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**STREET NAMING AND ADDRESSING
ORDINANCE**

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5

JACKSON COUNTY, MICHIGAN

6

Adopted by the:

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Jackson County Board Of Commissioners

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7/18/06

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Revised 4-21-09

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74 **SECTION 1**

75
76 **GENERAL PROVISIONS**

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78
79 **A) OBJECTIVES**

80 The purpose of this County-Wide Street Naming and Addressing Ordinance is to
81 establish standards for naming public roads, private roads or drives, posting street
82 signs and assigning numbers to all dwellings, principal buildings, businesses and
83 industries; and to assist emergency management agencies, the United States Postal
84 Service and the public in the timely and efficient maintained provision of services to
85 residents and businesses of Jackson County.

86
87 This ordinance is designed to eliminate addressing confusion and to create a
88 standard system by which addresses may be assigned and maintained from this
89 time forward. It is not the objective of this ordinance to change all previously
90 addressed structures or to change all previously named duplicate streets without the
91 request of the affected governmental unit(s). Changes to existing addresses and
92 road names will only be made when non-conformity interferes with the accurate
93 dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this
94 ordinance. It is further designed to establish an official map and listing of all streets
95 and roadways in Jackson County.

96
97 No ordinance can anticipate every condition or question related to individual
98 circumstances. Jackson County reserves the sole right to revise or rescind any
99 portion of this Ordinance as it deems appropriate. Any future changes to this
100 ordinance will be communicated to the community through official notices.

101 **B) AUTHORITY**

102 This Ordinance is adopted under the authority and provisions of the applicable
103 Statutes of the State of Michigan, including but not limited to PA 156 of 1851 (MCL
104 46.11).

105
106
107 **C) ADDRESSING RESPONSIBILITY**

108 This Ordinance, the regulations, and the procedures contained herein shall apply to
109 and govern each and every lot, parcel or tract of land and improvement thereon,
110 within Jackson County except the City of Jackson. Any village or township that has
111 previously enacted or subsequently enacts an Ordinance which virtually duplicates
112 or fully achieves the purpose of this Ordinance may request the Board of

113 Commissioners to exclude that village or township from the provisions of this
114 Ordinance. Upon request and after receipt of a written recommendation from the
115 Street Naming/Address Coordinator, the Board of Commissioners may, by
116 resolution, exclude a village or township from the provisions of this Ordinance.
117 Failure of any village or township to petition or request the Board of Commissioners
118 to exclude that particular municipality from the provisions of this Ordinance shall be
119 deemed to constitute agreement and acquiescence to be bound thereby. The
120 assignment of new addresses shall be the responsibility of the local unit of
121 government (village, or township) having jurisdiction. All new or changed addresses
122 shall follow this ordinance wherever practicable.
123 Building officials shall not issue a building permit until an official property address
124 has been approved.

125

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

127 This ordinance shall establish a Street Naming/Address Review Committee for the
128 purpose of reviewing changes to existing addresses and road names when non-
129 conformity interferes with the accurate dispatch of emergency vehicles or postal
130 delivery as outlined in Section 5 of this ordinance. This Committee will consist of the
131 following individuals: Jackson County Commissioner, County Clerk, Road
132 Commissioner, and representatives from: U.S. Postal Office, 911/Central Dispatch,
133 Jackson County GIS, and the affected governmental unit. This committee will meet
134 as required and will be chaired by the Street Naming/Address Coordinator. The
135 Street Naming/Address Coordinator will be appointed annually by the Chairperson of
136 the Jackson County Board of Commissioners.

137

138 ***E) EFFECTIVE DATE***

139 This ordinance will be effective after adoption by the Jackson County Board of
140 Commissioners on October 1, 2006. The ordinance shall be reviewed as deemed
141 necessary, by the Street Naming/Address Review Committee, and the local
142 governmental units that are responsible for addressing areas within Jackson County.
143 This ordinance may be amended from time to time by the Jackson County Board of
144 Commissioners.

SECTION 2
DEFINITIONS

145
146
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148
149
150

APARTMENT BUILDING

151 A single building comprised of three or more dwelling units used as rental
152 property.

153
154

BASELINE

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

158
159

CONDOMINIUM

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

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

167
168

DUPLEX RESIDENCE

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

171
172
173

MERIDIAN

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

177 **MOBILE HOMES/MANUFACTURED HOMES**

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OFFICE BUILDING

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SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

195

196

197

198

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

TOWNHOUSES

199

200

201

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

202 **SECTION 3**

203 **ADDRESS REQUESTS**

204
205
206
207 **A) REQUIREMENTS**

208 The following must be submitted at the time of application for an address to the local
209 unit of government affected by the change.

