

OCEANA COUNTY

ORDINANCE NO. 3

OCEANA COUNTY HOUSE-NUMBERING ORDINANCE

NOVEMBER, 1991

Amended JULY 1, 2001

PREPARED BY:

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION

OCEANA COUNTY HOUSE-NUMBERING ORDINANCE

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OCEANA COUNTY HOUSE-NUMBERING ORDINANCE

Oceana County Ordinance #3

PREAMBLE

In order to uniformly assign and maintain house-numbers and provide for easy identification of those house-numbers for the various purposes including but not limited to the potential implementation of 9-1-1 service and to promote the health, safety and welfare of the citizens of the County of Oceana, the County of Oceana enacts its uniform House-Numbering Ordinance as follows:

Section 1. TITLE.

THERE IS HEREBY CREATED the Oceana County House-Numbering Ordinance. This ordinance may be referred to as the "House-Numbering Ordinance".

Section 2. PURPOSE AND INTENT.

The Oceana County Board of Commissioners finds that the health, safety and welfare of Oceana County residents, property owners and taxpayers would be enhanced by the establishment of a county-wide House-Numbering Ordinance which will enable law enforcement, fire, medical and other emergency response agencies and services, utility companies, postal and delivery services, governmental agencies such as social service and public health agencies and others to more rapidly identify and locate properties within Oceana County. There is particular concern that the absence of such a systematic manner of identifying property in Oceana County impairs the services vital to the communication and economic welfare of Oceana County. This provision creates a more efficient delivery of said services and is more energy efficient and of value to the welfare of Oceana County and the State of Michigan.

Accordingly, this ordinance is intended to provide a system for establishing house-numbers and, in turn, street addresses within the unincorporated areas of Oceana County in a manner that provides for a central point to issue and control house-numbering and to provide rules and guidelines to facilitate enforcement thereof.

Section 3. 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 (County Board of Supervisors).

Section 4. DEFINITIONS.

For the purposes of this ordinance, words shall be accorded common meaning and usage, except for certain words and terms which are defined as follows:

- A. Agent: A property owner's authorized agent is an attorney, trustee, realtor, broker, purchaser, tenant or receiver.
- B. Oceana County Grid System or Grid System: Shall mean and refer to a general East and West, and North and South division of Oceana County into four parts to facilitate the assignment of identifying house-numbers, with the provision of allowing eight hundred (800) house-numbers per mile for each mile of distance from the base lines.
- C. Diagonal Road: a diagonal road is a road whose course does not run in either an approximate North-South or East-West direction.
- D. Display: Is the manner the house-number is affixed to the primary structure so that it is readily identifiable pursuant to provisions of this ordinance.
- E. House-Number: Shall mean the number assigned to primary structures at consecutive intervals along a street, road or thoroughfare pursuant to the House-Number Assignment Formula contained herein.
- F. Incorporated Municipality: Incorporated Municipality means cities, villages and townships incorporated duly created under Michigan law.
- G. Interval (or Frontage Unit): Interval is a distance along a roadway of 6.6 feet, except as may be determined by the House-Numbering Director along diagonal roads, curvilinear streets, circle streets, loop streets, horseshoe-shaped streets or for buildings in group housing projects, business and industrial districts and pre-numbered subdivision plats of record. Intervals of greater or lesser length than 6.6 feet may be determined by dividing the actual length of the road within the section by 800.
- H. 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 base line intersection in Oceana County shall be the intersection of 112th Avenue and Baseline Road.
- I. Primary Structure or Structure: Shall include but not be limited to: residential buildings, mobile home parks, commercial buildings, industrial buildings, office buildings, public buildings, garages, wells (other than agricultural), sub stations, transformers, utility facilities, lighted billboards

and lighted outdoor displays/storage facilities affixed firmly to a lot or parcel.

