4.03: Address Numbering System**

The Equalization Department, or its designee, shall assign and maintain address numbers to structures according to a system provided for below:

To facilitate a systematic numbering system, minimize the need to rename existing roads and allow for easy location of structures a "Section Grid System" will be used. The starting point or zero point will be the Southwest corner of the county. Numbers shall increase in a northerly and easterly direction with the highest possible number being 25.000 on the north and east county line.

A. To assign numbers to structures located on roads designated as north-south roads the following criteria shall be followed.

1. In a northern direction from the southern boundary of the county, address numbers shall be evenly spaced 1,000 per mile, 500 for one side of the road and 500 for the opposite side of the road, which makes one number for every 5.28 feet. Each section line will be assigned a number in increments of 1000, with the southern county line being 1000. Each section line traveling north will be assigned a number increasing in increments of 1000, with the northern county line being 25,000. The first southern tier of sections will have a possible range of numbers from 1000-1999, the next tier of sections will have a range of numbers from 2000-2999, and so forth, with the northern most tier of sections having a range from 24,000-25,000.

2. Numbers on the West side of a road shall be even numbers.

3. Numbers on the East side of a road shall be odd numbers.

4. Roads which are not traveling due north-south or meander, shall be numbered as a north-south road if the major portion of the road within Montmorency County runs north-south. Once a road has address numbers applied to structures on that road, then that road shall always be considered a north-south road.

B. To assign numbers to structures located on roads designated as east-west roads the following criteria shall be followed.

1. In an eastern direction from the western boundary of the county, address numbers shall be evenly spaced 1,000 per mile, 500 for one side of the road and 500 for the opposite side of the road, which makes one number for every 5.28 feet. Each section line will be assigned a number in increments of 1000, with the western county line being 1000. Each section line traveling east will be assigned a number increasing in increments of 1000, with the eastern county line being 25,000. The first western column of sections will have a possible range of numbers from 1000-1999, the next column of sections will have a range of numbers from 2000-2999, and so forth, with the eastern most column of sections having a range from 24,000-25,000.

2. Numbers on the North side of a road shall be even numbers.

3. Numbers on the South side of a road shall be odd numbers.

4. 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 Montmorency County runs east-west. Once a road has address numbers applied to structures on that road, that road shall always be considered an east-west road.

5. No suffix shall be used on east-west roads.

C. Address numbers shall be whole numbers.

D. Address numbers shall be assigned so they run consecutively starting at the base line or meridian line so that numbers are not out of sequence.

E. Upon determination by the Equalization Department, address numbers in common use prior to the adoption of this ordinance may continue to be used even though they do not conform to the requirements of Section 4 03 of this ordinance, if each of the following conditions are met:

1. The existing address numbers run consecutively in the same direction as the county address system.
2. The system is definable and can be administered and maintained for future construction of structures, and
3. Meshes or melds in with the county address system described in Section 4.03 of this ordinance.

**Section 4.04: 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

An address and address number already in use shall not be changed except as provided herein:

A. When, upon determination by the Equalization Department, address number (s) meets any one of the following conditions:

1. The existing address number (s) is not in sequence and/or does not run consecutively in the same direction as the county address system described in Section 4.03 of this ordinance for that side of the base and meridian line where the two systems mesh.
2. The existing number (s) does not mesh or meld in with the county address system described in Section 4.03 (A) through (D) of this ordinance.
3. The existing number (s) is such that the assignment of address numbers for new structures is not practical and in keeping with the requirements of Section 4.03 of this ordinance or in keeping with a grandfathered address number system described in Section 4.03 (E).
4. When a new road is constructed, or recognized, which results in the most appropriate address for a structure to be on the new road rather than the original road such as where a structure is previously on landlocked property and, for example, then has a new road built to service it.

**Section 4.05: Notification of Addresses**

The Equalization Department, or its designee, shall be the recipient of applications for addresses, or in the case of assigning addresses in the original instance immediately after adoption of this ordinance, the Equalization Department, or its designee, shall assign address numbers. Notification of one's address shall be provided as follows:

- A. When a person applies for a construction permit, the Building Department in cooperation with the Zoning Administration shall provide the person with a form containing:
  1. The structures' address number.
  2. Road name.
  3. Compass direction.
- B. The Building Department shall not issue a construction permit until after an address number has been issued for the proposed structure except:



1. When it is not possible for an address to be issued until after the location of the building is clearly marked and it is not practical to make a building location on the ground until after a building permit is issued, the Equalization Department shall issue the address numbers when the location of the building is affirmed.

C. When, upon adoption of this ordinance, the Equalization Department assigns address numbers to all existing structures, accurate maps of the assigned numbers, as required in Section 4.06 of this ordinance shall be made. Copies of said maps shall be forwarded to those parties listed in Section 3.07 (B) of this ordinance, but not including Section 3.07 (B) (7); and Section 4.05 (D) (2 and 3) of this ordinance. Further, a copy of the form described in Section 4.05 (A) of this ordinance shall be sent by first class mail or personal delivery to each structure so numbered.

