

37 **C) ADDRESSING RESPONSIBILITY**

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39 This Ordinance, the regulations, and the procedures contained herein shall apply to
40 and govern each and every lot, parcel or tract of land and improvement thereon,
41 within Jackson County except the City of Jackson. Any village or township that has
42 previously enacted or subsequently enacts an Ordinance which virtually duplicates
43 or fully achieves the purpose of this Ordinance may request the Board of
44 Commissioners to exclude that village or township from the provisions of this
45 Ordinance. Upon request and after receipt of a written recommendation from the
46 Street Naming/Address Coordinator, the Board of Commissioners may, by
47 resolution, exclude a village or township from the provisions of this Ordinance.
48 Failure of any village or township to petition or request the Board of Commissioners
49 to exclude that particular municipality from the provisions of this Ordinance shall be
50 deemed to constitute agreement and acquiescence to be bound thereby.

51 The preliminary assignment of new addresses shall be the responsibility of the local
52 unit of government (village, or township) having jurisdiction. **All new or changed**
53 **addresses shall follow this ordinance wherever practicable.**

54 Building officials shall not issue a building permit until an official property address
55 has been approved.

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57 **D) STREET NAMING/ADDRESS REVIEW COMMITTEE**

58 This ordinance shall establish a Street Naming/Address Review Committee for the
59 purpose of reviewing changes to existing addresses and road names when non-
60 conformity interferes with the accurate dispatch of emergency vehicles or postal
61 delivery as outlined in Section 5 of this ordinance. This Committee will consist of
62 individuals from the following agencies: County Clerk, City Clerk, Road Commission,
63 U.S. Postal Office, 911/Central Dispatch, Jackson County GIS, and the affected
64 community. This committee will meet as required and will be chaired by the Street
65 Naming/Address Coordinator.

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67 **E) EFFECTIVE DATE**

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69 This ordinance will be effective after adoption by the Jackson County Board of
70 Commissioners on October 1, 2006. The ordinance shall be reviewed on an annual
71 basis, or more often as deemed necessary, by the Street Naming/Address Review
72 Committee, and the local governmental units that are responsible for addressing
73 areas within Jackson County. This ordinance may be amended from time to time by
74 the Jackson County Board of Commissioners.

SECTION 2

ADDRESS REQUESTS

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A) REQUIREMENTS

81 The following must be submitted at the time of application for an address:

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1. Completed Residential and Commercial Address Application form.
(See Appendix A)
2. Proof of Ownership/Copy of Deed.
3. Site Plan/Survey showing location of principal dwellings and drive.
4. Tax Parcel Identification Number.
5. Closest existing address on left, right and across the street from property to be addressed.
6. A fee for each address requested. This fee shall be determined by each addressing entity by appropriate resolution.

B) ADDRESS REQUEST FOR NEW DEVELOPMENTS

95 The application for addressing subdivisions, condominiums, and mobile or
96 manufactured home developments requires that a final site plan showing all road
97 names and location of roads be presented to the local addressing official. The
98 developer will be responsible for the addressing fee at the time of application.
99 Official addresses shall be issued for each individual site/unit/lot by the addressing
100 entity at the time a building permit is applied for. The owner will be required to
101 submit a copy of the approved site plan to obtain the address. (See Appendix B)

206 **M) MOBILE HOME PARKS/MANUFACTURED HOME COMMUNITIES**

207
208 Each individual mobile home or manufactured home shall be assigned its own
209 individual address following the basic rules for distance and direction. This generally
210 results in leaving 4 to 8 numbers between adjacent sites.

211 **N) TOWNHOUSES**

212 Townhouses that are individually owned and not part of an apartment complex shall
213 be assigned an individual address for each unit as determined by the street allowing
214 main access to the building and following the basic rules for distance and direction.
215 Townhouses that are under the apartment category will be addressed as
216 apartments, with the main building receiving one address and each individual
217 townhouse being assigned apartment numbers as secondary locators.
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219 **O) CONDOMINIUMS**

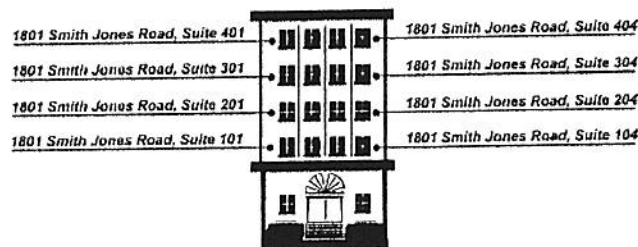
221 Condominiums shall be assigned an individual address for each unit as determined
222 by the street allowing main access to the building and following the basic rules for
223 distance and direction.
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225 An apartment building or townhouse complex that is converted to a condominium
226 shall be required to be addressed with an individual address for each unit.