- 210
- 211 1. Completed Residential and Commercial Address Application form.
212 *(See Appendix A)*
 - 213 2. Proof of Ownership-such as a copy of a deed.
 - 214 3. Site Plan/Survey showing location of principal dwellings and drive.
 - 215 4. Tax Parcel Identification Number.
 - 216 5. Closest existing address on left, right and across the street from property
217 to be addressed.
 - 218 6. A fee for each address requested. This fee shall be determined by each
219 addressing entity by appropriate resolution.
- 220

221
222 **B) ADDRESS REQUEST FOR NEW DEVELOPMENTS**

223 The application for addressing subdivisions, condominiums, and mobile or
224 manufactured home developments requires that a final site plan showing all road
225 names and location of roads be presented to the local addressing official.
226 Official addresses shall be for each individual site/unit/lot by the addressing entity at
227 the time a building permit is applied for. The owner will be required to submit a copy
228 of the approved site plan to obtain the address. *(See Appendix B)*

229 **SECTION 4**

230 **NUMERIC ASSIGNMENT**

231
232
233
234 **A) FRONTAGE INTERVAL/ADDRESS STYLE**

235 The addressing system is based on a baseline/meridian structure. The county is
236 divided into four quadrants based on the following roads: The established baseline
237 for Jackson County is Michigan Avenue and originates with its intersection with
238 Mechanic Street located in the City of Jackson and extends East along Michigan
239 Avenue to the County Line and West from the origin along Michigan Avenue to
240 Parma Road and then South to Erie Road and then along Erie Road to the County
241 Line. The established meridian for Jackson County is Blackstone Street and
242 originates with its intersection with Michigan Avenue located in the City of Jackson
243 and extends North along Mechanic street to North Street and then East to Cooper
244 Street then North along Cooper Street to the North Line of Section 14 then West
245 along the North Line of Sections 14 and 15 to Lansing Avenue then North along
246 Lansing Avenue to the County Line and South from the origin along Mechanic Street
247 to Morrell Street then East along Morrell Street to Francis Street then South along
248 Francis Street to Vandercook Lake then continue in a Southwesterly direction to the
249 90 degree corner on Browns Lake Road North of Emmons Road then South on
250 Browns Lake Road to Kimmel Road then East along Kimmell Road to South
251 Jackson road and then South along South Jackson road to the County Line. (See
252 *Appendix C*)
253

254 Jackson County uses a formula developed by Consumers Energy. Addresses are
255 generally based on 1000 address numbers per mile. When divided by 5280 feet per
256 mile, this calculates to one address number for each 5.28 feet interval. Addresses
257 are assigned based on the driveway entrance, not the front of the structure.
258

259 **B) ODD/EVEN NUMBER LOCATION**

260 Even numbers shall be on the westerly side of the roads; Odd numbers shall be on
261 the easterly side of the roads.
262

263 Even numbers shall be on the northerly side of the roads; Odd numbers shall be on
264 the southerly side of the roads.
265

266 (*See Appendix C*)

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

268

269 There shall be no use of fractional addresses, alphanumeric address numbers or
270 hyphenated address numbers. This also applies to apartment numbers and suite
271 numbers.

272

273

274 **D) COMPONENT ORDER**

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

278

279

280 **E) DIAGONAL STREETS**

281 Diagonal streets shall be treated as either north-south or east-west streets. Once
282 orientation is established it shall be used throughout the entire length of the road.

283 The orientation will not change even if the road changes direction.

284 Within developments it is advisable to consider the direction of the beginning of the
285 road. If it originates off a north/south road and begins by going east/west before
286 meandering north/south, it is generally considered an east/west road.

287 **F) CIRCULAR STREETS**

288 A circular street/road is one that returns to the same origin point or to the same
289 originating road. Circular streets shall be numbered beginning at the low numbered
290 intersection and continuing to the other end of the road. The outside of the circle is
291 numbered first and the inside is then numbered to match and mix with the outside.

292 This will result, in most cases, with fewer numbers on the inside of the circle and
293 with larger spaces between the inside numbers. Numbering sequence of the outside
294 and inside of the circle shall be used throughout the entire length of the road.