1. From the date of notification as described in 'C' above, the resident, occupant and owner shall have to comply with the assigned address to assure continued mail delivery and allow for reliable response for emergency purposes.

#### **Section 4.06: Master Address File**

A. The Road Commission and the Equalization Department, or its designee, shall jointly keep a master index of the proper names of each road in Montmorency County. The proper names, as much as is possible, shall be reflected on the certified set of maps filed by the Road Commission with the Michigan Department of Transportation, pursuant to Michigan Public Act 51 of 1951, as amended, being Michigan compiled Laws 217.651 et. sq. Motor Vehicle Highway Fund Act. If a discrepancy exists between the certified maps and the master index as to the name of a road its spelling, or punctuation, the master index shall rule. The master index shall be updated from time to time.

B. The Equalization Department, or its designee, shall keep a master file of maps showing the location of each structure which has an address and the address number. Such master file of maps shall be easily duplicated. The master file of maps shall be updated from time to time.

### **ARTICLE V DISPLAY AND USE OF ADDRESSES**

#### **Section 5.01: Display**

The resident, occupant, person or owner of a structure with an address shall cause the assigned address number to be displayed in such a manner which will be plainly visible within thirty days of the effective date of the ordinance or thirty days after notification the house number assigned as a result of the house numbering projector prior to use or occupancy of a new structure, whichever is later, in the following manner:

A. The assigned address number shall be displayed on the side of a structure facing the road, and if possible and practical, visible from the road in numeric block or script and shall be contrasted with, or contrasted-reflectorized color with, the background or structure surface color and not less than three inches in height.

B. If a mailbox exists and is not attached to the structure, the mailbox shall also have the assigned address number. The numbers shall be in block or script and shall be contrasted with, or contrasted-reflectorized color with, the background or mailbox surface color.

C. If the mailbox is located on a road other than the structure location, the mailbox shall have both the assigned address number and also the proper road name of the structure plainly visible to road traffic from traffic lanes in either direction of approach, and if the address number on the side of the structure, as required in Section 6.01(A) of this ordinance, is not visible from the road the structure is located on, then the address number shall also be displayed at the driveway entrance so it is plainly visible to road traffic from traffic lanes in either direction of approach. The address on the mailbox and address number displayed at the driveway entrance, if applicable, shall be in block or script and shall be contrasted with, or contrasted-reflectorized color with, the background surface color

## ARTICLE VI COORDINATION WITH OTHER ORDINANCES AND STATUTES

### Section 6.01: Construction Code Permits

A. A construction code (building) inspector operating and authorized to issue construction permits under Michigan Public Act 230 of 1972, as amended, being Michigan Compiled Laws 125.1501 et. sq. State Construction Code Act -- regardless which nationally recognized construction code is being enforced -- shall not issue a construction permit until after an address number has been issued for the proposed structure.

B. In some instances, it will not be possible for an address to be issued until after the location of the building is clearly marked on the ground. When it is not practical to mark a building on the ground until after a building permit has been issued, the construction code inspector shall not issue a building permit until after 1) a written application for an address has been received and 2) approved with a notation the address will be issued at a later date by the Equalization Department.

### Section 6.02: Utilities

At a utilities option, after the effective date of this ordinance, a utility shall not provide service to a structure which does not have an address number in Montmorency County, or a utility company may provide service to a structure which does not have an address number in Montmorency County, but shall notify the Equalization Department, or its designee, by first class mail or personal delivery within ten days of the location and identification of the structure that dose not have an address number.

### Section 6.03: Authority and Scope

It is the intent of this ordinance and the finding of the County Board of Commissioners that the address system created and administered by the county pursuant to this ordinance shall be the only address system created, authorized, recognized, administered or used within Montmorency County, with the exception of the Village of Hillman and the Canada Creek Ranch

### Section 6.04: Use

The resident, occupant, person, owner, utility company, other utility service providers, county offices, municipal governments, police, emergency services, and any other persons or entities, shall use the assigned address for purposes of delivery, locating a structure, and legal or recorded address of record to facilitate use of the same system of identifying a location of a structure by all respective entities in a coordinated and uniform manner.

**Section 6.05: Stricter Regulations**

Nothing in this ordinance shall prohibit a municipality or the postal service from requiring stricter, more visible display of addresses or address numbers.

**ARTICLE VII  
ENFORCEMENT, PENALTIES, SAVING CLAUSE**

**Section 7.01: Enforcement**

A. A construction code (building inspector) operating and authorized to issue a construction code permit under Michigan Public Act 230 of 1972, as amended, being Michigan compiled Laws 125.1501 et. sq. State Construction Code Act -- regardless which nationally recognized construction code is being enforced -- may approve a final inspection of a structure or issue an occupancy permit if the address number is displayed as required in Section 6.01 of this ordinance.

