

DELTA COUNTY, MICHIGAN

DELTA COUNTY

ADDRESSING ORDINANCE

AN ORDINANCE TO PROVIDE FOR THE NAMING OF STREETS AND NUMERIC ADDRESSING OF BUILDINGS, POSTING OF STREET SIGNS, AND DISPLAY OF ADDRESS NUMBERS; TO DESIGNATE AUTHORIZED LOCAL OFFICIALS RESPONSIBLE TO ADMINISTER THE ADDRESSING ORDINANCE AND REGULATIONS AND TO ENFORCE VIOLATIONS; TO DESIGNATE VIOLATIONS TO BE CIVIL INFRACTIONS; TO ADOPT A SCHEDULE OF FINES; AND TO PROVIDE AN EFFECTIVE DATE.

THE COUNTY OF DELTA ORDAINS:

SECTION 1. PURPOSE, SCOPE, DEFINITIONS, AND ADMINISTRATION

A. Purpose

The purpose of this Ordinance is to establish a system of assigning and correcting addressing in Delta County and to facilitate locating structures in order to protect the public health and safety by prompting reduced response times by police, fire, ambulance, and other emergency services. This Ordinance will also provide for more efficient delivery of County services, such as building inspections, soil evaluations, health inspections, property tax administration, property mapping, and other County affairs. It will also provide for an efficient US mail and parcel delivery in Delta County.

B. Scope

This Ordinance shall be effective and enforceable throughout Delta County, except in the jurisdiction of those cities, villages, or townships that have previously enacted or subsequently enact an Ordinance that addresses the general subject matter of this Ordinance.

C. Definitions

1. "Address" is defined as the combination of a set of numbers, a street prefix (ie, N., S., E., W, if applicable), a street name, a street suffix (ie, Ave., Rd., St., Cir., Ct.,) a street post-directional (ie, N., S., E., W, if applicable), an apartment or suite if applicable, and an apartment or suite number if applicable.
2. "Address Number" is defined as a set of numbers based upon the formula that begins at 0 base points along the East-West baseline and North-South meridian as assigned by the Addressing Official as part of an address. ., Numbering systems currently in effect in incorporated and unincorporated villages would be changed or modified only at the request of local units of government or to the extent necessary to correct numbering errors found during the process of mapping Delta County.

3. "Street" or "Road" are defined as any vehicular way which is a state, county, or municipal roadway, or is shown on an approved and recorded subdivision plat or site plan, or is a private road that serves more than two existing lots.
4. "Principal Structure" shall include, but is not limited to, residential buildings, office buildings, commercial buildings, industrial buildings, public buildings, utility structures, and buildings used for storage, including, but not limited to, garages, pole barns, utility meters, and other accessory structures.

D. Administration

The Delta County Administrator shall appoint a person from the Delta County Building and Zoning Department to be the County Addressing Official. The Addressing Official shall have overall responsibility for administration and coordination of this Ordinance with the Delta County Addressing Policy, including enforcement.

SECTION 2. STREET NAMES AND ADDRESSING

A. Incorporation of Policy

The County Addressing Official shall coordinate all numeric addressing, including the assignment of numeric address corrections that require naming of easements and renaming of private roads. The Delta County Road Commission shall be responsible for coordinating new road names with developers and property owners and sign identification of all county roads within the County, pursuant to the Delta County Addressing Policy, as adopted and from time to time amended by Resolution of the County Board of Commissioners. This policy is incorporated by reference.

B. Display of Address

The property owners or residents of all principal structures on each parcel of land are required to display an address number in the manner prescribed in the Delta County Addressing Policy, incorporated by reference. In the event an address number has been corrected by administrative action of the Addressing Official, the property owner or resident in conjunction with the Addressing Official, shall so notify the U.S. Postal Service, and display the new correct address, within sixty (60) days of receipt of a Notice of Address Correction.

C. Road Names

The provisions of this Ordinance shall apply to both public and private roads. Every road, public or private, that exists in Delta County on or after the effective date of this ordinance shall be posted or signed with, a name that shall be registered with and approved by the Delta County Building and Zoning Department in conjunction with the Delta County Road Commission, in the manner prescribed in the Delta County Addressing Policy, which is incorporated by reference. The Delta County Addressing Committee shall be the final authority for street or road naming. The Delta County Road Commission shall maintain the county-wide repository of street names.

