

**THE CLARE COUNTY
ROAD NAMING AND ADDRESS NUMBERING
ORDINANCE #24
August 17, 2009**

Preamble

The Board of Commissioners of the County of Clare have determined that the health, safety, and welfare of the residents of Clare County would be better served by establishing, by County Ordinance, a county-wide road naming and address numbering system. A uniform and mandatory road naming and address numbering system will enable emergency services and other public and private entities to more rapidly identify and locate properties within Clare County.

Section 1.0: Title. There is hereby created, and this Ordinance shall be known and cited as, the "Clare County Road Naming and Address Numbering Ordinance".

Section 2.0: Purpose. The purposes of this ordinance, as included in the preamble which is incorporated by reference into this ordinance, is to establish a county-wide road naming and address numbering system in a uniform and logical manner and to provide rules and guidelines to facilitate enforcement thereof. It is not the objective of this ordinance to change all previously addressed structures or to change all previously named duplicate road names. Changes to existing addresses and road names will only be made when a non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery.

Section 3.0: Authority. This Ordinance is adopted under the authority and provision of the applicable Statutes of the State of Michigan, including but not limited to PA 156 of 1851 (MCL 46.11)

Section 4.0: Definitions. Unless a contrary definition is contained in this Ordinance, all words and phrases used in this Ordinance shall be understood and construed in accordance with their commonly accepted and understood meaning and definition.

a. Road Naming

1. "Road" is an interchangeable term in this Ordinance and they each refer to any thoroughfare, including both public and private roads, accessible to motor vehicle traffic and which affords the principal means of access to abutting property; and these terms shall also include, but not limited to, street, lane, trail, drive, avenue, court, way, and the like.
2. "Private Road" refers to any thoroughfare that is not a public road and is accessible to motor vehicle traffic and affords the principal means of ingress/egress of abutting property and from which driveway access is thereby gained to more than one premise. Not under the jurisdiction of the local municipality or the Clare County Road Commission.

3. "Premise" shall mean any lot or single parcel of land owned by any person, entity, firm, or corporation, public or private, improved with any building(s), whether occupied or not.
4. "Driveway" refers to the portion of the premise accessible to motor vehicle traffic and which provides the principal means of ingress/egress to a single lot or premise from street or road.
5. "Road Name" shall refer to any official name as recognized by the government authority.

b. Address Numbering

1. "House Number" shall refer to the number assigned to consecutive intervals along a road pursuant to the number assignment formula contained herein.
2. "Number Assignment Formula" as found herein is defined as follows:
Beginning from the point of origin, two house numbers shall be assigned for each interval on the right hand side of the road as one leaves the point of origin being assigned an even number and each interval on the left hand side as one leaves the point of origin assigned an odd number. The numbers assigned shall increase consecutively by equal intervals. Intervals shall run North, South, East, and West or diagonally from the point of origin.
3. "Primary Structure" refers to, but not limited to: residential building, mobile home park, commercial building, industrial building, office building, public building, utility facility, billboard, storage facility, lighted outdoor display, well and field pump.
4. "Interval" refers to the distance along a roadway, covered by this Ordinance, of 10.56 feet, there being 500 intervals per mile. Intervals of greater or lesser in length than 10.56 feet may be determined by dividing the actual distance of the mile section by 500.
5. "Point of Origin" refers to the intersection of an East-West base line and a North-South base line from where all intervals begin. The North-South, East-West intersection in Clare County shall be the section corner that is common to Section 36 of Greenwood Township, Section 31 of Hayes Township, Section 6 of Hatton Township and Section 1 of Lincoln Township
6. "Diagonal Roads" refers to roads that do not run in an East-West or North-South direction.
7. "Agent" refers to a property owner's attorney, trustee, realtor, purchaser, broker, receiver, or tenant.

Section 5.0: Road Naming. The provisions of this Ordinance shall apply to public and private road names. Any road, public or private, that exists in Clare County on or after the effective date of this Ordinance shall be, have, and be posted or signed with, a name that shall be registered with and approved by the Clare County Community Development Department.

Section 6.0: Duplicate Road Names. Upon the effective date of this ordinance, and thereafter, no road name will be assigned if the name currently exists. The Clare County Community Development Department shall be the sole authority for road naming.

Section 7.0: Public Road Signs. Signs shall be placed by the agency or party responsible for their installation.