227 **P) OFFICE BUILDINGS**

228
229 Office buildings shall be numbered with the main building receiving one address and
230 each individual office being assigned suite numbers as secondary location
231 indicators. The suite number assigned should indicate the floor location (e.g. Suite
232 204 is the fourth office on the second floor). Alphanumerical numbers are not to be
233 used. Office buildings with multiple entrances, where each entrance provides access
234 to a limited number of offices, shall require an address for each individual entrance.

Sample Addresses: Office Building



SECTION 3

NUMERIC ASSIGNMENT

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A) FRONTAGE INTERVAL/ADDRESS STYLE

107 The addressing system is based on a baseline/meridian structure. The county is
108 divided into four quadrants based on the following roads: The established baseline
109 for Jackson County is Michigan Avenue and originates with its intersection with
110 Mechanic Street located in the City of Jackson and extends East along Michigan
111 Avenue to the County Line and West from the origin along Michigan Avenue to
112 Parma Road and then South to Erie Road and then along Erie Road to the County
113 Line. The established meridian for Jackson County is Blackstone Street and
114 originates with its intersection with Michigan Avenue located in the City of Jackson
115 and extends North along Mechanic street to North Street and then East to Cooper
116 Street then North along Cooper Street to the North Line of Section 14 then West
117 along the North Line of Sections 14 and 15 to Lansing Avenue then North along
118 Lansing Avenue to the County Line and South from the origin along Mechanic Street
119 to Morrell Street then East along Morrell Street to Francis Street then South along
120 Francis Street to Vandercook Lake then continue in a Southwesterly direction to the
121 90 degree corner on Browns Lake Road North of Emmons Road then South on
122 Browns Lake Road to Kimmel Road then East along Kimmell Road to South
123 Jackson road and then South along South Jackson road to the County Line. (See
124 *Appendix C*)

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126 Jackson County uses a formula developed by Consumers Energy. Addresses are
127 generally based on 1000 address numbers per mile. When divided by 5280 feet per
128 mile, this calculates to one address number for each 5 (+/-) interval. Addresses are
129 assigned based on the driveway entrance, not the front of the structure.
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B) ODD/EVEN NUMBER LOCATION

132 Even numbers shall be on the westerly side of the roads; Odd numbers shall be on
133 the easterly side of the roads.

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135 Even numbers shall be on the northerly side of the roads; Odd numbers shall be on
136 the southerly side of the roads.

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138 (*See Appendix C*)

139 **C) FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES**

140
141 There shall be no use of fractional addresses, alphanumeric address numbers or
142 hyphenated address numbers. This also applies to apartment numbers and suite
143 numbers.

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145 **D) COMPONENT ORDER**

146
147 Components of a street address shall always be in the following order:
148 address number, directional prefix (if any), street name, and street type, designation
149 of apartment or suite, and apartment/suite number.

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151 **E) DIAGONAL STREETS**

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153 Diagonal streets shall be treated as either north-south or east-west streets. Once
154 orientation is established it shall be used throughout the entire length of the road.
155 The orientation will not change even if the road changes direction.
156 Within developments it is advisable to consider the direction of the beginning of the
157 road. If it originates off a north/south road and begins by going east/west before
158 meandering north/south, it is generally considered an east/west road.

159 **F) CIRCULAR STREETS**

160 A circular street/road is one that returns to the same origin point or to the same
161 originating road. Circular streets shall be numbered beginning at the low numbered
162 intersection and continuing to the other end of the road. The outside of the circle is
163 numbered first and the inside is then numbered to match and mix with the outside.
164 This will result, in most cases, with fewer numbers on the inside of the circle and
165 with larger spaces between the inside numbers. Numbering sequence of the outside
166 and inside of the circle shall be used throughout the entire length of the road.