295 **G) CUL-DE-SACS**

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

299 **H) CORNER LOTS**

300 It is preferable for corner lots to be addressed to the road that the driveway is
301 accessed off. However, corner lots have the option of being addressed to the
302 driveway or the front of the structure. Addresses based on the driveway shall require
303 the mailbox to be placed at the driveway access. Addresses based on the front of
304 the structure shall require the mailbox to be placed on the road at the front of that
305 structure. Display of address numbers on the structure shall face the road to which
306 the home is addressed. The assigned address will be determined by the site plan
307 presented at the time a building permit is requested.

308
309
310 **I) PRIVATE DRIVES/EASEMENTS**

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

315
316
317
318 **J) SINGLE FAMILY RESIDENCES**

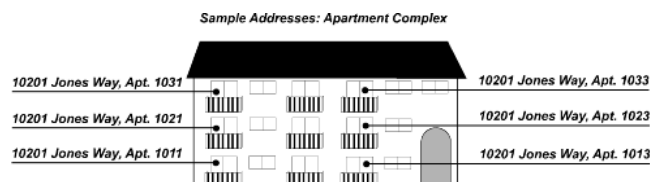
319 A single-family residence shall receive its own individual address determined by the
320 basic rules for distance and direction.

321 **K) DUPLEX RESIDENCES**

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

324 **L) APARTMENT BUILDINGS**

325 Apartments shall be numbered with the main building receiving one address and
326 each individual apartment being assigned apartment numbers as secondary location
327 indicators. The apartment number assigned should indicate the floor location (e.g.
328 Apt 204 is the fourth apartment on the second floor). Alphanumerical numbers are
329 not to be used. Apartment buildings with multiple entrances, where each entrance



330 provides access to a limited number of apartments, shall require an address for each
331 individual entrance.

332

333

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

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

338

339

340 **N) TOWNHOUSES**

341 Townhouses that are individually owned and not part of an apartment complex shall
342 be assigned an individual address for each unit as determined by the street allowing
343 main access to the building and following the basic rules for distance and direction.

344 Townhouses that are under the apartment category will be addressed as
345 apartments, with the main building receiving one address and each individual
346 townhouse being assigned apartment numbers as secondary locators.

347

348

349 **O) CONDOMINIUMS**

350 Condominiums shall be assigned an individual address for each unit as determined
351 by the street allowing main access to the building and following the basic rules for
352 distance and direction.

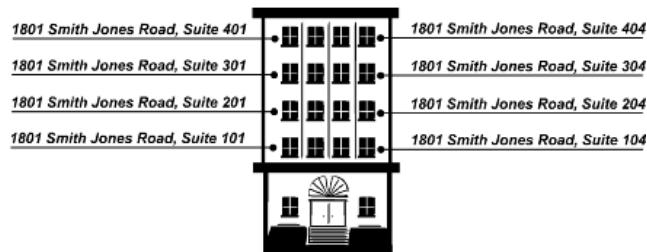
353

354 An apartment building or townhouse complex that is converted to a condominium
355 shall be required to be addressed with an individual address for each unit.

356 **P) OFFICE BUILDINGS**

357 Office buildings shall be numbered with the main building receiving one address and
358 each individual office being assigned suite numbers as secondary location
359 indicators. The suite number assigned should indicate the floor location (e.g. Suite

Sample Addresses: Office Building



360 204 is the fourth office on the second floor). Alphanumerical numbers are not to be
361 used. Office buildings with multiple entrances, where each entrance provides access
362 to a limited number of offices, shall require an address for each individual entrance.

363 **Q) INDIVIDUAL COMMERCIAL BUILDINGS**

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

369
370

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

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

378 **R) STRIP COMMERCIAL BUILDINGS**

379 Strip commercial buildings shall require an address to be reserved for each
380 individual entry door. Careful planning shall be taken to reserve enough numbers for
381 future divisions of businesses. Each business shall receive its own individual
382 address. If a business is large enough to use space accessed by two or more
383 doors, the business shall be assigned the number that corresponds to its primary
384 entrance.

385

386 Addresses shall be determined by the street/road from which the business is
387 accessed. On corner lots, when a business faces a main road but is accessed from
388 a secondary road, an address will be allowed to the main road if the primary
389 entrance for the units faces the main road. When each unit has an individual
390 entrance, the building will be addressed to the road on which the majority of the
391 entrances are located.

392

393

394 **S) MISCELLANEOUS STRUCTURE**

395 Outbuildings and/or utilities requiring metering that are required to have an address
396 shall be given their own individual address, generally 4 to 6 numbers from the main

397 residence. Outbuildings having their own access drive shall be assigned an address
398 following the basic rules for distance and direction.

