

**Antrim County Street and Road Numbering Ordinance**  
**Ordinance #1 of 1991**  
**Adopted September 12, 1991**  
**Amended March 10, 2005**  
**Amended February 14, 2008**  
**Amended September 13, 2012**

**PREAMBLE**

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

**SECTION I: NAME**

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

**SECTION II: ADMINISTRATION AGENCY; ADMINISTRATIVE RULES**

The Equalization Department shall be the agency with exclusive overall administrative and coordinative responsibility to administer the operation and application of this ordinance. The Equalization Department shall have the authority to draft rules and regulations for the operation of the street and road numbering ordinance. Said rules and regulations shall be approved by the Antrim County Board of Commissioners before they take effect.

**SECTION III: PURPOSE**

The purpose of this ordinance is to establish, with the exception of the villages of Bellaire, Central Lake, Elk Rapids, Ellsworth and Mancelona, a county-wide street and road numbering ordinance in a uniform logical manner; to provide for a central point to issue and control numbering; and to provide rules and guidelines to facilitate enforcement thereof.

**SECTION IV: DEFINITIONS**

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

- A. County numbering system means the general east and west, and north and south designation of Antrim County to facilitate the assignment of identifying numbers, with the provision of

allowing one thousand numbers per mile for each mile of distance from the North-South and East-West baselines.

- B. Driveway means that portion of premises accessible to motor vehicle traffic and which provides the principal means of access to no more than two (2) lots or premises from a street or road.
- C. Easement means the right, such as a right of way, afforded a person to make limited use of another's real property.
- D. The East-West baseline shall refer to a line extending east and west across the county dividing it into north-south portions. The East-West baseline shall be the north borders of Star (T31N, R5W), Chestonia (T31N, R6W), Kearney (T31, R7W), and Forest Home (T31N, R8W) Townships and in Torch Lake Township (T31N, R9W), the south border of Sections 35, 36 and 31.
- E. Interested party means the emergency services, such as police, fire, or any other emergency services, the owner, occupant, county department, public utilities or any other governmental agency.
- F. MSAG: Master Street Address Guide means a list of all road names and address ranges used to define emergency service zones for 911 purposes for the county maintained by the Equalization Department.
- G. The North-South baseline shall refer to a line extending north and south (from the top to the bottom of the County) dividing the County into east-west portions. The North-South baseline shall be the east borders of Echo (T31N, R7W), Kearney (T30N, R7W) and Custer (T29N, R7W).
- H. Premises means any lot or parcel of land owned by any person, firm, corporation, association or other legal entity, public or private, improved with buildings, whether occupied or not.
- I. Primary Structure shall include but not be limited to a residential building, mobile home, commercial building, industrial building, office building, public building, utility structure, garage, or a storage facility. A primary structure must be permanent in nature (i.e., not a travel trailer, movable shed, or other non-permanent structure). When a residence is located on a premises with other permanent structures, the residence will be considered the primary structure for purposes of this ordinance.
- J. Private road means any thoroughfare, that is not a public road, but that is accessible to motor vehicle traffic and which affords the principal means of access to abutting property and from which driveway access is thereby gained to three (3) or more premises.
- K. Public road means any road under the jurisdiction of either the Antrim County Road Commission, the Michigan Department of Transportation, or the Villages of Bellaire, Central Lake, Elk Rapids, Ellsworth, and Mancelona.

L. Street number or road number means any series of numbers assigned by the Equalization Department, in conformity with the County Street and Road Numbering Ordinance for the purposes of identification of a particular premises location in relation to the numbering system.

M. Street or road names means any official name as recognized by a government authority.

## **SECTION V: REGULATION**

A. All premises shall bear a distinctive street or road number in accordance with and as designated upon the street and road numbering maps on file with the Equalization Department. The maps, by reference, together with any revisions thereof, shall become a part of this ordinance. Vacant parcels will not be assigned an address.

B. The following are specific regulatory terms:

1. Apartments: Individual apartment buildings and group housing projects shall have one street or road number. Individual dwellings within the apartment building shall be assigned suffix letters or numbers by the management of the apartment building in accordance with County policy (e.g. 121 S. Maple Street, Apt. B).
2. Duplexes: Separate street or road numbers shall be assigned to the entrances of a duplex house. For upstairs dwellings which have outside entrances the entrance will be the point of numbering.
3. Mobile Home Parks: Each roadway within the mobile home park shall be named and the mobile homes numbered on those roadways.
4. Office Suites: Office buildings with suites shall have one street or road number. Individual suites within the office building shall be assigned suffix letters or numbers by the management of the office building in accordance with County policy.
5. Strip Malls, Business and Industrial Districts: In strip malls, business and industrial districts, each business having an outside access shall be numbered from that access.
6. Suffix Letters and Numbers: Suffix letters and/or numbers assigned to dwellings, office suites, apartments, and other buildings shall first be registered with and approved by the Equalization Department.