167 **G) CUL-DE-SACS**

168 Cul-de-sacs shall be addressed using the system based on the baseline/meridian
169 structure; odd/even numbers on the appropriate sides of the street and meeting at
170 the mid-point, or the back of the cul-de-sac.

171 **H) CORNER LOTS**

172
173 It is preferable for corner lots to be addressed to the road that the driveway is
174 accessed off. However, corner lots have the option of being addressed to the
175 driveway or the front of the structure. Addresses based on the driveway shall require
176 the mailbox to be placed at the driveway access. Addresses based on the front of
177 the structure shall require the mailbox to be placed on the road at the front of that
178 structure. Display of address numbers on the structure shall face the road to which
179 the home is addressed. The assigned address will be determined by the site plan
180 presented at the time a building permit is requested.

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I) PRIVATE DRIVES/EASEMENTS

184 Private drives/easements may be addressed to an existing adjoining road when they
185 serve no more than two (2) lots or structures. Private drives and easements that
186 serve more than two (2) lots or structures will be addressed to the private
187 drive/easement.

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J) SINGLE FAMILY RESIDENCES

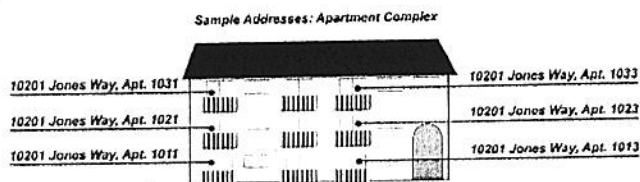
191 A single-family residence shall receive its own individual address determined by the
192 basic rules for distance and direction.

193 **K) DUPLEX RESIDENCES**

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195 A duplex shall be addressed with each unit receiving its own individual address
196 determined by the basic rules for distance and direction.

197 **L) APARTMENT BUILDINGS**

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199 Apartments shall be numbered with the main building receiving one address and
200 each individual apartment being assigned apartment numbers as secondary location
201 indicators. The apartment number assigned should indicate the floor location (e.g.
202 Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are
203 not to be used. Apartment buildings with multiple entrances, where each entrance
204 provides access to a limited number of apartments, shall require an address for each
205 individual entrance.



235 **Q) INDIVIDUAL COMMERCIAL BUILDINGS**

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237 Individual commercial buildings shall be given one address to the road/street on
238 which the driveway access is located as determined by the basic rules for distance
239 and direction. When a business faces a main road, but is accessed from a
240 secondary road, an address will be allowed to the main road if the primary entrance
241 faces the main road.

242
243 An individual building, housing more than one business, shall require a separate
244 address for each unit. Suite numbers shall not be allowed.

245 A large retail complex/superstore that houses one main retail business with
246 additional smaller retail spaces within (i.e. Grocery store with cleaners, bank, hair
247 salon etc.) shall be assigned one address for the use of all businesses located within
248 the main structure. This address shall be posted on the outside of the main building
249 in a manner that it is legible to the public as well as emergency responders.

250 **R) STRIP COMMERCIAL BUILDINGS**

251
252 Strip commercial buildings shall require an address to be reserved for each
253 individual entry door. Careful planning shall be taken to reserve enough numbers for
254 future divisions of businesses. Each business shall receive its own individual
255 address. If a business is large enough to use space accessed by two or more
256 doors, the business shall be assigned the number that corresponds to its primary
257 entrance.

258
259 Addresses shall be determined by the street/road from which the business is
260 accessed. On corner lots, when a business faces a main road but is accessed from
261 a secondary road, an address will be allowed to the main road if the primary
262 entrance for the units faces the main road. When each unit has an individual
263 entrance, the building will be addressed to the road on which the majority of the
264 entrances are located.

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267 **S) MISCELLANEOUS STRUCTURE**

268 Outbuildings and/or utilities requiring metering that are required to have an address
269 shall be given their own individual address, generally 4 to 6 numbers from the main
270 residence. Outbuildings having their own access drive shall be assigned an address
271 following the basic rules for distance and direction.