399

400 ***T) WIRELESS TOWERS***

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

404 **SECTION 5**

405 **DISPLAY OF ADDRESSES**

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407
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410

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

411 **A) RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS**

412 It shall be the responsibility of each and every property owner, trustee, lessee, agent
413 and occupant of each residence, apartment building, business or industry to post
414 and maintain, at all times, address numbers as required under this policy. All
415 addresses shall be displayed in such a way that they are unobstructed and legible
416 from the traveled roadway.

417 **B) PLACEMENT OF ADDRESS NUMBERS**

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

- 420 1. Mobile homes or manufactured homes located within a development shall
421 display the address number in numbers of at least three (3) inches in
422 height and on the side of the home facing the access road. Address
423 numbers shall be of contrasting color with the background.
424
- 425 2. Structures located within a subdivision, condominium or within a city or
426 village that is within fifty (50) feet from the edge of the road right-of way
427 shall:
- 428 a. Display the assigned address number on the structure in such a
429 manner that it is visible from the road.
430 The address shall be composed of numbers that are not
431 less than three (3) inches in height and contrasting in
432 color with the background on which they are affixed.
 - 433 b. The address shall also be displayed on both sides of the
434 mailbox.
435 The address shall be composed of reflective numbers
436 that are not less than two (2) inches in height.
 - 437 c. The numbers shall be reflective numbers on a contrasting
438 background.
 - 439 d. The address shall not be obstructed in any way by any form of
440 landscape, other mailboxes or newspaper delivery boxes.

441 When the mailbox is obstructed, it will be required that an
442 address sign be displayed at the road, following the
443 standards listed for structures located more than fifty (50)
444 feet from the road.

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

- 448
- 449 a. Display the assigned address number on a post, fence or wall or
450 other permanent structure no farther than ten (10) feet back
451 from the edge of the traveled roadway.
 - 452 b. The address shall be composed of numbers that are not less
453 than three (3) inches in height.
 - 454 c. The sign shall be composed of reflective numbers on a
455 contrasting background.
 - 456 d. The numbers shall be not less than four (4) feet and not more
457 than seven (7) feet above the ground
- 458

459 Failure to display the address for new construction, following the county standards
460 as posted within this ordinance, will be grounds for withholding issuance of a
461 Certificate of Occupancy by the Building Department of the Addressing Entity, in
462 accordance with the governing Building Code and Ordinance provisions.

463 **SECTION 6**

464 **ADDRESS CORRECTIONS**

465
466
467
468 Whenever an error in a numeric address or street name comes to the attention of
469 the Street Naming/Address Review Committee, they shall initiate proceedings to
470 correct the error if requested by the affected governmental unit.
471

472 Address changes become effective within 90 days of receipt of Notice of Address
473 Correction. A resident who does not put a change of address in with their Post Office
474 and who does not display the new correct address within the 90 day period will be in
475 violation of this ordinance and subject to penalty as provided by Ordinance. (See
476 Section 9)
477

478
479 **A) NUMERIC CORRECTION**

480 It shall be the intent of this ordinance to discourage the practice of making any
481 change in addresses except:
482

- 483 1. If the existing address number is not in sequence and/or does not run
484 consecutively in the same direction as the county address system.
485 2. If the existing number is such that the assignment of address numbers
486 for new buildings is not practical and in keeping with the requirements
487 of this ordinance. Addresses out of range by more than 35 (+/-)
488 numbers shall be changed as needed to correct range and to
489 accommodate new growth.
490 3. When an easement becomes a named private drive and the
491 structures must reflect the new road name using correct numerical
492 range for the new road.
493 4. When an address is duplicated or otherwise violates this ordinance.
494

495 In the case of a numeric address change, the following procedure shall be followed:
496

- 497 1. The reason for the numeric change shall be documented with date and
498 reporting party.
499 2. A new numeric address shall be determined using the County address
500 standards. (See Section 3A)
501 3. The property owner or owners shall be contacted in written form using
502 the governing assessor's information to identify ownership. The
503 property owner shall have 30 calendar days to respond in writing to the
504 affected governmental unit if he/she disagrees with the change. If not
505 resolved, a public hearing will be scheduled by the affected

- 506 governmental unit within 30 calendar days.
507 4. Notification shall also be sent to the following by the Coordinator:
508 a. 911/Central Dispatch via the Sheriff
509 b. Township Assessor and Clerk
510 c. Jackson County Clerk
511 d. Local Postmaster
512 e. Local School District
513 5. The resident shall be responsible for supplying their individual utility
514 companies with a copy of the official change of address form.
515
516

517 **B) STREET NAME CHANGES**

518 Street name changes shall only be allowed when the name is a duplicate of another
519 road/street within Jackson County and interferes with the accurate dispatch of
520 emergency vehicles or postal delivery. A road name may also be changed when one
521 road has two commonly used names or where portions of what appears to be the
522 same road have two or more names. State Trunklines and County main road names
523 will not be subject to change.