- J. Named Private Access: Any named road, street or other type of access located on private property with no public right-of-way that may have more than one primary structure. (amended 7/1/01)
- K. House-Number Assignment Formula: Beginning from the point of origin, two (2) house-numbers (one even and one odd) shall be assigned for each interval. The house-numbers assigned shall increase consecutively by equal distance from the point of origin.
- L. OCRC: Refers to the Oceana County Road Commission (new 7/1/01)
- M. Unnamed Private Access: Any unnamed road, trail or other type of access located on public or private property utilized for ingress/egress of a premises, which is not under the jurisdiction of the local municipality or OCRC, that may have more than one primary structure. (new 7/1/01)
- N. OCED: Refers to the Oceana County Equalization Department. (new 7/1/01)

Section 5. REGULATION OF THE HOUSE-NUMBERING ORDINANCE.

The director of the Oceana County Equalization Department shall be the director of the House-Numbering Ordinance and shall administer the rules and guidelines for the operation of the House-Numbering Ordinance 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 Oceana County Board of Commissioners before they take effect.

Building Permits will not be issued until the primary structure or the prospective primary structure has been issued a house-number in accordance with this ordinance.

The House-Numbering Director shall, upon application by the property owner or his/her authorized agent, assign a house-number and approve the display; provided said display is consistent with the provisions for display as contained herein.

Section 6. COMPLIANCE AND DISPLAY.

The owners of all property in Oceana County, except that property in incorporated municipalities, shall obtain and display a house-number in accordance with this ordinance.

The Oceana County Equalization Department is hereby empowered to promulgate rules for house-number display. Said rules shall be effective upon

approval of the Oceana County Board of Commissioners. The Oceana County Board of Commissioners may adopt administrative rules and guidelines in conjunction with the adoption of this ordinance.

Section 7. MASTER ADDRESS MAP.

The House-Numbering Director shall cause to be created and maintained an accurate Master Address Map of all roads within Oceana 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.

Section 8. ROAD NAMES.

The Oceana County Road Commission shall be the agency with exclusive authority to name roads in the unincorporated areas of Oceana County.

The Oceana County Road Commission is hereby empowered to promulgate rules for establishing road names. Said rules shall be effective upon approval of the Oceana County Board of Commissioners. The Oceana County Board of Commissioners may adopt administrative rules and guidelines in conjunction with the adoption of this ordinance.

Section 9. ENFORCEMENT.

A violation of the provisions of this ordinance shall be punishable by a fine of not more than \$50.00 or imprisonment for not more than one (1) day, or both such fine and imprisonment, and each day that a violation occurs shall be deemed a separate offense.

When the House-Numbering Director learns of a violation of this ordinance, he shall send a notice, in writing, to the alleged violator requesting compliance with the provisions of this ordinance. If the alleged violator does not comply with the ordinance within fifteen (15) days from the date the notice is mailed, the House-Numbering Director may direct that appropriate actions be taken by a law enforcement officer or other public safety official to remedy the violation by posting the house-number in accordance with this ordinance or seek the institution of legal proceedings to enforce the ordinance. The cost of any such remedial action shall become joint and severable obligations of the property owners and occupants and may be placed as a lien upon the primary structure, collectible in the same manner as ad valorem property taxes.

Section 10. MISCELLANEOUS.

No portion of this ordinance shall be applied so as to interfere with the activities of any incorporated municipality and, shall any application of the provisions of

this ordinance interfere with any affair of any incorporated municipality within Oceana County, said application shall be void and of no effect.

Section 11. SAVING CLAUSE.

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 this ordinance shall remain in force. All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

Section 12. EFFECTIVE DATE.

This ordinance shall take effect when a primary structure is assigned a house-number by Oceana County and not before sixty (60) days after notice of adoption of this ordinance is published in a newspaper of general circulation in Oceana County as required by law.

Dated: November 26, 1991

Original ordinance signed by Loyd VanSickle, Chairman, Board of Commissioners and Phyllis J. Schlee, Clerk, Board of Commissioners and is on file in the Oceana County Clerk's Office.

AMENDED: July 1, 2001

ADMINISTRATIVE RULES AND GUIDELINES

For the

OCEANA COUNTY HOUSE-NUMBERING ORDINANCE

In order to uniformly assign and maintain house-numbers and for easy identification of those house-numbers for the various purposes including, but not limited to, the potential implementation of 9-1-1 service and to promote the health, safety and welfare of the citizens of the County of Oceana, the Oceana County Board of Commissioners approves the Administrative Rules and Guidelines for, and as an active part of, the Oceana County House-Numbering Ordinance.