D. Posting of Street Signs

The property owners or residents with addresses on a private road shall erect and maintain a suitable sign identifying the private road at the intersection of the private road and the adjoining public road in the manner prescribed in the Delta County Addressing Policy, incorporated by reference.

E. Assigned Number and Address Corrections

Existing, or previously assigned or displayed address numbers, public road and private road names that do not comply with this Ordinance and the Delta County Addressing Policy, incorporated by reference, may be corrected either (1) at the request of the property owner(s) or his/her agent(s), but only upon approval of the Delta County Addressing Committee, or (2) such change may be initiated by the Addressing Committee. When a correction is initiated by the Addressing Committee, the property owner(s) shall be notified, in writing, that a new number has been assigned. Address corrections become effective upon receipt of Notice of Address Correction. A resident who does not put a change of address in with the United States Postal Service and who does not display the new correct address within sixty (60) days after receiving the Notice of Address Correction, will be in violation of this Ordinance and subject to penalty as provided by Ordinance.

SECTION 3. DESIGNATION OF VIOLATIONS OF THIS ORDINANCE AS CIVIL INFRACTIONS

- A. Pursuant to the authority set forth in 1851 PA 156, as amended, being MCL 46.11(j), and Chapter 87 of 1961 PA 236, as amended, being MCL 600.8701 et seq., a violation of any provision of this Ordinance shall be a civil infraction.
- B. The sanction for any violation of this Ordinance, which is a civil infraction, shall be a civil fine as provided herein, plus any cost, damages, expenses, and other sanctions, as authorized under Chapter 87 of 1961 PA 236, as amended, and other applicable laws.
- C. The Delta County Building and Zoning Director, deputies of the Delta County Sheriff, and other persons specifically designated by the Delta County Administrator, are the County officials authorized to issue civil infraction citations and civil infraction violation notices for violations of this Ordinance.
- D. In addition to enforcement of violations of this Ordinance as civil infractions, enforcement of violations of this Ordinance may be accomplished by civil action, along with any other remedies provided by law. Violation of this Ordinance is hereby declared a nuisance, per se, and adjudication of responsibility for civil infraction violation of this Ordinance shall not preclude other civil proceedings to abate such nuisance.
- E. Each day a violation exists constitutes a separate infraction.

SECTION 4. SCHEDULE OF FINES FOR VIOLATIONS

- A. Fines to be established by County Board Resolution
The County Board of Commissioners shall by Resolution adopt a schedule of fines for violations of this Ordinance, which may be amended by subsequent Resolution. For purposes of establishing an initial schedule of fines, the following schedule is adopted.
- B. Fines for Civil Infraction Citations
 - 1. A person, corporation, or firm who violates any provision of this Ordinance and is found responsible at the District Court for a civil infraction citation, shall pay a civil fine of not less than \$100.00 nor more than \$500.00, plus costs and other sanctions, for each infraction.
 - 2. Repeat offenses shall be subject to increased fines as set forth below. As used in this subsection, "repeat offense", means a second (or any subsequent) civil infraction violation

of the same requirement or provision of this Ordinance, committed by a person, corporation, or firm within any 24-month period and (b) for which the person admits responsibility or is determined to be responsible. The increased fine for a repeat offense shall be as follows:

- a. The fine for any offense that is a repeat offense shall be no less than \$200.00 plus costs and other sanctions.
- b. The fine for any offense that is a second repeat offense shall be no less than \$300.00 plus costs and other sanctions.
- c. The fine for any offense that is a third or subsequent repeat offense shall be no less than \$500.00 plus costs and other sanctions.

C. Fines for Violation Notices

A person, corporation, or firm who as a result of violating any provision of this Ordinance, receives a civil infraction violation notice, upon determination of responsibility thereon, shall pay an initial civil fine at the Delta County District Court of \$50.00.

