

**STATE OF MICHIGAN
COUNTY OF CHEBOYGAN**

***Street & Road
Numbering Ordinance***

Enacted _____ 2004

Cheboygan County Board of Commissioners

Preamble

The Board of Commissioners of the County of Cheboygan has determined that the health, safety and welfare of the inhabitants of the County would be better served by a County Ordinance establishing a county-wide street and road numbering system. A uniform street and road numbering will enable the 911 Emergency Dispatch System, police agencies, fire protection, ambulance service, governmental and postal services and public utilities to more rapidly identify and locate properties within the county. This ordinance provides for the establishment, control and regulation of street and road numbering within Cheboygan County; to provide for penalties for the violation of this ordinance and to repeal any ordinances or parts of ordinances in conflict herewith.

Section I: Name

This ordinance shall be known and cited as Cheboygan County Street and Road Numbering Ordinance.

Section II: Administration Agency; Administrative Rules

The Equalization Department/GIS Division shall be the agency with exclusive overall administrative and coordinative responsibility to administer the operation and application of this ordinance. The Equalization Department/GIS Division shall have the authority to draft rules and regulations for the operation of the House-numbering system. Said rules and regulations shall be approved by the Cheboygan County Board of Commissioners before they take effect.

Section III: Purpose

The purpose of this ordinance is to establish, with the exception of the City of Cheboygan and the Village of Mackinaw City, a county-wide street and road numbering system in a uniform logical manner; to provide for a central point to issue and control numbering; and to provide rules and guidelines to facilitate enforcement thereof.

Section IV: Definitions

Unless otherwise provided in this ordinance, the following terms are hereby defined as follows:

- A. "County grid system" means the general East and West, and North and South division of Cheboygan County into four (4) grids to facilitate the assignment of identifying numbers, with the provision of allowing one thousand numbers per mile for each mile of distance from the base lines.
- B. "Driveway" means that portion of premises accessible to motor vehicle traffic and which provides the principal means of access onto a single lot or premises from a street or road.
- C. "Easement" means the right, such as a right of way, afforded a person to make limited use of another's real property.
- D. "East and West basis" means the line drawn East and West to divide Cheboygan County into the following North and South grids: beginning at the east county line between Grant and Waverly Townships, extending west to the county line between Burt and Tuscarora Townships (see map attached as appendix A).

North/South Grid – means the beginning at the East County line between Grant and Waverly Township, extending West to the West County line between Burt and Tuscarora Townships (map attached-Appendix A).

- E. "Interested party" means the emergency services, such as police, fire, or any other emergency services, the owner, occupant, County or City Department, public utilities or any other governmental agency.
- F. "MSAG: Master Street Address Guide" means a list of all road names and ranges for the county maintained by the Equalization Department/GIS Division.
- G. "North and South basis" means the line drawn North and South to divide the Cheboygan County into East and West grids: beginning at the south county line at the midpoint of Nunda Township (between sections 36 and 31), extending north between Inverness and Benton Townships, and continuing north on the same line to the waters edge of Lake Huron (see map attached as appendix B).

East Grid/West Grid – means the beginning at the South County Line at a midpoint of Nunda Township (Sec. 36 and 31), extending North between Inverness and Benton Townships; and then continuing North on the same line to the water's edge of Lake Huron (map attached-Appendix B).
- H. "Premises" means any lot or parcel of land owned by any person, firm, corporation, association or other legal entity, public or private, improved with buildings, whether occupied or not.
- I. "Public road" means any road under the jurisdiction of either the Cheboygan County Road Commission, the Michigan Department of Transportation, the City of Cheboygan, or the Village of Wolverine.
- J. "Private road" means any thoroughfare, that is not a public road, but that is accessible to motor vehicle traffic and which affords the principal means of access to abutting property and from which driveway access is thereby gained to more than one premises.
- K. "Street number" or "road number" means any series of numbers assigned by the Equalization Department/GIS Division, in conformity with the County Numbering Grid for the purposes of identification of a particular premises location in relation to the grid system.
- L. "Street or road names" (street) means any official name as recognized by government authority and no such named Street or road shall be changed without approval of the Equalization Department/GIS Division and/or the County Road Commission for roads under their jurisdiction.

Section V: Regulation

- A. All premises shall bear a distinctive street number in accordance with and as designated upon the street numbering maps on file with the Equalization Department/GIS Division, which maps, by reference, together with any revisions thereof, shall become a part of this ordinance. Vacant parcels will not be assigned an address unless the parcel is within an approved site condo or a platted subdivision.
- B. The following are specific regulatory terms:
 1. "Apartments": Individual apartment buildings and group housing projects shall have one address. Individual dwellings within the apartment building shall be assigned suffix letters or numbers by the management of the apartment building (e.g. 121 S. Maple Street, Apt. B).
 2. "Duplexes": Separate house numbers shall be assigned to the entrances of a duplex house. For upstairs dwellings which have outside entrances the entrance will be the point of numbering.
 3. "Mobile Home Parks": Each roadway within the mobile home park shall be named and the mobile homes numbered on those roadways.
 4. "Office Suites": Office buildings with suites shall have one address number. Individual suites within the office building shall be assigned suffix letters or numbers by the management of the office building.