1. APPLICATION OF HOUSE-NUMBERING ORDINANCE

These Administrative Rules and Guidelines for the Oceana County House-Numbering Ordinance shall affect only property located along roadways found in the unincorporated areas within Oceana County and shall not be deemed effective as to property located within the boundaries of incorporated municipalities within Oceana County.

2. DEFINITIONS

For the purposes of these rules and guidelines, words shall be accorded common meaning usage, except for certain words and terms which are defined as follows:

- A. Agent: A property owner's authorized agent is an attorney, trustee, realtor, broker, purchaser, tenant or receiver.
- B. Oceana County Grid System or Grid System: Shall mean and refer to a general East and West, and North and South division of Oceana County into four parts to facilitate the assignment of identifying house-numbers, with the provision of allowing eight hundred (800) house-numbers per mile for each mile of distance from the base lines.
- C. Diagonal Road: a diagonal road is a road whose course does not run in either an approximate North-South or East-West direction.
- D. Display: Is the manner the house-number is affixed to the primary structure so that it is readily identifiable pursuant to provisions of this ordinance.
- E. House-Number: Shall mean the number assigned to primary structures at consecutive intervals along a street, road or thoroughfare pursuant to the House-Number Assignment Formula contained herein.
- F. Incorporated Municipality: Incorporated Municipality means cities, villages and townships incorporated duly created under Michigan law.

- G. Interval (or Frontage Unit): Interval is a distance along a roadway of 6.6 feet, except as may be determined by the House-Numbering Director along diagonal roads, curvilinear streets, circle streets, loop streets, horseshoe-shaped streets or for buildings in group housing projects, business and industrial districts and pre-numbered subdivision plats of record. Intervals of greater or lesser length than 6.6 feet may be determined by dividing the actual length of the road within the section by 800.
- H. 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 base line intersection in Oceana County shall be the intersection of 112th Avenue and Baseline Road.
- I. Primary Structure or Structure: Shall include but not be limited to: residential buildings, mobile home parks, commercial buildings, industrial buildings, office buildings, public buildings, garages, wells (other than agricultural), sub stations, transformers, utility facilities, lighted billboards and lighted outdoor displays/storage facilities affixed firmly to a lot or parcel.
- J. Named Private Access: Any named road, street or other type of access located on private property with no public right-of-way that may have more than one primary structure. (amended 7/1/01)
- K. House-Number Assignment Formula: Beginning from the point of origin, two (2) house-numbers (one even and one odd) shall be assigned for each interval. The house-numbers assigned shall increase consecutively by equal distance from the point of origin.
- L. OCRC: Refers to the Oceana County Road Commission (new 7/1/01)
- M. Unnamed Private Access: Any unnamed road, trail or other type of access located on public or private property utilized for ingress/egress of a premises, which is not under the jurisdiction of the local municipality or OCRC, that may have more than one primary structure. (new 7/1/01)
- N. OCED: Refers to the Oceana County Equalization Department. (new 7/1/01)

3. **ASSIGNING HOUSE-NUMBERS**

The Oceana County Equalization Department shall be the agency with exclusive overall administrative and coordinative responsibility to administer the operation and application of these rules. The House-Numbering Director in the Oceana County Equalization Department shall be the person with exclusive authority to assign house numbers to primary structures. However, the Oceana County Equalization Department's House-Numbering Director may elect to delegate the function of assigning house numbers of primary structures to another agency, but shall retain supervisory control over the ordinance and duties provided in these rules.

- A. The House-Numbering Director shall, upon application by the property, and/or primary structure owner, or authorized agent, assign a house-number and approve the display; provided said display is consistent with the provisions for display as contained herein.
- B. Existing house-numbers which do not comply with the Oceana County House-Numbering Ordinance shall be changed by the House-Numbering Director in compliance with the House-Numbering Ordinance at no charge or at such charge initiated by the Oceana County Board of Commissioners.
- C. A house-number shall not be duplicated for any primary structure considered to be along the same road.