1. In the case of another offense within one year of the date of the initial infraction, the civil fine shall be \$75.00. (This shall be known as the second offense.)
2. In the case of another offense within one year of the date of the second offense, the civil fine shall be \$150.00. (This shall be known as the third offense.)
3. In the case of another offense within one year of the date of the third offense, the civil fine shall be \$500.00. (This shall be known as the fourth offense.) All subsequent offenses shall be subject to a civil fine of \$500.00.

SECTION 5. CIVIL INFRACTION VIOLATION BUREAU

The Civil Infraction Violation Bureau, for disposition of violation notices issued under this Ordinance, shall be located at the Delta County District Court, 310 Ludington St. Escanaba, MI 49829.

SECTION 6. REPEALER

All Ordinances in conflict are repealed only to the extent necessary to give this Ordinance full force and effect.

The various parts, sections and clauses of this ordinance, inclusive of the Policy incorporated by reference, are hereby declared to be severable. Should any part, clause, sentence, paragraph, or section of this Ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this Ordinance.

SECTION 7. SAVINGS CLAUSE

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

SECTION 8. EFFECTIVE DATE

The provisions of this Ordinance are ordered to take effect after publication.

I, Nancy Przewrocki, Delta County Clerk, certify that this Ordinance was adopted by the Delta County Board of Commissioners and published on August 26, 2023 and will be effective on September 1, 2023.

Nancy Przewrocki, Delta County Clerk

Approved as to form:

Lauren Wickman, Delta County Prosecutor

Lauren Wickman

DELTA COUNTY STREET NAMING AND ADDRESSING POLICY

SECTION 1

GENERAL PROVISIONS

A. OBJECTIVES

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management, first responders, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Delta County. This policy is written and adopted to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to correct all erroneously addressed structures. All addresses and road names within the municipalities identified in Sec. 1, B., ADDRESSING RESPONSIBILITY (below) as addressed by the Delta County Addressing Committee are subject to correction notwithstanding the length of time such address or road name has existed. Corrections of addresses and road names will be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy. No policy can anticipate every condition or question related to individual circumstances. Delta County reserves the sole right to revise or rescind this policy or any portion thereof as it deems appropriate. Amendments to this policy will be communicated to the community through official notices.

B. ADDRESSING RESPONSIBILITY

The Delta County Addressing Committee, along with Delta County Building and Zoning, are responsible for addressing the following entities:

Baldwin Township

Bark River Township

Bay de Noc Township

Brampton Township

Cornell Township

Ensign Township

Escanaba Township

Fairbanks Township

Ford River Township

Garden Township

Maple Ridge Township

Masonville Township

Nahma Township

Village of Garden

Wells Township

The following entities are responsible for addressing the area within their boundaries:

City of Escanaba

City of Gladstone

C. EFFECTIVE DATE This policy is effective upon initial adoption and adoption of subsequent amendment or amendments by Resolution of the Delta County Board of Commissioners. The policy shall be reviewed as deemed necessary, by the Delta County Addressing Committee in conjunction with representatives of 911/Central Dispatch, the U.S. Postal Service, and the local governmental units responsible for addressing areas within Delta County. This policy may be amended from time to time by Resolution of the Delta County Board of Commissioners and shall be revised as necessary to be non-conflicting with locally approved addressing policies and ordinances.

SECTION 2

ADDRESS REQUESTS

REQUIREMENTS

- A. The following must be submitted at the time of application for an individual address:
 1. Completed application form.
 2. Proof of ownership/copy of deed.
 3. Soil erosion site evaluation issued by the local governmental unit where the address is to be assigned.
 4. Site plan/survey showing location of principal dwellings and drive.
 5. Current tax parcel identification number.
 6. Copy of driveway permit for new access sites.
 7. Closest existing address on left, right and across the street from property to be addressed.
 8. A fee for each address requested. Delta County address issuance fees are established by the Board of Commissioners.
 9. Once the address has been created/assigned, Delta County Building and Zoning is responsible for sharing this address with Delta County Central Dispatch Administration and Delta County Road Commission for confirmation. This notification shall be made within 5 business days. DCCD Administration and DCRC must respond within 5 business days of receipt of the notification.
 10. Once confirmed, Delta County Central Dispatch is responsible for sharing the created/assigned address with CUPPAD for final data input and with the United States Postal Service.
- B. ADDRESS REQUEST FOR NEW DEVELOPMENTS The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires a final site plan