C. Any owner of any premises shall place upon the street front of such premises designated numbers, such that:

1. The display of numbers on a house or other building will meet the requirements of this ordinance if the structure is immediately adjacent to and plainly visible from the road. Numbers shall be displayed in block Arabic numerals on building fronts and

shall be of a contrasting color to their background and shall be not less than three (3) inches in height. Either the numbers or the background shall be a reflective material.

2. Each primary structure shall display a street or road number. The number shall not be displayed containing numbers less than three (3) inches (7.62 centimeters) in height. After the date of the adoption of this amended ordinance, street or road number signs shall be visible from the roadway on which the number is assigned. Numbers shall be displayed in block Arabic numerals on building fronts and shall be of a contrasting color to their background and shall be not less than three (3) inches in height. Either the numbers or the background shall be a reflective material. The owner of a structure shall cause the assigned street or road number to be displayed upon a post of suitable strength and construction, (maximum four (4) inches in diameter, round or square wood post, or maximum two (2) inches in diameter pipe post or any steel post, two (2) pounds per foot maximum weight) shall be placed immediately adjacent to the driveway of the premises. The top of the sign shall be no less than four (4) feet above the ground. Such street or road numbers of the premises shall be placed on both sides of the post as to be plainly visible from road traffic lanes in either direction of travel.
- D. Numbers shall be assigned and recorded by the Equalization Department in accordance with these regulations. As a person faces away from the baseline, even numbers shall be assigned on the right side and odd numbers on the left side of all streets and roads.
- E. Private Roads/Driveways/and Easements: All roadways with more than two structures using it for access or the possibility of access must be named and all structures must be numbered off that roadway. Road naming or road name changes are the responsibility of the property owner(s). Determination is by simple majority of property owners. The name must then be submitted to the township and the Equalization Department for approval. Approval will not be given for duplicate or confusing names (i.e. Golfview Dr and Golfview Ln) or family names. A road sign meeting Road Commission standards (standard street or road signs shall be constructed of either extruded aluminum or flat sheet aluminum that is nine (9) inches tall and is covered with blue reflective sheeting with white block letters that are six (6) inches tall) must be erected within thirty (30) days of receiving street or road name approval. Costs and compliance are the responsibility of the owner(s)/development unless the Township agrees to cover the cost. A right of way use permit must be obtained from the Antrim County Road Commission for all such signs placed in the County.
- F. The Equalization Department will notify townships periodically of MSAG changes.
- G. The County Road Commission will notify the Equalization Department of any public street or road changes or additions.
- H. Street or road names shall not be changed without approval of the appropriate unit of government and/or agency, which may include the Township, Equalization Department, the Antrim County Road Commission, the State of Michigan, the Villages of Bellaire, Central Lake, Elk Rapids, Ellsworth or Mancelona for roads under their jurisdiction.

- I. All premises shall be assigned a property identification number. Said identification numbers will be the basis for location on the 911 Dispatch Mapping System and shall be cross indexed to the owner of the property and the available telephone numbers. Street or road numbers will not be issued unless all applicable information is provided.
- J. The County numbering system may be used to number properties along the portions of the roads that border a City or Village regardless of whether the property being numbered is located within the City's or Village's boundaries or within a Township's boundaries. The Equalization Department will coordinate the use of the most feasible numbering system for the area and work with the government unit involved.
- K. New street or road names or changes in street or road names must match platted names, when applicable.

## **SECTION VI: CHANGING STREET NAME – STREET NUMBERING**

- A. Existing street numbering or street name which does not comply with the Antrim County House Numbering System, or which may have the potential to cause confusion to police or emergency personnel responding to a street numbering address, **may** be changed by the County.
- B. Existing street numbering or street name may also be changed either upon the request of the property owner(s) or his or her agent(s) to the Equalization Department, or initiated by the Equalization Department.
- C. When there is a proposed change to the name of an existing road or change in any existing house/structure numbering, whether initiated by the property owner(s) or by County, all affected property owner(s) shall be notified of the proposed change, in writing, at least thirty (30) days prior to the proposed effective date of the change.
  - I. Notice shall be by first class mail and mailed to one of the following addresses:
    - 1. Current address for the property owner, or
    - 2. The last known address of the property owner, or
    - 3. Current address used on most recent property tax bill
  - II. The Notice shall set-forth:
    - 1. The proposed changes
    - 2. The thirty (30) day comment period
    - 3. That comments or objections must be in writing, and made within the thirty (30) day comment period
    - 4. If no comments or objections are received, the proposed changes will be final.
  - III. If no comments or objections are received, the Equalization Department shall implement the changes.