**4. PROCEDURE FOR CALCULATING PROPER HOUSE-NUMBERS:
COUNTY GRID SYSTEM**

- A. A house-number will be determined by dividing the number of feet the primary structure is located from the point of origin by the base interval for a particular road. For a standard mile section (5,280 ft), an interval of 6.6 feet shall be used.
- B. The resulting house-number shall be rounded in accordance to the side of the road the primary structure is on. The corresponding odd or even house-number shall then be issued to the property owner.
- C. Odd house-numbers shall be on the south and west sides of the road.
- D. Even house-numbers shall be on the north and east sides of the road.
- E. 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 road within the section by 800.
- F. House-numbers on a north-south road south of the base line shall be followed by the suffix "South" to avoid duplication with house-numbers north of the base line.
- G. House-numbers on a north-south road north of the base line shall be followed by the suffix "North" to avoid duplication with house-numbers south of the base line.
- H. House-numbers on an east-west road east of the base line shall be followed by the suffix "East" to avoid duplication with house-numbers west of the base line.
- I. House-numbers on an east-west road west of the base line shall be followed by the suffix "West" to avoid duplication with house-numbers east of the base line.
- J. House-numbers out of sequence shall not be allowed.
- K. Fractions shall not be used in assigning house-numbers.

5. MASTER ADDRESS MAP

The House-Numbering Director shall create and maintain a Master Address Map displaying the location of each primary structure which has a house-number and the proper house-number. Said maps shall be the official repository of said house-number assignments. The Master Address Map shall be updated at least once a year.

- A. The Oceana County Road Commission and House-Numbering Director shall co-jointly keep a Master Index of the Proper Road Names of listing each road (public and private) in Oceana County. The proper names, as much as possible, shall be reflected on the certified set of maps filed by the Oceana County Road Commission with the Michigan Department of Transportation, pursuant to Michigan Public Act 51 of 1951, as amended, being Michigan Compiled Laws 247.561 et. Sq. Motor Vehicle Highway Fund Act. If a discrepancy exists between the certified maps and the Master Address Map as to the name of a road, its spelling or punctuation, the Master Address Map shall rule.
- B. A copy of the updated Master Index of Proper Road Names and the Master Address Map should be sent yearly to:
 - a) Emergency Services/Ambulance Services
 - b) Sheriff's Department
 - c) Fire Departments
 - d) All respective incorporated municipalities and townships
 - e) The Michigan State Police
- C. It shall be the decision of the Oceana County Board of Commissioners whether either of these products shall be distributed to any organization other than those specified. It will also be the Oceana County Board of Commissioners' responsibility to create a fee schedule, if any, for the distribution of these products.

6. NOTIFICATION OF HOUSE-NUMBER CHANGES

The House-Numbering Director or his/her designee shall be the recipient of applications for house-numbers. The House-Numbering Director or his/her designee shall also assign house-numbers in the original instance immediately after adoption of a house-numbering ordinance and from there on by the use of these rules. Notification of his/her house-number shall be provided as follows:

- A. When a house-number assignment is initiated by Oceana County (either accurate house-numbers or original house-numbers), the House-Numbering Director shall direct the notification or cause the notification of all affected property owners. Notice shall be given in writing 30 days prior to the time the new house-number shall become the official house-number

- for the interval(s) of property in question and sent by first class mail. Said notice shall contain the primary structure's former house-number (if any) and the primary structure's new house-number, compass designation, parcel identification number and proper road name.
- B. The property and/or primary structure owner may request that the house-number issued in the original instance, after the adoption of these rules, be reviewed by the House-Numbering Director within the first ten (10) days after the postmarked date of the issuance of the house-number if the newly assigned house-number is within 15 consecutive house-numbers of the house-number being used before the Oceana County House-Numbering Ordinance took effect. It shall be the sole decision of the House-Numbering Director to decide if a house-number shall be altered. If a house-number is altered, it must remain in accordance with these rules.
 - C. When a property owner and/or primary structure owner, by his/her own initiative, applies for a house-number, the House-Numbering Director shall assign a house-number and provide the property owner with a form containing the primary structure's house-number, compass designation and proper road name. The property owner may make use of the form or copies to notify, in turn, the construction code inspector of the jurisdiction, utilities, post office and any other interested party.