272 **T) WIRELESS TOWERS**

273 A wireless tower shall be assigned one address determined by the basic rules for
274 distance and direction. When additional carriers are added all carriers will be
275 assigned a Suite Number with the address including the first carrier.

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SECTION 4

DISPLAY OF ADDRESSES

All principal buildings shall be required to display an address number in the manner prescribed in this ordinance.

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, apartment building, business or industry to post and maintain, at all times, address numbers as required under this policy. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

B) PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used it will only be required for the address to be displayed on the structure.

1. Mobile homes or manufactured homes located within a development shall display the address number in numbers of at least three (3) inches in height and on the side of the home facing the access road.
2. Structures located within a subdivision, condominium or within a city or village that is within fifty (50) feet from the edge of the road right-of way shall:
 - a. Display the assigned address number on the structure in such a manner that it is visible from the road.
 - ! The address shall be composed of numbers that are not less than three (3) inches in height and contrasting in color with the background on which they are affixed.
 - b. The address shall also be displayed on both sides of the mailbox.
 - ! The address shall be composed of reflective numbers that are not less than two (2) inches in height.
 - c. The numbers shall be reflective numbers on a contrasting background.
 - d. The address shall not be obstructed in any way by any form of landscape, other mailboxes or newspaper delivery boxes.
 - ! When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the

315 standards listed for structures located more than fifty (50)
316 feet from the road.

317 3. Structures located more than fifty (50) feet from the edge of the road right-
318 of-way shall comply with the previous requirements listed for structures
319 within 50 feet of the edge of the right of way and in addition shall:

320 a. Display the assigned address number on a post, fence or wall or
321 other permanent structure no farther than ten (10) feet back
322 from the edge of the traveled roadway.

323 b. The address shall be composed of numbers that are not less
324 than three (3) inches in height.

325 c. The sign shall be composed of reflective numbers on a
326 contrasting background.

327 d. The numbers shall be not less than four (4) feet and not more
328 than seven (7) feet above the ground
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330 Failure to display the address for new construction, following the county standards
331 as posted within this ordinance, will be grounds for withholding issuance of a
332 Certificate of Occupancy by the Building Department of the Addressing Entity, in
333 accordance with the governing Building Code and Ordinance provisions.
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SECTION 5

ADDRESS CORRECTIONS

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Whenever an error in a numeric address or street name comes to the attention Street Naming/Address Review Committee, they shall initiate proceedings to correct the error.

Address changes become effective within 30 days of receipt of Notice of Address Correction. A resident who does not put a change of address in with their Post Office and who does not display the new correct address within the 30 day period will be in violation of this ordinance and subject to penalty as provided by Ordinance.

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A) NUMERIC CORRECTION

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It shall be the intent of this ordinance to discourage the practice of making any change in addresses except:

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1. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. If the existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this ordinance. Addresses out of range by more than 35 (+/-) numbers shall be changed as needed to correct range and to accommodate new growth.
3. When an easement becomes a named private drive and the structures must reflect the new road name using correct numerical range for the new road.
4. When an address is duplicated or otherwise violates this ordinance.

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In the case of a numeric address change, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.
2. A new numeric address shall be determined using the County address standards.
3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.
4. Notification shall also be sent to the following:
 - a. 911/Central Dispatch
 - b. City and/or Township Assessor and Clerk
 - c. Jackson County Clerk

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- d. Local Postmaster
 - e. Local School District
 - f. Jackson County Street Naming/Address Coordinator
5. The resident shall be responsible for supplying their individual utility companies with a copy of the official change of address form.

B) STREET NAME CHANGES

Street name changes shall only be allowed when the name is a duplicate of another street within a designated postal area or within Jackson County and interferes with the accurate dispatch of emergency vehicles or postal delivery. A road name may also be changed when one road has two commonly used names or where portions of what appears to be the same road have two or more names.

In the case of a street name change, the following procedure will be followed:

1. The reason for street name change shall be documented with date and reporting party.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.
3. Within thirty (30) days of notification, the owners of land accessed by the street to be re-named may submit to the Jackson County Road Commission, the following items:
 - a. A central person of contact for the owner group.
 - b. A proposal of three different name choices, which comply with the street naming requirements, and that have been agreed upon by the majority of the affected property owners.
 - c. A list of all residents comprising the owner group with their current addresses and phone numbers.
4. The new street names will be researched and one will be assigned. If submitted street names are not available, the Jackson County Road Commission will work with the central contact of the owner group to discuss alternatives.
5. Within sixty (60) days of the original notification, if a new approved street name has not been accepted by a majority of the owners, a street name will be assigned by the Jackson County Road Commission.