Section 8.0: Private Road Signs. Signs shall be placed by private entity that is requesting private road name and must follow any laws, regulations, or statutes governing the placement of road name sign as provided by Clare County Community Development Department.

Section 9.0: Addressing. The Clare County Community Development Department shall assign a house number provided the same is consistent with the provision of these rules and is numerically and sequentially correct.

Section 10.0: Existing Road Names and Addresses. Clare County will not be liable for the addresses and road names that were created prior to the effective date of this ordinance.

- a. It is not the objective of this ordinance to change all previously addressed structures or to change all previously named duplicate road names. Changes to existing addresses and road names will only be made when a non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery.

Section 11.0: Official County Map. A created and maintained official county map of all roads in Clare County shall make house numbers available for each interval along a roadway. Map will be the official repository of house number assignments.

Section 12.0: Procedure for Calculating Proper House Numbers. Beginning from the point of origin, two house numbers shall be assigned for each interval on the right hand side of the road as one leaves the point of origin being assigned an even number and each interval on the left hand side as one leaves the point of origin assigned an odd number. The numbers assigned shall increase consecutively by equal intervals. Intervals shall run North, South, East, and West as diagonally from the point of origin.

Fractions shall not be used in assigning house numbers.

For standard mile sections (5,280 feet), an interval of 10.56 shall be used. Using the county record map, the house number will be assigned by first determining the nearest mile road or section line between the structure and the transacting base line. The distance between the front door of the primary structure and the mile road/section line will be measured and the corresponding house number as given in table one will be assigned.

The corresponding odd or even number in the table will be added to the mile section range number and issued to the property owner.

For mile sections that are longer or shorter than the standard length of 5,280 ft, the interval footage shall be determined by dividing the actual distance of the mile section by 500.

Section 13.0: Corporated Cities and Villages. The corporated cities and villages of Clare County shall be addressed under the guidelines set forth in this Ordinance. A corporated city or village can decide to perform their own addressing at any time with prior notification to the Clare County Community Development Department. It is recommended the corporated city or village adopts the addressing guidelines set forth in this ordinance to maintain compatibility with the current system of addressing for Clare County.

Section 14.0: Townships. The townships of Clare County shall be addressed under the guidelines set forth in this Ordinance. A township can decide to perform their own addressing at any time with prior notification to the Clare County Community Development Department. It is recommended the township adopts the addressing guidelines set forth in this ordinance to maintain compatibility with the current system of addressing for Clare County.

Section 15.0: Pre-numbered Recorded Subdivision Plats. As a general principle, single family residential subdivision plats of record may be prenumbered by the Clare County Community Development Department in accordance with these rules.

Section 16.0: Corner Lots. The rule to apply when assigning a number to a building on a corner lot is to assign a number from the street upon which the front entrance faces. Dual addresses shall be avoided.

Section 17.0: Procedure for issuing house numbers along diagonal, meandering, and curvilinear roads. Where the road does not turn directly North-South or East-West, the general course of the road is to be used in determining the house numbering direction. A footage more or less than the 10.56 foot figure must be used in determining the proper house number interval. The correct base interval is obtained by dividing the actual distance of the road by 500.

A house number interval will be determined by dividing the feet a house is from the point of origin by the base interval for a particular road.

Section 18.0: Numbering Along Roads Starting From Different Points on the Same Cross Roads. When a road does not begin at the same location as a parallel road, the house number shall begin with the same house number measured from the baseline as on the parallel road.

Section 19.0: Numbering On Circle Roads And Horseshoe Shaped Roads. Properties along circles roads, loop roads, and horseshoe shaped roads shall be numbered in consecutive order, pursuant to the procedure for calculating proper house numbers with even numbers on the inside of the circle and the odd numbers on the outside of the circle.

Section 20.0: Numbering When The Roads Change Direction. If a road changes direction at a 60 degree angle or more and for a length of 300 feet or more, the numbering along the street shall be changed to reflect the orientation with a different baseline.

Section 21.0: Numbering Apartments and Condominiums. Individual apartment buildings and group housing projects shall have one address number. Individual dwellings within the apartment complex shall be assigned suffix letters or numerals by the apartment complex management. House numbers shall be assigned to the buildings where a driveway or court joins the road and a number shall be the street address of all of the units, which face upon the driveway of an interior court.

Section 22.0: Numbering Buildings in Business and Industrial Districts. In a business and industrial district, each building facing the roadway, court, or plaza shall have its own designated address number.