7. CHANGING HOUSE-NUMBERS

It shall be the policy of these rules to discourage the practice of changing existing house-numbers. A house-number already in use shall not be changed unless one of the following occurs:

- A. If the existing house-number(s) is not in sequence and/or does not run consecutively in the same direction as the house-numbering system described in these rules.
- B. The existing house-number(s) does not mesh or meld with the house-numbering system described in these rules.
- C. The existing house-number(s) is such that the assignment of house-numbers for new primary structures is not practical and in keeping with the requirements of these rules.
- D. When a new road is constructed or recognized which results in the most appropriate address for a primary structure to be on the new road rather than the original road.

8. COMPLIANCE AND DISPLAY OF HOUSE-NUMBERS

All primary structures shall bear a distinctive house-number, as assigned by the Oceana County House-Numbering Director, in accordance with the designated house-number, as per the Master Address Map on file in the Oceana County Equalization Department. These maps, as revised from time

to time, are incorporated by reference and shall be an operative part of these rules.

- A. All property and/or primary structure owners shall place upon the street front side of the primary structure the house-number issued pursuant to these rules.
- B. All house-numbers posted on the primary structure street fronts shall be of a contrasting or reflectorized color to its background and shall not be less than three (3) inches in height and in the form of block numerals.
- C. The property owner must also place the house-number issued pursuant to these rules on a post of suitable strength and construction to be placed adjacent to the edge of driveway at the edge of the road's right-of-way (no farther than 40 feet nor closer than 33 feet or, as required by the Oceana County Road Commission, from the right-of-way centerline) on the road which the primary structure is located. The height of the post shall not be less than five (5) feet above the level of the adjacent street and the house-numbers of the primary structure shall be placed on both sides of the post so as to be plainly visible from road traffic lanes in either direction of approach. Such house-numbers shall be of a contrasting or reflectorized color to the background; shall not be less than three (3) inches in height; and, in the form of block numerals.
- D. A single stand mailbox may substitute for a post so long as it is plainly visible from road traffic lanes in either direction of approach. The house-numbers of the primary structure shall be placed on both sides of the single stand mailbox so as to be plainly visible from road traffic lanes in either direction of approach. Such house-numbers shall be of a contrasting or reflectorized color to the background; shall be not less than three (3) inches in height; and, in the form of block numerals.
- E. If there is more than one (1) primary structure per driveway, each primary structure that is obscured from the view of the street or greater than 90 feet from the center of the road must have its house-number posted in accordance to these rules.
- F. If there is no existing driveway between the street front of the primary structure and the street that the house-number is issued for or, the primary structure is obscured from view of the street or greater than 90 feet from the center of the street , an imaginary line shall be drawn from the center of the primary structure to the center of the street the house-number is issued for. A post in accordance to these rules shall then be placed adjacent to an imaginary line at the point such line intersects the road's right-of-way on the street-side of the primary structure. The issued house-numbers shall be placed on this post in accordance to these rules.

- G. All posted house-numbers must be maintained by the property owners so that they remain easy to be seen and read in accordance with these rules.

9. OFFICIAL ROAD NAMES

The Oceana County Road Commission shall be the agency with exclusive authority to name roads in the unincorporated areas of Oceana County. The incorporated municipalities shall retain the right to name roads within their incorporated boundaries.

- A. A state, county or federal highway route number may not be used as an exclusive road name. Such highways and routes shall receive a road name to be used in conjunction with a house-number. Numbers may be used to formulate the road name such as: 112th Avenue.
- B. The changing of the existing road name or, the name applied to a right-of-way, as shown on an approved preliminary plat or recorded plat, shall be discouraged and shall only be changed when:
 - a) Common usage is such that the old or prior names are no longer commonly identified with said road and when effective emergency services are jeopardized by use of outdated names.
 - b) 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.

