

**UNIFORM HOUSE NUMBERING ORDINANCE**  
**Gratiot County Ordinance #2005-1**

**INTRODUCTION**

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

**Section 1:** There is hereby created the Gratiot County Uniform House Numbering Ordinance which shall affect only property located along roadways found within the County of Gratiot, and shall not be deemed affective as to property located within the boundaries of any incorporated city within Gratiot County, or any village within Gratiot County that has its own House Numbering System which conflicts with the terms of this Ordinance.

**Section 2:** Definitions as used in the Ordinance:

- 2.1 Agent: A property owners authorized agent is an attorney, trustee, realtor, broker, purchaser, tenant or receiver.
- 2.2 Diagonal Road: A diagonal road is a road whose course does not run in either an approximate North-South or East-West direction.
- 2.3 Display: Display is the manner the house number is affixed to a structure so that it is readily identifiable pursuant to the provisions of this ordinance.
- 2.4 House Number: House Number shall mean the number assigned to primary structures at consecutive intervals along a street.
- 2.5 Interval: Interval is a distance along a roadway of 5.28 feet (1.6104 meters) except as may be determined by the Building Official along diagonal roads, curvilinear streets, circle streets, loop streets or for buildings in group housing projects, business and industrial districts, and prenumbered

subdivision plats of record. Intervals of greater or lesser length than 5.28 feet may be determined by dividing the actual distance of the mile section by 1000.

2.6 Point of Origin: Point of origin is the intersection of an East-West base line and a North-South baseline from where all intervals begin. The North-South baseline in Gratiot County is Washington Road; the East-West baseline is State Road. So, for the area north of Washington Road, the point of origin is the western intersection of Washington Road and State Road (Pine River Street in Ithaca); for the area south of Washington Road, the point of origin is the eastern intersection of Washington Road and State Road (St. Johns Street in Ithaca).

2.7 Primary Structure: Primary structure shall include, but not be limited to; residential buildings, mobile homes, commercial buildings, industrial buildings, office buildings, public buildings, wells, field pumps, utilities, lighted billboards, and lighted outdoor display/storage facilities.

**Section 3:** House Number Display

Each primary structure shall display a house number. A house number shall not be displayed containing numbers less than three inches (7.62 centimeters) in height. It shall be visible from the roadway named in the address, and all house numbers shall be in Arabic numerals.

**Section 4:** House Numbering Administration

**Section 4.1:** The Gratiot County Permits Office shall administer this Ordinance and coordinate addressing activities with other Public Safety Departments to insure that the intent of a uniform and safe numbering system is utilized throughout the County.

**Section 4.2:** House numbers shall not be assigned along any public road until a name for said road has been approved by the Gratiot County Road Commission. House numbers shall not be assigned along any unplatted private road or access easement that has not been registered with, and approved by, the Gratiot County Road Commission.

**Section 4.3:** Existing house number which do not comply with the Gratiot County House Numbering System may be changed either at the request of the property owner or his/her agent(s) upon approval of the Gratiot County Permits Office, or such change may be initiated by the County. When a change is initiated by the County, the property owner shall be notified, in writing, 30 days prior to the time the new number shall become the official number for the interval(s) of the property in question.

**Section 4.4:** The Building Official or Designee shall, upon application by a landowner, assign a house number and approve the display; provided said display is consistent with the provisions for display as contained herein.

**Section 4.5:** Fees shall be in accordance with a fee schedule, as determined by the County Board of Commissioners from time to time, to cover the cost of enforcement of this ordinance.

**Section 5:** Enforcement

**Section 5.1:** A person who violates the provisions of this Ordinance shall be guilty of a misdemeanor, punishable by a fine of not more than \$50.00 or imprisonment for not more than one (1) year, or both such fine and imprisonment, and each day that a violation occurs shall be deemed a separate offense.

**Section 5.2:** Procedures to enforce this Ordinance may be commenced not sooner than fifteen (15) days after written notification by the Building Official or his designee.

**Section 6:** Effective Date: The effective date of this ordinance shall be immediately upon publication in a newspaper of general circulation in the County providing notice of the adoption of this ordinance.

**Section 7:** **ASSIGNING AND CHANGING HOUSE NUMBERS**

The Building Official shall, upon application by a landowner or his or her authorized agent, assign a house number and approve the display; provided same is consistent with the provisions of this Ordinance. Existing house numbers which do not comply with the Gratiot County House Numbering System may be changed either by written request of the property owner or his/her authorized agent(s) through the Gratiot County Permits Office, or such change may be initiated by the County. When a change is initiated by the County, the property owner shall be notified, in writing, 30 days prior to the time the new number shall become the official number for the interval(s) of the property in question.

**Section 8: OFFICIAL STREET/ROAD NAME**

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

Beginning from the point of origin, a house number shall be assigned for each interval, with each interval on the right-hand side of the roadway as one leaves the point of origin being assigned an even number, and each interval on the left-hand side as one leaves the point of origin being assigned an odd number. The numbers assigned shall increase consecutively by an increment of two (2) for each interval, running North, South, East and West or diagonally from the point of origin. Fractions shall not be used in assigning house numbers.

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

For mile sections that are longer or shorter than the standard length of 5,280 feet, the interval footage shall be determined by dividing the actual distance of the mile section by 1000.

**Section 9: PRENUMBERED RECORDED SUBDIVISION PLATS**

As a general principle, single-family residential subdivision plats of record may be prenumbered by the Building Official in accordance with these rules.

**Section 10: CORNER LOTS**

The rule to apply when assigning a number to a building on a corner lot is to assign a number from the street upon which the front entrance faces. Dual addresses shall be avoided.

**Section 11: 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 than the 5.28 feet figure must be used in determining the proper house number interval. The correct number may be obtained by multiplying 1000 by the ratio of the distance in feet that the structure being numbered is from the mile road nearest the transecting base line to the distance in feet measured along the diagonal or meandering road between consecutive mile roads and adding this to the assigned system number for the mile road nearest the base line

**Section 12: NUMBERING ALONG STREETS STARTING FROM DIFFERENT POINTS ON THE SAME CROSS STREET**

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

**Section 13: NUMBERING ON CIRCLE STREETS 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 numbers on the inside of the circle and the odd numbers on the outside of the circle.

**Section 14: 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 provided the street name is also changed; or the numbering shall be determined in the same manner as used for determining house numbers along diagonal roads, meandering and curvilinear streets if the street name is not changed.

**Section 15: NUMBERING APARTMENTS AND CONDOMINIUMS**

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

**Section 16: NUMBERING BUILDINGS IN BUSINESS AND INDUSTRIAL DISTRICTS**

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

**Section 17: NUMBERING DUPLEX BUILDINGS**

Separate house numbers shall be assigned to the entrances of a duplex house, for an upstairs dwelling with an outside entrance, and for separate duplex buildings in the rear of other buildings.

**Section 18: NUMBERING MOBILE HOME PARKS**

Each lot in a mobile home park shall have its own address number.

**Section 19: NUMBERED LANDLOCKED PROPERTY**

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

**Section 20: NUMBERING OFFICE SUITES**

