

Uniform House Numbering Ordinance

Crawford County Ordinance No. 86-1

As amended: January 16, 2008

As amended: February 20, 2008

As amended: July 21, 2010

Introduction

In order to uniformly assign and maintain house numbers and provide for easy identification of those numbers for the various purposes and to promote the health, safety and welfare of the citizens of the County of Crawford, the County of Crawford enacts its Uniform House Numbering Ordinance as follows:

Section 1: THERE IS HEREBY CREATED the Crawford County Uniform House Numbering Ordinance.

Section 2: Definitions as used in the Ordinance:

Section 2.1: House Number shall mean the number assigned to consecutive intervals along a street or road pursuant to the Number Assignment Formula contained herein.

Section 2.2: The "Number Assignment Formula" as found herein is defined as follows:

Beginning from the point of origin a house number shall be assigned for each interval, with each interval on the right hand side of the roadway 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 being assigned an odd number. The numbers assigned shall increase consecutively by an increment of two (2) for each interval. Intervals shall run North, South, East and West or diagonally from the point of origin.

Section 2.3: As used herein, Primary Structure shall include but not be limited to: residential building, mobile home park, commercial building, industrial building, office building, public building, well, field pump, utility, lighted billboard, and lighted outdoor display / storage facility.

Section 2.4: "Interval" as used above means a distance along a roadway covered by this ordinance of 5.28 feet, there being 1000 intervals per mile (5,280 feet). Intervals of greater or lesser length than 5.28 feet may be determined by dividing the actual distance of the mile section by 1000.

Section 2.5: Point of Origin as used herein means 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 Crawford County shall be the intersection of North Down River Road and Thendara Rd.

Section 2.6: Display as used herein is the manner the house number is affixed to a structure or otherwise displayed when affixing to a structure is not adequate visually so that it is readily identifiable pursuant to provisions of this Ordinance.

Section 2.7: Diagonal Roads as used herein, are roads whose course does not run in either an approximate North-South or East-West direction.

Section 3: House Number Display

Section 3.1: Display of House Number - Each primary structure shall display a house number. House numbers shall be displayed containing numbers not less than 4 (four) inches in height. It shall be visible from the roadway named in the address and all house numbers shall be in Arabic numerals. The house number shall be placed in such a way that it is visible from either direction traveling on the roadway. Reflective material is preferred.

Section 3.2: The Building and Zoning Department of Crawford County is hereby empowered to promulgate rules for house number display. Said rules shall be effective upon approval of the Crawford County Board of Commissioners.

Section 3.3: The Building and Zoning Department shall furnish green approved number signs paid for and posted by the property owner.

Section 4: House Numbering System

Section 4.1: There is hereby created within the Department of Central Dispatch for Crawford County a House Numbering System. The Central Dispatch Address Technician shall be the director of the House Numbering System and shall draft rules and regulations for the operation of the House Numbering System and the assignment and placing of house numbers for all intervals along roadways emanating from the point of origin, including diagonal roads, pursuant to this Ordinance. Said rules

and regulations shall be approved by the Crawford County Board of Commissioners before they take effect.

Section 4.2: The City of Grayling's house numbering system shall be used to number properties along the portions of the described road regardless of whether the property being numbered is located within the City's boundaries or within a township's boundaries.

The City's house numbering system may also be used to number township properties along other streets and roads that border the city and extended into the townships.

Section 4.3: The House Numbering System Director shall cause to be created and maintain an accurate map of all roads within Crawford County and shall make house numbers available for each repository of said house number assignments.

Section 4.4: House numbers shall not be assigned along any public road until a name for said road has been approved by the Crawford County Road Commission. House numbers shall not be assigned along any unplatted private road or access easement of record where the name of said unplatted private road or access easement has not been registered with, and approved by, the County Road Commission.

Section 4.5: All road names shall be approved and adopted by the Crawford County Central Dispatch system and the Crawford County Road Commission. All road names shall be consider permanent except for the following conditions:

A: If a road name is found to be a duplicate name,

B: If said road name creates a safety hazard for the property owner(s).

A road name change must be agreed upon by not less than 51% of the owners of property adjacent to the road and approved and adopted by the Crawford County Central Dispatch system and the Crawford County Road Commission.

Section 4.6: House numbers shall be displayed on temporary signage during work construction.

Section 4.7: Existing house numbers which do not comply with the Crawford County House Numbering System may be changed either at the request of the property owner or his or her agent(s) upon approval of the House Numbering Administration or such change may be initiated by the

County. When a change is initiated by the County, the property owner shall be notified, in writing, 30 days prior to the time the new number shall become the official number for the interval(s) of the property in question.

Section 4.8: The Director shall, upon application by a land owner, assign a house number and approve the display; provided said display is consistent with the provisions for display as contained herein.