Section 23.0: Numbering Duplex Buildings. Separate house numbers shall be assigned to the entrances of a duplex house, for an upstairs dwelling, which has an outside entrance, and for separate duplex buildings in the rear of the other buildings.

Section 24.0: Numbering Mobile Home Parks. Mobile home parks shall have one address number. Individual mobile home lots within the park shall be assigned lot numbers by the mobile home park management. The management shall cause to be displayed, the lot number of each lot as defined in these rules and regulation.

Section 25.0: Numbering Landlocked Property. The procedure for calculating proper house numbers shall be used for numbering houses and buildings on landlocked properties. Private driveways and unparallel roads that service landlocked properties shall be given a name that is registered within and approved by the Clare County Community Development Department.

Section 26.0: Numbering Office Suites. Office suite buildings shall have one address number. Individual suites within the office building shall be assigned suffix letters or numbers by the office building management.

Section 27.0: Address Posting.

- a. When a new address is created and fees are paid, a green sign and white reflective numbers will be provided to the person applying for the new address.
- b. Each primary structure shall display the green sign and house number.

1. The green sign and numbers shall be displayed on a six (6) foot steel "T" type post or stronger within ten (10) feet of the driveway and outside of the road right of way. The top of the sign shall be at no less than four (feet) above ground level and the top shall be no higher than six (6) feet. The sign shall be free of visual obstruction and be placed perpendicular to the road.
2. No mailbox shall be used for displaying the official house numbers as mailboxes do not provide identification of the location of the residences

Section 28.0: Enforcing Agent. The enforcing agent for this ordinance shall be the Clare County Community Development Department. Townships and/or cities and village have the right to be the enforcing agent of this ordinance whereas the County has no jurisdiction of enforcement or the Clare County Community Development Department has been notified of such arrangement as set forth in Section 12.0 and 13.0.

Section 29.0: Fee.

- a. Road Names: A service fee of \$30 will be required for the naming of a new road and will be due at the time of submitting the Clare County Road Name Application to the Clare County Community Development Department.
- b. Addresses: A service fee of \$30 will be required for the creation of a new address. When the fee is paid, a green sign and white reflective numbers will be provided to the person applying for the new address.

Section 30.0: Violations. Enforcement of a violation of any provision of this ordinance shall be as follows:

- a. When a new address is created and provided green sign is not posted according to the specifications as stated in Section 27.0, the above fines and a denial of occupancy permit and/or final building inspection will be issued.
- b. A person who violates the provisions of this ordinance is responsible for a civil infraction and subject to a warning letter for the first violation. Fifteen (15) days after the issue of the warning letter, a fine of \$50.00 plus costs for the first violation. Fifteen (15) days after the first violation, a fine of \$150.00 plus costs for the second violation. Fifteen (15) days after the second violation, a fine of \$200.00 plus costs for any subsequent violation.
- c. It shall be the responsibility of the owner, co-owner, or joint owner to maintain the green address sign and post per the requirements as stated in Section 27.0.
- d. If a green sign and post are found missing after the initial purchase through Clare County, the owner, co-owner, or joint owner is responsible for the purchase of a new green sign and post. The green sign and post may be purchased at the Clare County Community Development Department or their designate.

- e. If a person provides proof that the violation was corrected within 30 days of the date of the issuance of the civil infraction citation, the fine and costs may be waived.
- f. Violation(s) of this ordinance shall be processed in compliance with MCL600.8701 et.seq.

Section 31.0: **Grace Period.** Procedures to enforce this ordinance may be commenced no sooner than thirty (30) days after written notification of the violation is personally served upon, or mailed by the County designate to, either:

- a. An owner, co-owner, or joint owner of the premises or land at the most recent address as reflected in the records or title history for said land or premises with and in the Clare County Register of Deeds.

Section 32.0: **Saving Clause:** The provisions of this Ordinance are hereby declared to be severable; and if any clause, sentence, word, section, paragraph, subparagraph, or provision is declared void or unenforceable, for any reason, by a court of competent jurisdiction, then the remaining portions of said Ordinance shall remain in full force and effect.

Section 33.0: **Guidelines:** The Clare County Community Development Department will provide guidance and guidelines pertaining to the implementation of this ordinance.

Section 34.0: **Effective Date:** The effective date of this Ordinance shall be January 1, 2010.