In this instance, one of the two existing road names shall be applied to the entire road and the other road name shall be discontinued. A third name shall not be used.

- c) A private road existing prior to the effective date of these rules is accepted as a public road and the road name duplicates the name of any other road name in Oceana County.
 - d) There are duplicate road names. If the duplication exists only within incorporated municipalities with different mailing addresses, the duplication will be allowed. If the duplication exists outside incorporated municipalities, one name must be changed.
- C. In the instance of changing a road name, the Oceana County Road Commission or, the incorporated municipality, whichever is applicable, shall determine what road name is to be used based on:
 - a) The road name which results in the fewest house-numbering changes will be renamed.
 - b) The road name which is the oldest.

- D. A road shall not be given a road name which duplicates the road name of any other road in Oceana County.
- E. It shall be the duty of the Oceana County Road Commission or the Oceana County Road Commission and the township, to jointly maintain accurate road and street identification signs throughout Oceana County.
- F. (Amended 7/1/2001) The act of naming and numbering unnamed private roads (accesses) neither infers or confers any legal status nor responsibility on the part of either municipality, Oceana County or the OCRC.
- a) A new "private road" name may be assigned for the following situations:
- (1) Where two or more parcels of land, located non-contiguous to an existing named public/private road, share a common unnamed access.
 - (2) Where one parcel of land, located non-contiguous to an existing named public/private road, and is planned for development into condominiums, a licensed mobile home park, PUDs, or other similar type of development.
- b) To name an "unnamed private road" which accesses an existing named "public" road (under the jurisdiction of the OCRC), the following procedures will be utilized:
- (1) Prior to the issuance of a "Driveway Permit" for a new "unnamed private road", which is proposed to intersect an existing public road right of way, the OCRC shall collect all necessary funds to fabricate and install the required signage from the applicant(s).
 - (2) The municipality formally adopts the newly named private road.
 - (3) The municipality will notify the OCRC to install proper signage for the newly named private road. The municipality may either 1). Pay the initial costs to the OCRC to fabricate and install the required private road signage and may or may not bill the resident(s) or developer(s), or 2). The municipality may require the resident(s) or developer(s) to pay for the signage fabrication and installation costs directly to the OCRC.
- Future maintenance will be charged to the municipality by the OCRC.
- c) To name an "unnamed private road" which accesses an existing named "private" road under the jurisdiction of the OCRC, the following procedures will be utilized:

- 1) The municipality formally adopts the newly named private road.
 - 2) The municipality will notify resident(s) or developer(s) along the newly named private road of their responsibility to erect necessary road signs. The municipality may either 1). Pay the initial cost to the OCRC to fabricate and install the required private road signage and may or may not bill the resident(s) or developer(s); or, 2). The municipality may require the resident(s) or developer(s) to pay for the signage and fabrication and installation costs directly to the OCRC. All installation costs and future signage maintenance costs will be the responsibility of the resident(s) or developer(s).
 - 3) The resident(s) or developer(s) are responsible to have the appropriate signage installed within ninety (90) days of private road acceptance and approval by the local municipality.
- d) Private road sign(s) not supplied by the OCRC may be allowed by the municipality, as long as color, lettering, style are similar to current OCRC standards. Installation by resident(s) or developer(s) of private road signage, within a public road right of way, must be pre-approved by the OCRC. All private road signs supplied by the OCRC or otherwise will have the wording "**Pvt.**" Placed directly after and on the same line as the road name.
 - e) Only owners of improved (non-vacant) parcels will immediately receive written notice by the OCED of a new number and road name assignment, after approval and acceptance of a private road name by the affected municipality and the OCRC.
- G. House-numbers shall not be assigned along any public road whose name has not been approved by the Oceana County Road Commission and the incorporated municipality, if applicable.
- H. House-numbers shall not be assigned along any unplatted, private road or access easement of record until the road name has been registered with the Oceana County Road Commission and proper signs displaying the registered names have been constructed.
- I. House-number display rules and guidelines remain the same along both public and private roads.
- J. If a private road extends from a public road, the public road's name shall remain the name for the length of the road.
- K. The Oceana County Road Commission shall notify, in writing, the House-Numbering Director when a road, private road or access easement has been named and/or registered with the Oceana County Road Commission.