Section 4.9: Existing structures shall comply with this ordinance.

Section 5: Enforcement

Section 5.1: A person who violates the provisions of this Ordinance shall be punishable by a fine of not more than fifty (\$50.00) dollars or imprisonment for not more than one (1) day, or both such fine and imprisonment. Each day that a violation occurs shall be deemed a separate offense and/or civil infraction. Zoning administrators of each municipality shall enforce this ordinance.

Section 5.2: Procedures to enforce this Ordinance may be commenced not sooner than fifteen (15) days after written notification by any and all zoning districts within Crawford *County*..

Section 5.3: Prior to any building final certificates of completion and/or certificate of occupancy being issued in all townships the approved address shall be verified as posted.

Section 5.4: Field inspectors shall report missing road signs to the numbering authority to advise the respective township to post.

Section 6: Except as otherwise provided herein this Ordinance shall affect only property located along roadways found in the unincorporated areas within the County of Crawford, and shall not be deemed effective as to property located within the boundaries of any incorporated village or city within Crawford County.

Section 7: No portion of this Ordinance shall be applied so as to interfere with the activities of any city, township or village, and should any application of the provisions of this Ordinance interfere with any affair of any city, village or township within Crawford County, said application shall be void and of no effect.

Section 8: Effective Date

Section 8.1: The effective date of this Ordinance shall be immediately upon the approval of the Governor of the State of Michigan, or should the

Governor fail to approve same, upon final passage by the Crawford County Board of Commissioners, whichever shall first occur.

APPROVED AS TO FORM

Commissioner Rogers Yes Commissioner Lange Yes

Commissioner Hanson Yes Commissioner Stephenson Yes

Commissioner Pinkelman Yes Commissioner Anderson Yes

Commissioner Beardslee Yes

ADOPTED DATE: December 19, 2007

I, Sandra Moore, Clerk of the Crawford County Board of Commissioners and Clerk of the County of Crawford, do hereby certify that the above Resolution was duly adopted by the said Board on December 19, 2007.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County and Court at Grayling, Michigan, this 19th day of December 2007.

Dave J. Stephenson, Chair

Crawford County

Board of Commissioners

Sandra M. Moore

Clerk/ROD

Administrative Rules and Regulations

For the

Crawford County Uniform House Numbering System

In order to uniformly assign and maintain house numbers and provide for easy identification of those numbers for the various purposes and to promote the health, safety and welfare of the citizens of the County of Crawford, The Crawford County Board of Commissioners approves the Administrative Rules and Regulations for the Uniform House Numbering System.

Application for House Numbering System

The Administrative Rules and Regulations shall affect only property located along roadways found in the unincorporated areas within the County of Crawford, and shall not be deemed effective as to property located within the boundaries of an incorporated village or city within Crawford County.

A. Definitions

1. Agent: A property owner's authorized agent is an attorney, trustee, realtor, broker, purchaser, tenant or receiver.
2. Diagonal Road: A diagonal road is a road whose course does not run in either an approximate North-South or East-West direction.
3. Display: Display is the manner the house number is affixed to a structure or otherwise displayed when affixing to a structure is not adequate visibly, so that it is readily identifiable pursuant to the provisions of these rules.
4. House Number: House Number shall mean the number assigned to primary structures at consecutive intervals along a street.
5. Interval (or Frontage Unit): Interval is a distance along a roadway of 5.28 feet, except as may be determined by the House Numbering Administration Director along diagonal roads, curvilinear streets, circle

streets, loop streets or for buildings in group housing projects, business and industrial districts and prenumbered subdivision plats of record. Intervals of greater or lesser length than 5.28 feet may be determined by dividing the actual distance of the mile section by 1000.

6. Point of Origin: Point of origin is the intersection of an East-West base line and a North-South base line from where all intervals begin. The North-South, East-West base line intersection in Crawford County shall be the intersection of North Down River Road and Thendara Road.

7. Primary Structure: Primary structure shall include but not be limited to: residential building, mobile home park, commercial building, industrial building, office building, public building, well, field pump, utility, lighted billboard, and lighted outdoor display storage facility.

B. Display of House Number

A house number shall not be displayed containing less than 4 (four) inches in height. It shall be visible from the roadway named in the address, and all house numbers shall be in Arabic numerals (i.e. block print). When the structure (house / building) is more than 90 feet back from the road, or the view of the structure is blocked by trees or shrubs or another structure, the house number shall be on a sign or attached to a tree, fence, post, or mailbox within 10 (ten) feet of a driveway and not more than 20 feet from the road with the following exception: Mailboxes that are grouped shall not be used for displaying house numbers as defined in these rules, as grouped mailboxes block the view of house numbers and / or do not provide identification of the location of residences. If the owners choose numbering of the structure only, no vegetation shall be located between the residence and the road. All primary structures as identified in Section A 7 shall display their address numbers.