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6. Upon approval of the new street name by the Jackson County Road Commission, confirmation of the new street name will be mailed to each property owner affected by the change.

 7. Notification of any new street names will be sent to:
 - a. Property owners
 - b. 911/Central Dispatch
 - c. U.S. Postal Office
 - d. Affected Municipal Governments Assessor and Clerk
 - e. Affected School District
 - f. Jackson County Clerk
 - g. Jackson County Register of Deeds
 - h. Consumers Energy
 - i. Jackson County Equalization
 - j. Jackson County Street Naming/Address Coordinator

431 **SECTION 6**

432 ***STREET NAME REQUIREMENTS***

433 **A) *STREET/ROAD DESIGNATION***

434 Every existing, proposed, or constructed public road, private road or drives that
435 provides, or will provide, access to two (2) or more buildable lots shall have a street
436 name assigned regardless of the length.

437 **B) *STREET NAMING RESPONSIBILITY***

438 Application for new street names, or to reserve street names for a development, is to
439 be made through the Jackson County Road Commission.

440 The applicant must submit to the Jackson County Road Commission

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- 442 1. A proposal of three different street name choices.
 - 443 2. New developments require a list of all street names being requested and a
444 site plan showing the layout of the streets.
 - 445 3. Written confirmation from the relevant postal area stating there are no
446 duplications of the proposed street names within the postal delivery area.
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449 A site plan showing the layout of the approved street names shall also be submitted
450 to the appropriate local addressing agency for approval. The Jackson County Road
451 Commission shall not approve any proposed subdivision or plat until the proposed
452 names and house numbers have been approved.

453 **C) *NAMING NEW ROADS***

454 When application is made for a new road name, the name will be run through the
455 Jackson County Road Commission database to check for duplication. Street names
456 may be reserved for one (1) year. All street names will conform to the standard set
457 in this policy.

458 **D) RESERVING NEW STREET NAMES FOR NEW DEVELOPMENTS**

459
460 A written request to reserve new street names must be presented to the Jackson
461 County Road Commission for each new development. These street names will be
462 reviewed and reserved in the road name inventory, if approved.

463
464 In a development in which any given street constitutes a loop and in which a portion
465 of that loop crosses over another street creating an intersection, each segment of
466 the loop divided by that street shall be designated by a separate name. Street
467 names become final upon the issuance of a road approach construction permit, final
468 plat approval, or the recording of the final site condominium documents.

469 Street names may be reserved for one (1) year. If one of the requirements to
470 finalize the street name is not satisfied within the one (1) year, a written request for a
471 one (1) year extension of the street name reservation may be submitted to the
472 Jackson County Road Commission. If such a request is not received, the names will
473 no longer be reserved.

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475 **E) STREET NAME SELECTION**

476 The following standards will be used:

- 477 1. Old and New cannot be used.
478 2. Abbreviations of words or names and initials are prohibited.
479 3. References to a number are prohibited such as Ten, First, Sixth.
480 4. A single alphabetical character cannot be used.
481 5. Duplicate street names are prohibited.
482 6. Street names will be easy to pronounce and easily recognizable in
483 emergency situations.
484 7. No street name may duplicate, in sound or pronunciation, any
485 other roadway already in use, previously approved, or slated for
486 use in the preliminary stages of a project application anywhere
487 within Jackson County such as: Jerdan-Jordan, Gem-Jim,
488 Queensboro-Queensbury.
489 8. Streets that are an extension of an already existing street shall
490 maintain that street name.
491 9. No street name shall contain more than eleven (11) characters
492 including spaces.
493 10. No special characters in road names such as hyphens,
494 apostrophes, or dashes will be allowed.
495 11. Use of frivolous or complicated words, or unconventional spellings
496 will not be allowed.
497 12. Names that may be offensive (slang, double meanings, etc.) will
498 not be allowed.