10. NOTIFICATION OF ROAD NAME CHANGES

The Oceana County Road Commission or the incorporated municipality, whichever is applicable, shall notify interested persons whenever a road is named for the first time and whenever an existing road name is changed to another name.

- A. In the case of naming roads or road rights-of-way, as part of the process of approving a preliminary plat or final plat, the recording of said plat in the Oceana County Register of Deeds Office shall be of sufficient notice to all interested persons.
- B. In the case of naming roads for the first time, the Oceana County Road Commission or the incorporated municipality, whichever is applicable, shall prepare written notice which shall contain:
 - a. The new road name.
 - b. The former road name.
 - c. A description of the location of the road in question.
 - d. The extent of the road that the road name is to be applied to.

Said notices shall be sent by first class mail or personal delivery within ten (10) days after the approval of the new road name to the following interested persons:

- (1) The incorporated municipality or the Oceana County Road Commission, whichever did not issue the notice.
- (2) The Oceana County Sheriff's Department.
- (3) Fire Departments.
- (4) Ambulance Services/Rescue Services.
- (5) United States Post Offices.
- (6) Property owners who will have a house-number on the road. This notice shall also contain instructions on how to calculate his/her house-number.
- (7) The Oceana County Equalization Department.
- (8) All utilities serving the area.
- (9) The Michigan State Police.

11. HOUSE-NUMBER FEE

It shall be the policy of Oceana County to provide the service of issuing house-numbers without cost except that the Oceana County Board of Commissioners may adopt a fee schedule from time-to-time for the following instances:

- A. When an on-site inspection is required to determine the location of a primary structure and it is not practical to combine said inspection with another inspection of the same site by an Oceana County employee in the performance of enforcing another ordinance or state law.
- B. When a house-number is requested and it is not practical to combine the paperwork and administration for issuing the house-number with the administration and paperwork required by an Oceana County employee for enforcing another Oceana County ordinance or state law.
- C. (Amended 7/1/2001) House-number change and/or for changing a house-number.
 - 1. Request for consideration for a house number change
 - 2. When, after issuance of a house number based on the application provided by the property owner or authorized agent, it is determined the structure was not placed on the property as indicated on the application and the house number must be corrected to the actual placement of the structure.
- d. Fees for house-numbers shall not be assessed for:
 - 1 House-numbers issued in the first instance after adoption of these rules.
 - 2 House-numbers issued to new primary structures pursuant to these rules when the administration and site inspection, if necessary, can be practically combined with the administration and site inspection by Oceana County employees necessary for the operation of another Oceana County ordinance or state law.
 - 3 House-numbers created or made necessary by the naming or renaming of roads when initiated by the Oceana County Road Commission or governing incorporated municipality pursuant to these rules.

12. COORDINATION WITH OTHER ORDINANCES AND STATUTES

- 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, shall not issue a construction permit until after a house-number has been issued for the proposed primary structure.

- a) In some instances, it is not possible for a house-number to be issued until after the location of the building is clearly marked on the ground. When not practical to mark a building location prior to a building permit being issued, the House-Numbering Director shall issue a 90-day waiver of assigning the house-number. If the house-number has not been applied for and issued prior to the 91st day after issuance of the waiver, a stop work order will be issued for the primary structure until the proper house-number has been issued and displayed in accordance with these rules.
- B. At their option, after the effective date of the Oceana County House-numbering Ordinance, a utility is not required to provide service to a primary structure that does not have a house-number approved by the Oceana County Equalization Department. The utility must, however, notify the House-Numbering Director, by first class mail or personal delivery within ten (10) days, of the location and identification of the primary structure that does not have a registered house-number regardless of service status.
- C. Nothing in these rules shall prohibit an incorporated municipality or the United States Postal Service from requiring a stricter, more visible display of house-numbers.

13. CITY AND OTHER INCORPORATED MUNICIPALITIES' SYSTEMS

The incorporated municipality's house-numbering system shall be used (if one exists) to number properties along the roads which form boundaries between the incorporated municipality and a township regardless of whether the property being numbered is located within the incorporated municipality's boundaries or within unincorporated boundaries.