C. Mapped Numbers

The House Numbering System Director shall cause to be created and maintain an accurate map of all roads within Crawford County and shall make house numbers available for each interval along the roadway. Said map shall be the official repository of said house number assignments.

D. Assigning and Changing House Numbers

The House Numbering System Director shall, upon application by a land owner or his / her authorized agent, assign a house number and approve the display; provided same is consistent with the provisions of these rules. Existing house numbers which do not comply with the Crawford County House Numbering System may be changed either by request of the

property owner and his / her authorized agents through Central Dispatch House Numbering Section or such change may be initiated by the County. When a change is initiated by the County, the property owner shall be notified in writing 30 days prior to the time the new number shall become the official number for the interval (s) of property in question.

E. Official Street / Road Name

House numbers shall not be assigned along any public road whose name has not been approved by the Crawford County Road Commission. House numbers shall not be assigned along any unplatted private road or access easement of record whose name has not been registered with and approved by the Crawford County Road Commission.

F. City of Grayling System

The City of Grayling house numbering system shall be used to number properties along the roads which form boundaries between the City and a township regardless of whether the property being numbered is located within the City's boundaries or within a township's boundaries.

G. Procedure for calculating proper house numbers

(1) Beginning from the point of origin a house number shall be assigned for every interval, with each interval on the right hand side of the roadway 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 being assigned an odd number. The numbers assigned shall increase consecutively by an increment of two (2) for each interval, running North, South, East and West from the point of origin.

Fractions shall **NOT** be used in assigning house numbers.

For standard mile section (5,280 feet), an interval of 5.28 feet shall be used. Using the township record maps, the house number will be assigned by first determining the nearest mile road or section line between the structure and the transecting 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 the table 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 feet, the interval footage shall be determined by dividing the actual distance of the mile section by 1000.

Prenumbered Recorded Subdivision Plats

(2) As a general principle, single family residential subdivision plats of record may be prenumbered by the House Numbering System Director in accordance with these rules.

Corner Lots

(3) 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.

Procedure for Issuing House Numbers along Diagonal, Meandering or Curvilinear Roads

(4) Where the road does not run directly North-South or East-West, the general course of the road is to be used in determining the house numbering direction. Footage of more than 5.28 foot figure must be used in determining the proper house number interval. The correct number may be obtained by multiplying 1000 by the ratio of the distance in feet that the structure being numbered is from the mile road nearest the transecting base line to the distance in feet measured along the diagonal or meandering road between consecutive mile roads and adding this to the assigned system number for the mile road nearest the base line.

Numbering Along Streets Starting From Different Points on the Same Cross Street

(5) When a street does not begin at the same location as a parallel street, the house number shall begin with the same house number measured from the base line as on the parallel street.

Numbering On Circle Streets and Horseshoe Shaped Streets

(6) Properties along circle streets, loop streets and horseshoe shaped streets shall be numbered in consecutive order, pursuant to the procedure for calculating proper house numbers with the even numbers on the inside of the circle and the odd numbers on the outside of the circle.

Numbering When the Street Changes Directions

(7) If a street 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 provided the street name is also changed; or the numbering shall be determined in the

same manner as used for determining house numbers along diagonal roads, meandering and curvilinear streets if the street name is not changed.

Numbering Apartments and Condominiums

(8) Individual apartment buildings and group housing projects shall have one address number. Individual dwellings within the apartment buildings shall be assigned suffix letters or numerals by the apartment building management. House numbers shall be assigned to the buildings where a driveway or court joins the street; this number shall be the street address of all units which face upon the driveway (or interior court).

Numbering Buildings in Business and Industrial Districts

(9) In a business and industrial district, each building facing the roadway, court or plaza shall have its own designated address number.

Numbering Duplex Buildings

(10) Separate house numbers shall be assigned to the entrance of a duplex house, for an upstairs dwelling which has an outside entrance, and for separate duplex buildings in the rear of other buildings.

Numbering Mobile Home Parks

(11) Mobile home parks shall have one address number. Individual mobile home spaces or lots within the park shall be assigned suffix letters or numerals by the mobile home park management.

Numbering Landlocked Property

(12) The procedure for calculating proper house numbers shall be used for numbering houses and buildings on landlocked properties. Private driveways and unplatted roads that service landlocked properties shall be given a name that is registered with and approved by the Crawford County Road Commission.

Numbering Office Suites

(13) Office suite buildings shall have one address number. Individual suites within the office buildings shall be assigned suffix letters or numerals by the office building management.

Suffix Letters and Numerals

(14) Suffix letters and / or numbers assigned to dwellings, mobile home park spaces, office suites, and other buildings divided into address units shall first be registered with and approved by the House Numbering System Director.