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13. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an entire subdivision, as means of general identification.
 14. Vanity street names that do not conform to the County address style will not be allowed.
 15. No street name shall contain the words North, South, East, West, or any combination thereof. These directionals are to be used only as a prefix.

F) PREFIXES

510 Directional prefixes will be used only when necessary, such as for distinguishing
511 regions of a continuous road traversing several municipalities. A street/road may
512 have no more than one directional prefix. Acceptable prefixes are North, East,
513 South, and West.

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G) SUFFIXES

517 Each approved street name shall require a street suffix. Only one street suffix will
518 be allowed per street name. A directional shall only be used as a prefix. It shall not
519 be allowed to use North, East, South or West as a suffix. All street suffixes will be
520 abbreviated in compliance with the United States Postal Addressing Standards.
521 (See USPS Publication 28, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)

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There are numerous suffixes to choose from, including but not limited to:

525	Avenue	Landing
526	Bend	Lane
527	Boulevard	Meadows
528	Cove	Mountain
529	Drive	Ridge
530	Estates	Shore
531	Glens	Trail
532	Hills	Valley
533	Lake	View

534 The street suffixes listed below will carry the following designations:

- 535 Circle A thoroughfare that returns to the same origin point or to the
536 same originating road.
- 537 Court A permanently closed road such as a cul-de-sac.
538 ! When there is an extension of a cul-de-sac to join
539 another portion of a development it shall be required that
540 the extension continues with the existing name.
541 ! New developments should avoid using the suffix Court for
542 any cul-de-sac that has the future option to be extended.
- 543 Loop A thoroughfare that returns to the same originating road (the suffix
544 Circle may also be used in this situation).
- 546 Road A secondary thoroughfare that is accessible from both its origin
547 and terminus. The suffix road is used for public county roads and
548 state roads only.
- 549 Street A major thoroughfare that is accessible from both its origin and
550 terminus. The suffix street is predominantly used within city
551 limits.

SECTION 7

STREET NAME SIGNS

Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) prepared by the Michigan Department of Transportation in conjunction with the Michigan Department of State Police.

A) LOCATION OF SIGNS

All public and private roads in Jackson County shall be identified by a sign and shall display the proper street name. Street name signs shall be installed at all intersections.

B) DESCRIPTION OF SIGNS

1) SIGN COLOR

The street sign should be reflective or illuminated and of contrasting colors. Signs installed as of the date of this policy shall be a white legend on a green background (Section 2D-39 MMUTCD). Street name signs designating certified roads shall have white letters on a green background. Private street name signs shall also have white letters on a green background and shall have the word "PRIVATE" affixed under the street name.

2) SIGN HEIGHT

In business districts signs should provide a minimum of seven (7) feet of clearance between the top of the curb and the bottom of the sign. In rural areas signs should provide a minimum of five (5) feet of clearance between the bottom of the sign and the traveled roadway (Section 2A-22 MMUTCD). It is recommended that rural street signs have a clearance of nine (9) feet to prevent vandalism.

3) SIGN LETTERING

The street name shall appear in uppercase letters not less than six (6) inches high with the sign plate being nine (9) inches in height and no longer than thirty-six (36) inches in length (Section 2D-38 MUTCD).

Supplementary lettering to indicate type of street (e.g., Street, Avenue, Road, etc.) may be in smaller lettering, at least three (3) inches high. U.S. Postal approved abbreviations are acceptable except for the street name itself (Section 2D-5, 2D-6, and 2D-39 MMUTCD).

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4) SIGN PLACEMENT

In business districts and on principal arterials, Street Name signs may be placed at least on diagonally opposite corners so that they will be on the far right-hand side of the intersection for traffic on the major street. Signs naming both streets should be erected at each location. They should be mounted with their faces parallel to the streets they name (Section 2D-39 MMUTCD).

In residential districts at least one Street Name sign should be mounted at each intersection (Section 2D-39 MMUTCD).
The overall dimensions of the sign shall be no longer than forty-two (42) inches and shall be a height of nine (9) inches

C) STREET SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The applicable public agency is responsible for all street signs on streets/roads designated as public.