showing all road names and location of roads be presented to the addressing official. Additional access roads in the development shall be required to have street names on the final site plan. The street names shown on the site plan must be approved by the Delta County Addressing Committee or 911 Advisory prior to address assignment. The site plan shall also show the site/unit/lot number for each site along with the location of each meter that requires an address. The developer will be responsible for the addressing fee for all lots, units, or meters included in the development at the time of application. Official addresses shall be issued for each individual site/unit/lot by the addressing office at the time a building permit is applied for. The owner will be required to submit a copy of a land use permit and a site plan to obtain the address.

SECTION 3

NUMERIC ASSIGNMENT

- A. **FRONTAGE INTERVAL/ADDRESS STYLE** The addressing system within the townships is based on a grid structure. The county is divided into square miles. From west to east, the line between each square is designated by a letter, starting with A. After reaching Z, the next square begins with AA, then BB and so on. From south to north, the line between each square is designated by a number, beginning with 1. If a road falls halfway between two lines, for example- between M and N, the road will be named M.5. If it falls $\frac{1}{4}$ miles east of M, it will be named M.25. The same applies with the numbered roads. Address points are generally based on 400 numbers per mile. When divided by 5280 feet per mile, this calculates to one address number per 13.2 feet. Addresses are assigned based on the location of the driveway entrance, not the front of the structure.
- B. **ODD/EVEN NUMBER LOCATION** The location of odd and even address numbers applies to townships. On roads that generally run north and south (primarily lettered roads), the east side of the road will be addressed with even numbers and the west side will be addressed with odd numbers. On roads that generally run east and west (primarily numbered roads), the north side of the road will be addressed with even numbers and the south side of the road will be addressed with odd numbers.
- C. **FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES** There shall be no use of fractional addresses, alphanumeric address numbers or hyphenated address numbers. This also applies to apartment numbers and suite numbers.
- D. **COMPONENT ORDER** Components of a street address shall always be in the following order: address number, directional prefix (if any), street name, street type/suffix, post-directional (if any), designation of apartment or suite, and apartment/suite number.
- E. **DIAGONAL STREETS/ROADS CHANGING DIRECTION** Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established, it shall be used the entire

length of the road. When a road has significant changes in direction, the road name must be modified to fit the County's grid model. For roads that fall in this category, it is beneficial to have a consistent name for the road and an additional grid designator. For example, a road could be called Delta P Rd, then at the corner it would change to Delta 20th Rd, then at the next corner it would change to Delta P.5 Rd. By maintaining the name Delta throughout the length of the road, it's clear which road we're talking about, but the changing designator allows responders to determine which section of road it is based on the grid, and it allows accurate numbering. To maintain consistency, the road Addressing will be based off of the primary road name with the 911 road name and address behind it. Signs will be established at each turn to identify the road changing.

- F. CIRCULAR STREETS A circular street/road is one that returns to the same origin point or to the same originating road. Circular streets shall be numbered beginning at the low numbered intersection and continuing to the other end of the road. The outside of the circle is numbered first and the inside is then numbered to match and mix with the outside. This will result, in most cases, with fewer numbers on the inside of the circle and with larger spaces between the inside numbers.
- G. CUL-DE-SACS Cul-de-sacs shall be addressed using the system based on the baseline/meridian structure, odd/even numbers on the appropriate sides of the street and meeting at the mid-point or the back of the cul-de-sac.
- H. CORNER LOTS Corner lots shall be addressed to the road the driveway accesses. The assigned address will be determined by the site plan presented at the time a building permit is requested. Display of address numbers on the structure shall face the road to which the home is addressed.
- I. EASEMENTS/STACKED ADDRESSES Houses sharing a common drive/easement shall be addressed to the main road from which the easement is accessed and using the numbering system applied to the main road. A summary sign shall be placed at the shared access point, in addition to single address number signs which shall be placed to the right of the individual driveway for each address.