- IV. In the event comments or objections are received, the Equalization Department shall review all written comments and objections before making final determination. Equalization shall keep written record of any contact with the property owner(s) concerning the proposed change. Final determination shall be based upon this ordinance.
  
- V. Based upon the comments and objections received, the Equalization Department shall make a final determination of the proposed change and advise all effective person(s) in writing of the final determination made by the Equalization Department and the effective date of the change. Notice of final determination shall be made by first class mail to the property owners, or by email address, if provided to the Equalization Department by the property owner(s) during the comment period, or at the same address as the original notice. The final determination shall contain a notice of appeal as set-forth below.

If no appeal is received within the time to take an appeal, the Equalization Department shall implement the changes.

- VI. The notice of final determination shall include the following information:
  - 1. The new street name and/or new street number.
  - 2. The property owner(s) may appeal to the County.
  - 3. Any appeal must be made within thirty (30) days of receiving notice. Failure to appeal within the thirty (30) day time period will make the Equalization Department's determination final.
  - 4. The appeal must be in writing outlining the property owner(s) objections.
  - 5. The property owner(s) must provide the address and/or email address.
  
- VII. If an appeal is made, the Public Safety Committee shall review the matter and hold a hearing on the objections/comment. Notice of the Public Safety Committee meeting shall be given to the person(s) who have filed the objections/comment. The Public Safety Committee shall make the final determination. Upon making the final determination, the Equalization Department shall implement the changes.

D. In making a determination as to any change to street numbering for a property, the following criteria shall be used in the following order:

- 1. In assigning road numbering, the primary purpose and goal is for public safety and public safety shall be the controlling criteria.
- 2. The road numbering shall be constant over the length of the road/street.
- 3. The location of the driveway enters the street
- 4. When the location of driveways are not constant, then house numbering shall be assigned in a manner in the majority of driveways entering the street, and in constant and continuing numerical progression.

5. In the event there are unique circumstances, such as when a structure can be accessed from two or more roads/streets, the road numbering shall take into consideration the constancy of street numbering over the entire length of the road, so that all street numbering follows a numerical progression which is best for police and emergency personnel to quickly locate the structure.

## **SECTION VII: VIOLATION AND PENALTY**

- A. A violation of this Ordinance is hereby declared to be a public nuisance, a nuisance per se and is hereby further declared to be offensive to the public health, safety and welfare.
- B. Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101- 600.9939 of Michigan Compiled Laws, and shall be subject to a fine of not more than five hundred dollars (\$500.00). Each day this Ordinance is violated shall be considered as a separate violation.
- C. The Equalization Department and other officials appointed by the County Board of Commissioners are hereby designated as the authorized county officials to issue municipal civil infraction citations.
- D. In addition to enforcing this Ordinance through the use of a municipal civil infraction proceeding, the County may initiate proceedings in the District Court to abate or eliminate the nuisance per se or any other violation of this Ordinance.

## **SECTION VIII: REPEALER**

The Antrim County Uniform Street and Road Numbering System Ordinance enacted September 12, 1991, as amended, is hereby repealed in its entirety upon the effective date of this ordinance.

## **SECTION IX: SAVINGS CLAUSE**

The repeal of the Antrim County Uniform Street and Road Numbering Ordinance enacted September 12, 1991, as amended, shall not affect any rights acquired, fines, penalties, forfeitures or liabilities incurred there under or actions involving any of the provisions of said ordinance, as amended. Said ordinance repealed is hereby continued in force and effect after the passage, approval and publication of this Ordinance for the purpose of such rights, fines, penalties, forfeitures, liabilities and actions therefore.

## **SECTION X: SEVERABILITY**

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

**SECTION XI: EFFECTIVE DATE**

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

\_\_\_\_\_  
Laura Stanek, Chair  
Board of Commissioners

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Sexton  
Antrim County Clerk

\_\_\_\_\_  
Date