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

- 525
526 1. The reason for street name change shall be documented with date
527 and reporting party.
- 528 2. The property owner or owners will be contacted in written form
529 using the governing assessor's information to identify ownership.
530
- 531 3. Within thirty (30) calendar days of notification, the owners of land
532 accessed by the street to be re-named may submit to the Jackson
533 County Road Commission, the following items:
- 534 a. A prioritized list of name choices, which comply with the
535 street naming requirements.
- 536 4. The new street names will be researched and one will be
537 assigned. If submitted street names are not available, the Jackson
538 County Road Commission will notify the residents requesting a
539 new list of name choices.
- 540 5. The property owner shall have 30 calendar days to respond in
541 writing to the Road Commission if he/she disagrees with the
542 change. If not resolved, a public hearing will be scheduled by the

543 Road Commission within 30 calendar days. Upon completion of
544 the Public Hearing, a street name will be assigned by the Jackson
545 County Road Commission.

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

549 7. Notification of any new street names will be sent to:

550 a. Property owners

551 b. 911/Central Dispatch

552 c. U.S. Postal Office

553 d. Affected Municipal Governments Assessor and Clerk

554 e. Affected School District

555 f. Jackson County Clerk

556 g. Jackson County Register of Deeds

557 h. Consumers Energy

558 i. Jackson County Equalization

559 j. Jackson County Street Naming/Address Coordinator

560 k. Jackson County GIS Coordinator

561

562 **SECTION 7**

563
564 **STREET NAME REQUIREMENTS**

565
566
567 **A) STREET/ROAD DESIGNATION**

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

571 **B) STREET NAMING RESPONSIBILITY**

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

574 The applicant must submit to the Jackson County Road Commission

- 575
576
577 1. A proposal of three different street name choices.
578 2. New developments require a list of all street names being requested and a
579 site plan showing the layout of the streets.
580 3. Written confirmation from the relevant postal area stating there are no
581 duplications of the proposed street names within the postal delivery area.
582

583 A site plan showing the layout of the approved street names shall also be submitted
584 to the appropriate local addressing agency for approval. The Jackson County Road
585 Commission shall not approve any proposed subdivision or plat until the proposed
586 names and house numbers have been approved.

587 **C) NAMING NEW ROADS**

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

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

593 A written request to reserve new street names must be presented to the Jackson
594 County Road Commission for each new development. These street names will be
595 reviewed and reserved in the road name inventory, if approved.
596

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

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

607

608 **E) NEW STREET NAME or RENAMING SELECTION**

609 The following standards will be used:

- 610 1. Old and New cannot be used on any future new or name changes.
- 611 2. Abbreviations of words or names and initials are prohibited.
- 612 3. References to a number are prohibited such as Ten, First, Sixth.
- 613 4. A single alphabetical character cannot be used.
- 614 5. Duplicate street names are prohibited.
- 615 6. Street names will be easy to pronounce and easily recognizable in
616 emergency situations.
- 617 7. No new street name may duplicate, in sound or pronunciation, any
618 other roadway already in use, previously approved, or slated for
619 use in the preliminary stages of a project application anywhere
620 within Jackson County such as: Jerdan-Jordan, Gem-Jim,
621 Queensboro-Queensbury.
- 622 8. Streets that are an extension of an already existing street shall
623 maintain that street name.
- 624 9. No street name shall contain more than eleven (11) characters
625 including spaces.
- 626 10. No special characters in road names such as hyphens,
627 apostrophes, or dashes will be allowed.
- 628 11. Use of frivolous or complicated words, or unconventional spellings
629 will not be allowed.
- 630 12. Names that may be offensive (slang, double meanings, etc.) will
631 not be allowed.