2. PRIVATE ROADS

The applicable public agency will be responsible for the installation all street signs in accordance with Section 7 B. The developer/property owners shall be responsible for all costs determined by the applicable public agency. The developer/property owners will be responsible for all maintenance costs.

SECTION 8

DEFINITIONS

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APARTMENT BUILDING

624 A single building comprised of three or more dwelling units used as rental
625 property.

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BASELINE

628 The established baseline for Jackson County is Michigan Avenue and
629 originates with its intersection with Mechanic Street located in the City of
630 Jackson and extends directly East and West from this intersection.

631
632

CONDOMINIUM

633 A building in which each individual unit is held in separate private ownership
634 and all floor space, facilities and outdoor areas used in common by all tenants
635 are owned, administered and maintained by a corporation created pursuant to
636 the provisions of the appropriate statute.

637 An individual dwelling unit under individual ownership in a multiple unit
638 development with common elements in which are owned by the owners on a
639 proportional, undivided basis.

640
641

DUPLEX RESIDENCE

642 A building that is divided into two dwelling units each of which has an
643 independent entrance either directly or through a common vestibule.

644
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646

MERIDIAN

647 The established meridian for Jackson County is Blackstone Street and
648 originates with its intersection with Michigan Avenue located in the City of
649 Jackson and extends directly North and South from this intersection.

650 **MOBILE HOMES/MANUFACTURED HOMES**

651

652 A detached residential dwelling unit designed, after fabrication, for
653 transportation on streets or highways on its own wheels or on flatbed or other
654 trailers, and arriving at the site where it is to be occupied as a dwelling,
655 complete and ready for occupancy except for minor and incidental unpacking
656 and assembly operations, location on jacks or other temporary or permanent
657 foundations.

658

659 **OFFICE BUILDING**

660 A single building comprised of three or more office units used as individual
661 businesses.

662

663 **SINGLE FAMILY RESIDENCE**

664

665 A dwelling meant for occupation by a single family.

666

667 **STRIP COMMERCIAL BUILDING**

668 A single building with multiple accesses that is leased by square footage and
669 allows interior business to vary in size.

670

671 **TOWNHOUSES**

672 A building that is comprised of more than one unit. Each unit being a narrow,
673 two story with its own entrance. A townhouse may be part of an apartment
674 building or a condominium.

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SECTION 9
PENALTIES

678 Any person in violation of any subsection of this ordinance shall be responsible for a
679 civil infraction. And upon admission or finding of responsibility, shall be subject to a
680 fine not to exceed Five Hundred Dollars (\$500.00), as well as Court costs to be
681 determined by a Court of competent jurisdiction. The penalty may be deferred by the
682 Court where appropriate.

683 If the violation continues after thirty (30) days of an admission or finding of
684 responsibility, any person in continuing violation of the ordinance may be charged
685 with a misdemeanor and if convicted, shall be punished by a fine of up to Five
686 Hundred Dollars (\$500.00) or imprisonment in the County Jail not to exceed ninety
687 (90) days, or both.

688 No certificate of occupancy shall be issued by the LOCAL UNIT OF GOVERNMENT
689 Building Official to a new building for which construction commenced on or after the
690 effective date of this ordinance and has failed to comply with the provisions of this
691 ordinance.

SECTION 10

692

SAVING CLAUSE

693

694 The provisions of this ordinance are hereby declared to be severable and if any
695 clause, sentence, word, Section or provision is declared void or unenforceable, for
696 any reason, by a court of competent jurisdiction, the remaining portions of said
697 ordinance shall remain in force.

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SECTION 11

APPEALS PROCESS

701 The Jackson County Street Naming/Address Committee shall act to hear petitions
702 for relief from administrative actions taken by the Local Addressing Official pursuant
703 to the authority granted by this ordinance.