- A. An incorporated municipality may request, in writing, to be included in the Oceana County House-Numbering Ordinance.
- B. If any roads in the incorporated municipality's jurisdiction requesting to be included in the change are duplicated anywhere in Oceana County, that jurisdiction will be required to change the name of the road according to the set standards of Street/Road name changes in these rules.

14. PROCEDURE FOR ISSUING HOUSE-NUMBERS ALONG DIAGONAL, MEANDERING, OR CURVILINEAR ROADS

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. A footage more or less than the 6.6 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 800.

In this instance, the house-number of a primary structure must be determined by measuring the distance from the primary structure to the mile section line; add this calculated distance to the product resulting from multiplying the number of sections the primary structure is from the point of origin by 800; then, divide the resulting sum by the interval; and, a house-number will result.

15. PRENUMBERED RECORDED SUBDIVISION PLATS

As a general principle, single-family residential subdivision plats of record shall be pre-numbered by the House-Numbering Director in accordance with these rules.

16. CORNER LOTS

The rule to apply when assigning a house-number to a primary structure on a corner lot is to assign a house-number from the street upon which the front entrance faces. Dual house-numbers shall be avoided.

17. NUMBERING ALONG STREETS STARTING FROM DIFFERENT POINTS ON THE SAME CROSS STREET

House-numbers will be determined based on the distance from the base line, regardless of whether or not the street intersects the base line. Primary structures on parallel streets, which are on the same side of the road and located the same distance from the base line, will have like house-numbers.

18. NUMBERING ON CIRCLE-SHAPED AND HORSESHOE-SHAPED STREETS

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 house-numbers on the inside of the circle and the odd house-numbers on the outside of the circle.

19. NUMBERING WHEN THE STREETS CHANGE DIRECTION

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.

20. NUMBERING APARTMENTS AND CONDOMINIUMS

Individual apartment buildings and group housing projects shall have one house-number. Individual dwellings within the apartment buildings, shall be assigned separate house-numbers by the building management.

House-numbers shall be assigned to the buildings where a driveway or court joins the street; the house-number shall be the street address of all units which face the driveway, court, interior court and/or interior street. Individual dwellings within the buildings shall be assigned separate identification numbers by the building management. Individual dwelling units may not be identified by the use of suffix letters for separate identification.

21. NUMBERING BUILDINGS IN COMMERCIAL AND INDUSTRIAL DISTRICTS

In commercial and industrial districts, each building facing the roadway, court or plaza shall have its own designated house-number. Each individual suite shall have a separate identification numeral. Suffix letters in the individual identification will not be allowed.

22. 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 other buildings.

23. NUMBERING MOBILE HOME PARKS

Mobile home parks shall have one house-number. Individual mobile home spaces or 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 guidelines.

A. Exception to this rule will be made if a primary structure borders a public, platted road. In this case, each primary structure will receive its own house-number.

24. NUMBERING LANDLOCKED PROPERTY (Amended 7/1/2001)

The procedure for calculating proper house-numbers shall be used for numbering primary structures located 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 Oceana County Road Commission. Street signs on unplatted roads are also required to be properly posted and maintained in accordance with the Oceana County House-Numbering Ordinance and its rules and also with Oceana County Road Commission regulations. **AS PER SECTION 9.F.**

25. NUMBERING OFFICE SUITES

Office suite buildings shall have one house-number. Individual suites within the office buildings shall be assigned individual identification numbers by the office building management. Suffix letters will not be permitted for individual identification.

26. INDIVIDUAL IDENTIFICATION NUMBERS

Individual identification numbers assigned to dwellings, mobile home lots, office suites and other buildings divided into address units shall first be registered with and approved by the House-Numbering Director.

Dated: November 26, 1991

Original Administrative Rules signed by Loyd VanSickle, Chairman, Board of Commissioners and Phyllis J. Schlee, Clerk, Board of Commissioners and is on file in the Oceana County Clerk's Office.

Amended: July 1, 2001