Local zoning and private road ordinances governing the requirement to name private drives/easements vary. The addressing official will consult the local government prior to assigning a new address sharing a common drive/easement.

- J. SINGLE FAMILY RESIDENCES A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.
- K. DUPLEX RESIDENCES A duplex shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.
- L. APARTMENT BUILDINGS Apartment buildings, where one entrance provides access to a number of apartments, shall be numbered with the main building receiving one address and each

individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumeric numbers are not to be used. Apartment buildings with multiple entrances, where each entrance provides access to a limited number of apartments, shall require an address for each individual entrance. Each individual apartment shall be assigned an apartment number indicating the floor location. Alphanumeric numbers are not to be used. Apartments that are accessed by a separate door for each unit shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction. Any existing alphanumeric apartment designations will stand, but no alphanumeric will be issued after adoption of this policy.

- M. MANUFACTURED HOME COMMUNITIES Each individual manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving four (4) to eight (8) numbers between adjacent sites.
- N. TOWNHOUSES Townhouses that are individually accessed from outside and not part of an apartment complex, shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. Townhouses where one entrance provides access to multiple units shall fall under the apartment category and shall be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators. Alphanumeric numbers are not to be used.
- O. CONDOMINIUMS Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction. An apartment building or townhouse complex converted to a condominium shall be required to be addressed with an individual address for each unit.
- P. INDIVIDUAL COMMERCIAL BUILDINGS Individual commercial buildings shall be given one address to the road/street on which the driveway access is located as determined by the basic rules for distance and direction. It is preferable for an individual building housing more than one business to be issued a separate address for each unit. However, an individual building housing more than one business has the option of using suite numbers when the interior units do not have external access doors to the street. If an individual building housing more than one business includes an external access door for each unit, then each unit shall be assigned an individual address as determined by the street allowing main access to the unit. A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner legible to the public as well as emergency responders.
- Q. STRIP COMMERCIAL BUILDINGS Strip commercial buildings shall require an address to be reserved for each individual entry door. Careful planning shall be taken to reserve enough numbers for future divisions of businesses. Each business shall receive its own individual address. If a business is large enough to use space accessed by two or more doors, the business shall be assigned the number that corresponds to its primary entrance. Addresses shall be determined by the street/road from which the business is accessed. When each unit has an individual entrance, the building will be addressed to the road on which the majority of the entrances are located.

- R. MISCELLANEOUS STRUCTURES Outbuildings and/or utility meters required to have an address shall be given their own individual address, generally four (4) to six (6) numbers from the main residence. Outbuildings having their own access drive shall be assigned an address following the basic rules for distance and direction. The Addressing Committee would determine if an address is needed at the time a permit is requested, whether it be to the Township or the County. If the Addressing Committee determines an address it necessary, then it is the property owner's responsibility to pay for the address sign and installation of the sign following the guidelines of this policy.
- S. WIRELESS COMMUNICATIONS TOWERS A wireless communications tower shall be assigned one address determined by the basic rules for distance and direction. Each additional carrier shall obtain a suite number.

SECTION 4

DISPLAY OF ADDRESSES All principal buildings shall be required to display an address number in the manner prescribed in this policy.

A. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, business or industry to post and maintain, at all times, address numbers as required under this policy. Owners of apartment buildings or buildings containing suites shall post and maintain, at all times, the address number on the outside of each building as well as the individual apartment or suite number for each unit in the building as required under this policy. All external addresses shall be displayed in such a way they are unobstructed and legible from the traveled roadway. Internal apartment or suite numbers shall be posted either on or directly adjacent to each unit.

B. PLACEMENT OF ADDRESS SIGNS It is the sole responsibility of the property owner for all signage display. All signs shall be visible from the roadway and unobstructed from view. Signs shall be placed 5-10 feet in from the base of the roadway at a height of 4-6 feet. Address signs must be placed to the RIGHT of the driveway to maintain consistency and clarity for First Responders. Lost or stolen signs shall be the responsibility of the property owner to replace within a reasonable timeframe. Failure to display signs respective to this policy can result in a fine being imposed on the property owner for failure to comply with Addressing Ordinance.

Board adopted 8-15-23