704 The Jackson County Street Naming/Address Committee shall have the power to
705 affirm, reverse wholly or partly, or modify the decision of the Local Addressing
706 Official after conducting a public hearing at which the aggrieved party or parties and
707 the Local Addressing Official are permitted to speak.
708

709 If the Jackson County Street Naming/Address Committee decides that no error has
710 occurred, but action by the Local Addressing Official has created unnecessary
711 hardship, an extension of time may be allowed, not to exceed twelve (12) months, to
712 comply with the administrative order.
713

714 The Jackson County Street Naming/Address Committee may reverse the decision of
715 the Local Addressing Official, provided that a factual error has occurred. The
716 Jackson County Street Naming/Address Committee may remand the matter back to
717 the Local Addressing Official with instructions for corrective action.
718

719 An appeal will be heard only in cases where the aggrieved party's address is being
720 corrected because it is out of range, or when the aggrieved party can prove a factual
721 error occurred in assigning the address. No appeal will be heard in the cases where
722 the aggrieved party's address is out of sequence with surrounding addresses, or is
723 on the wrong side of the road, or is being renumbered due to the fact that the
724 dwelling should be addressed to a private road rather than the main road.
725

726 Appeals shall be filed by the aggrieved party within fifteen (15) days of receiving
727 their address or correction thereto. The appeal shall be in written form and filed with
728 the Local Addressing Official to review. If the Addressing Official cannot resolve the
729 issue, the appeal will be forwarded to the Jackson County Street Naming/Address
730 Committee. Within thirty (30) days, the aggrieved party will be contacted by the
731 Jackson County Street Naming/Address Committee of a scheduled public hearing
732 date and time. The aggrieved party will be notified of the decision of the Jackson
733 County Street Naming/Address Committee within a period not to exceed 30 days.
734

735 A party aggrieved by a decision of the Jackson County Street Naming/Address
736 Committee may file a further appeal to the Jackson County Circuit Court within 21
737 days of an adverse decision. The Court shall affirm all such appeals except upon a
738 determination that the Jackson County Street Naming/Address Committee decision

739 is based upon fraud, abuse of discretion, error of law, or where the decision is not
740 based upon competent, material and substantial evidence.

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APPENDIX A

ADDRESS APPLICATION Residential and Commercial

Address Application Process:

1. Submit **COPIES** of the five items listed below to _____ Building Inspection Department:
 1. Proof of Ownership (*copy of deed or current tax bill – must have complete legal description*)
 2. **Current** Tax Identification Number
 3. Site Plan showing location of principal buildings driveway
 4. Closest existing addresses to both sides and across the street from property
(*Indicate approximate distance each address is from your drive*)
 5. A \$15.00 fee for each lot/unit and meters requiring an address
(*Cash or Checks* payable to _____*) *\$25.00 fee will be charged for a returned check

Please note: assigned addresses are considered final, addresses changes will be subject to additional fees.

2. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**
3. If sending application via US Postal Mail, UPS, etc. please send to:

Date: _____		Tax Identification Number: _____	
Owner Information:		Applicant Information: (<i>If different than owner</i>)	
Name _____		Name _____	
Current Address _____		Current Address _____	
City, State, Zip _____		City, State, Zip _____	
Phone _____		Phone _____	
Email (<i>provide if you would like to receive address notification via email</i>) _____			

Addressing Questions? Please contact

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APPENDIX B

ADDRESS APPLICATION

Developments (Subdivisions and Condominiums)

Address Application Process:

1. Submit **COPIES** of the five items listed below to _____ Building Inspection Department:
 1. Final Site plan of development including lot/unit numbers, meter locations (*for pump stations, lighted signs/poles, etc.*) and approved street names
 2. Letter of approval for all street names from Jackson County Road Commission
 3. Tax Identification Numbers for all parent parcels included in development
 4. Legal description for entire development
 5. A \$15.00 fee for each lot/unit and meters requiring an address
(*Cash or Checks* payable to _____*) *\$25.00 fee will be charged for a returned check

Please note: assigned addresses are considered final, addresses requiring changes due to alterations to site plans will be subject to additional fees.

4. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**
5. If sending application via US Postal Mail, UPS, etc. please send to:

_____, _____, _____, _____

<p>Date: _____</p> <p>Applicant Information:</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Current Address</p> <p>_____</p> <p>City, State, Zip</p> <p>_____</p> <p>Phone</p> <p>_____</p> <p>Email (<i>provide if you would like to receive address notification via email</i>)</p> <p>_____</p>
--

Preliminary addresses will be supplied to Utility Companies for infrastructure purposes. Each individual address will be provided as Building Permits/ Occupancy Permits are issued by the Building Inspection Department.

Addressing Questions? Please contact