5. "Strip Malls, Business and Industrial Districts": In strip malls, business and industrial districts, each business having an outside access shall be numbered from that access.
 6. "Suffix Letters and Numbers": Suffix letters and/or numbers assigned to dwellings, office suites, apartments, and other buildings shall first be registered with and approved by the Equalization Department/GIS Division.
- C. Any owner of any premises shall place upon the street front of such premises designated numbers, such that:
1. Mailboxes may be used for property identification only if the mailbox is located on the property immediately adjacent to the driveway. Numbers shall be displayed in such a manner as to be plainly visible from road traffic lanes in either direction of approach. The numbers shall be of a contrasting or reflective color to their background and shall not be less than two (2) inches in height.
 2. Numbers in block or script displayed on building fronts shall be of a contrasting or reflective color to their background and shall be not less than two (2) inches in height.
 3. Where numbers cannot be displayed on a mailbox, a post of suitable strength and construction (maximum 4" diameter round or square wood post, or maximum 2" diameter pipe post, 2lb. per foot maximum weight) shall be placed immediately adjacent to the driveway of the premises. The property address numbers of the premises shall be placed on both sides of the post as to be plainly visible from road traffic lanes in either direction of travel. Such numbers shall be of a contrasting or reflective color to their background and shall not be less than two (2) inches in height.
- D. Numbers shall be assigned and recorded by the Equalization Department/GIS Division in accordance with these regulations. As a person faces away from the base line, even numbers shall be assigned on the right side and odd numbers on the left side of all streets and roads.
- E. Private Road/Driveways/and easements: All roadways with more than two structures using it for access or the possibility of access must be named and all structures must be numbered off that roadway. Road Naming or road name changes are the responsibility of the property owner(s). Determination is by simple majority of property owners. The name must then be submitted to the Equalization Department/GIS Division for approval. Approval will not be given for duplicate or confusing names (i.e. Golfview Dr and Golfview Ln). A road sign meeting Road Commission standards (aluminum sheet with reflective sheeting; thickness of 0.08 inches; and the reflective sheeting should have a red background with white numbers 2.5") must be erected within 30 days. Costs and compliance are the responsibility of the owner(s)/development.
- F. The Equalization Department/GIS Division will notify townships periodically of MSAG changes.
- G. The County Road Commission will notify the Equalization Department/GIS Division of any public road changes or additions.
- H. All premises shall be assigned a property identification number by the Equalization/GIS Division. Said identification numbers will be the basis for location on the Geographic Information System and shall be cross indexed to the owner of the property and the available telephone numbers. The basic information required for a Central Emergency Response System is to be provided using an application form approved and issued by the Equalization Department/GIS Division. Addresses will not be issued unless all applicable information is provided.

Section VI: Fees

An address application fee will be charged. The fee will be established and reviewed periodically by the County Board of Commissioners.

Section VII: Violation and Penalty

- A. A violation of this Ordinance is hereby declared to be a public nuisance, a nuisance per se and is hereby further declared to be

offensive to the public health, safety and welfare.

- B. Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiles Laws, and shall be subject to a fine of not more than Five Hundred and 00/100 (\$500.00) Dollars. Each day this Ordinance is violated shall be considered as a separate violation.
- C. The Equalization Department/GIS Division and other officials appointed by the County Board of Commissioners are hereby designated as the authorized county officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.
- D. In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the County may initiate proceedings in the Circuit Court to abate or eliminate the nuisance per se or any other violation of this Ordinance.

Section VIII: Repealer

The Cheboygan County Street and Road Numbering Ordinance enacted in May, 1995, as amended, is hereby repealed in its entirety.

Section IX: Savings Clause

The repeal of the Cheboygan County Street and Road Numbering Ordinance enacted in May, 1995, as amended, shall not affect any rights acquired, fines, penalties, forfeitures or liabilities incurred there under or actions involving any of the provisions of said ordinance, as amended. Said ordinance repealed is hereby continued in force and effect after the passage, approval and publication of this Ordinance for the purpose of such rights, fines, penalties, forfeitures, liabilities and actions therefore.

Section X: Severability

The provisions of this ordinance are hereby declared to be severable and if any clause, sentence, word, section 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 effect.

Section XI: Effective Date

This ordinance, as amended, shall take effect sixty days from the date the same is approved by the Cheboygan County Board of Commissioners.

Date: _____

By: _____
Herb Makima, Chairperson

By: _____
Mary Ellen Tryban, Clerk

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