B. Anyone may file a complaint with the Equalization Department and/or its designee concerning an alleged violation of the requirements of Article V and Article VI of this ordinance. Upon receipt of a complaint, the following procedure for enforcement shall be used:

1. The Equalization Department, or its designee, to assign address numbers, shall determine if a violation exists or not in his judgement. If it is found a violation does not exist, the matter shall be dropped.
2. If a violation is thought to exist, the Equalization Department and/or its designee, shall contact the resident, occupant, business or owner of the structure in an attempt to obtain voluntary compliance with this ordinance. If the violation is corrected, the matter shall be dropped.
3. If a violation continues to exist and voluntary compliance is not likely, the Equalization Department, or the individual designated by the Equalization Department to assign address numbers, shall notify the owner of the structure, as shown on the latest tax roll maintained by the Montmorency County Tax Equalization Department, that a violation exists. Said notice shall explain the violation and cite the appropriate section of this ordinance which is being violated and shall explain how the violation may be corrected. Said notice shall provide for a period of time in which the violation shall be corrected. Said notice shall be delivered to the owner by first class certified mail, with a return receipt, or by personal delivery by a police officer with an affidavit of service.
4. After the provided period of time, the Equalization Department and/or its designee, shall determine if a violation still exists or not. If it is found the violation no longer exists, the matter shall be dropped.
5. If the violation is still thought to exist, the matter shall be referred to the County Prosecuting Attorney for another remedy which may be prescribed by law.

C Nothing in this section shall prevent the Equalization Department, and/or its designee, from seeking the assistance or counsel of the Equalization Department and/or its designee in pursuit of a remedy to the violation and for the determination if a violation exists.

D Nothing in this section shall prohibit the United States Postal Service from terminating mail delivery in the case of a violation of Section 6.01 of this ordinance, or imposing other sanctions allowed under law.

**Section 7.02: Penalty**

Any person violating the provisions of Article V or Article VI of this ordinance shall be subject to a fine of not more than one hundred (\$100) dollars or imprisonment in the county jail for a period not to exceed five (5) days, or both, such fine and imprisonment at the discretion of the court.

In addition to the imposition of the forgoing fines, penalties and other legal remedies, the Montmorency County Board of Commissioners may designate an agency of the county to cause the proper posting of numbers, and the cost thereof assessed against the owner of such premises.

No sanction shall be imposed on any person for the violation of this ordinance unless a minimum of 60 days have passed since notification of address. Notification may be in person or by first class mail

**Section 7.03: Fees**

A. It shall be the policy of the county to provide the service of issuing addresses without cost except that the County Board of Commissioners may adopt a fee schedule from time to time for the following instances:

1. When an on-site inspection is required to determine the location of the structure and such inspection is not practical to be combined with another inspection of the same site made by a county employee in the performance of his or her duties to enforce another ordinance or state law.

2. When an address is required, and the paperwork and administration to issue the address is not practical to be combined with the administration or paperwork by a county employee for another county ordinance or state law.

3. For the consideration of a request for an address change and/or for changing an address.

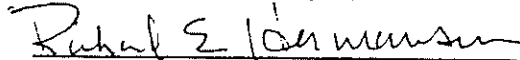
B. Fees for addresses shall not be assessed for addresses issued in the first instance after adoption of this ordinance pursuant to Section 4.05(b) of this ordinance, nor for address numbers issued to new structures pursuant to Section 4.05(A) of this ordinance when the administration and site inspection, if necessary, can be practically combined with the administration and site inspection by county employees necessary for the operation of another county ordinance or state law; naming of roads in the first instance pursuant to Section 3.07(A) and Section 3.07(B) or changing road names when initiated by the Road Commission.

**Section 7.04: Saving Clause**

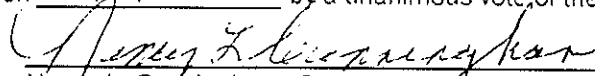
The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, or provision is declared void or unenforceable, for any reason, by a court of competent jurisdiction, the remaining portions of said ordinance shall remain in force.

Section 7.05: Effective Date

This ordinance shall take effect sixty days after adoption by the Montgomery County Board of Commissioners and publication as required by law. All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

  
Richard E. Hermanson, Chairman  
Montgomery County Board of Commissioners

I, Nancy L. Cunningham, Clerk of the Montgomery County Board of Commissioners, hereby certify that the forgoing ordinance was introduced and adopted at a session of said Board convened in Montgomery County on 4/27/94 by a unanimous vote of the members present.

  
Nancy L. Cunningham, County Clerk