- 632 13. Names with the same theme (i.e., flowers, birds, trees) are
 633 suggested for naming streets in an entire subdivision, as means of
 634 general identification.
 635 14. Vanity street names that do not conform to the County address
 636 style will not be allowed.
 637 15. No street name shall contain the words North, South, East, West,
 638 or any combination thereof. These directionals are to be used only
 639 as a prefix.
 640
 641

642 **F) PREFIXES**

643 Directional prefixes will be used only when necessary, such as for distinguishing
 644 regions of a continuous road traversing several municipalities. A street/road may
 645 have no more than one directional prefix. Acceptable prefixes are North, East,
 646 South, and West. This section applies to new or renamed streets only.
 647

648 **G) SUFFIXES**

650 Each approved street name shall require a street suffix. Only one street suffix will
 651 be allowed per street name. A directional shall only be used as a prefix. It shall not
 652 be allowed to use North, East, South or West as a suffix. All street suffixes will be
 653 abbreviated in compliance with the United States Postal Addressing Standards.
 654 (See USPS Publication 28, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)
 655

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

657		
658	Avenue	Landing
659	Bend	Lane
660	Boulevard	Meadows
661	Cove	Mountain
662	Drive	Ridge
663	Estates	Shore
664	Glens	Trail
665	Hills	Valley
666	Lake	View

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

668 Circle A thoroughfare that returns to the same origin point or to the
669 same originating road.

670 Court A permanently closed road such as a cul-de-sac.

671

672 When there is an extension of a cul-de-sac to join another
673 portion of a development it shall be required that the
674 extension continues with the existing name.

675

676 New developments should avoid using the suffix Court for
677 any cul-de-sac that has the future option to be extended.

678

679 Loop A thoroughfare that returns to the same originating road (the suffix
680 Circle may also be used in this situation).

681 Road A secondary thoroughfare that is accessible from both its origin
682 and terminus. The suffix road is used for public county roads and
683 state roads only.

684 Street A major thoroughfare that is accessible from both its origin and
685 terminus. The suffix street is predominantly used within city
686 limits.

687 **SECTION 8**

688
689 **STREET NAME SIGNS**

690
691 Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic
692 Control Devices (MMUTCD) prepared by the Michigan Department of Transportation
693 in conjunction with the Michigan Department of State Police.

694
695 **A) LOCATION OF SIGNS**

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

699
700 **B) DESCRIPTION OF SIGNS**

701 **1) SIGN COLOR**

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

709
710 **2) SIGN HEIGHT**

711 In business districts signs should provide a minimum of seven (7) feet
712 of clearance between the top of the curb and the bottom of the sign. In
713 rural areas signs should provide a minimum of five (5) feet of clearance
714 between the bottom of the sign and the traveled roadway (Section 2A-
715 22 MMUTCD). It is recommended that rural street signs have a
716 clearance of nine (9) feet to prevent vandalism.

717
718 **3) SIGN LETTERING**

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

722
723 Supplementary lettering to indicate type of street (e.g., Street, Avenue,
724 Road, etc.) may be in smaller lettering, at least three (3) inches high.
725 U.S. Postal approved abbreviations are acceptable except for the
726 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

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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 of 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.

752 **SECTION 9**

753
754 ***PENALTIES***

755

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

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

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

SECTION 10

SAVING CLAUSE

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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 force.

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APPENDIX A

SAMPLE 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

821 **APPENDIX B**

822

823 **SAMPLE ADDRESS APPLICATION**

824 **Developments (Subdivisions and Condominiums)**

825

826 **Address Application Process:**

- 827 1. Submit **COPIES** of the five items listed below to _____ Building Inspection
828 Department:

- 829 1. Final Site plan of development including lot/unit numbers, meter locations (*for pump*
830 *stations, lighted signs/poles, etc.*) and approved street names
831 2. Letter of approval for all street names from Jackson County Road Commission
832 3. Tax Identification Numbers for all parent parcels included in development
833 4. Legal description for entire development
834 5. A \$15.00 fee for each lot/unit and meters requiring an address

835 (*Cash or Checks* payable to _____*) *\$25.00 fee will be charged for a
836 returned check

837 Please note: assigned addresses are considered final, addresses requiring changes due to alterations to site plans will
838 be subject to additional fees.
839

- 840 4. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**

- 841 5. If sending application via US Postal Mail, UPS, etc. please send to:

842 _____, _____, _____, _____
843

844

845

846 **Date:** _____

847

848 **Applicant Information:**

849

850 _____
Name

851

852 _____
Current Address

853

854 _____
City, State, Zip

855

856 _____
Phone

857

858 _____
Email (*provide if you would like to receive address notification via email*)
859

860

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

864

865

866 *Addressing Questions? Please contact*

APPENDIX C

JACKSON COUNTY ADDRESSING

Jackson County, Michigan

BASELINE AND MERIDIAN

LEGEND

- Baseline
- Meridian

