

STREET NAMING AND ADDRESSING ORDINANCE # 207

JACKSON COUNTY, MICHIGAN

*Adopted by the:
Jackson County Board Of Commissioners
7/18/06*

SECTION 1 GENERAL PROVISIONS

A) OBJECTIVES

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

This ordinance is designed to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this ordinance to change all previously addressed structures or to change all previously named duplicate streets. Changes to existing addresses and road names will only be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this ordinance. It is further designed to establish an official map and listing of all streets and roadways in Jackson County.

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

B) AUTHORITY

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

C) ADDRESSING RESPONSIBILITY

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

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

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

D) STREET NAMING/ADDRESS REVIEW COMMITTEE

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

E) EFFECTIVE DATE

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

SECTION 2

ADDRESS REQUESTS

A) *REQUIREMENTS*

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

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*

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

SECTION 3

NUMERIC ASSIGNMENT

A) *FRONTAGE INTERVAL/ADDRESS STYLE*

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

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

B) *ODD/EVEN NUMBER LOCATION*

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

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

(See *Appendix C*)

C) *FRACTIONAL, ALPHANUMERIC, HYPHENATED ADDRESSES*

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

D) *COMPONENT ORDER*

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

E) *DIAGONAL STREETS*

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

F) *CIRCULAR STREETS*

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

G) *CUL-DE-SACS*

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

H) **CORNER LOTS**

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

I) **PRIVATE DRIVES/EASEMENTS**

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

J) **SINGLE FAMILY RESIDENCES**

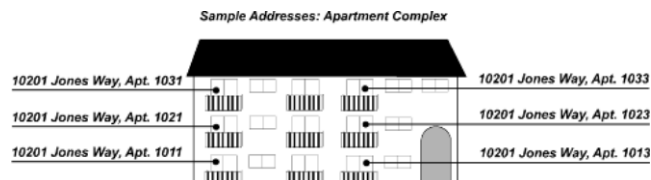
A single-family residence shall receive its own individual address determined by the basic rules for distance and direction.

K) **DUPLEX RESIDENCES**

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

L) **APARTMENT BUILDINGS**

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



M) MOBILE HOME PARKS/MANUFACTURED HOME COMMUNITIES

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

N) TOWNHOUSES

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

O) CONDOMINIUMS

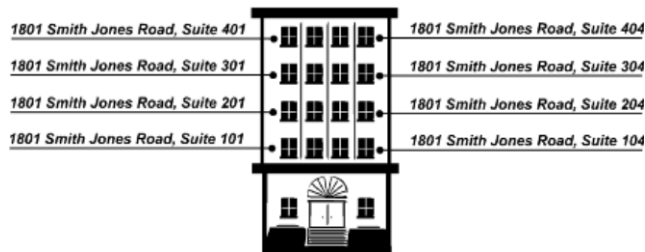
Condominiums shall be assigned an individual address for each unit as determined by the street allowing main access to the building and following the basic rules for distance and direction.

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

P) OFFICE BUILDINGS

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

Sample Addresses: Office Building



Q) *INDIVIDUAL COMMERCIAL BUILDINGS*

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

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

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

R) *STRIP COMMERCIAL BUILDINGS*

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

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

S) *MISCELLANEOUS STRUCTURE*

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

T) *WIRELESS TOWERS*

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

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

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

3. Structures located more than fifty (50) feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within 50 feet of the edge of the right of way and in addition shall:
 - a. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.
 - b. The address shall be composed of numbers that are not less than three (3) inches in height.
 - c. The sign shall be composed of reflective numbers on a contrasting background.
 - d. The numbers shall be not less than four (4) feet and not more than seven (7) feet above the ground

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

SECTION 5

ADDRESS CORRECTIONS

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.

A) *NUMERIC CORRECTION*

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

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.

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

- 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.

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

SECTION 6

STREET NAME REQUIREMENTS

A) *STREET/ROAD DESIGNATION*

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

B) *STREET NAMING RESPONSIBILITY*

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

The applicant must submit to the Jackson County Road Commission

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

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

C) *NAMING NEW ROADS*

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

D) RESERVING NEW STREET NAMES FOR NEW DEVELOPMENTS

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

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

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

E) STREET NAME SELECTION

The following standards will be used:

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

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

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

G) SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. A directional shall only be used as a prefix. It shall not be allowed to use North, East, South or West as a suffix. All street suffixes will be abbreviated in compliance with the United States Postal Addressing Standards.

(See USPS Publication 28, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf>)

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

Avenue	Landing
Bend	Lane
Boulevard	Meadows
Cove	Mountain
Drive	Ridge
Estates	Shore
Glens	Trail
Hills	Valley
Lake	View

The street suffixes listed below will carry the following designations:

- | | |
|--------|--|
| Circle | A thoroughfare that returns to the same origin point or to the same originating road. |
| Court | A permanently closed road such as a cul-de-sac. <ul style="list-style-type: none">! When there is an extension of a cul-de-sac to join another portion of a development it shall be required that the extension continues with the existing name.! New developments should avoid using the suffix Court for any cul-de-sac that has the future option to be extended. |
| Loop | A thoroughfare that returns to the same originating road (the suffix Circle may also be used in this situation). |
| Road | A secondary thoroughfare that is accessible from both its origin and terminus. The suffix road is used for public county roads and state roads only. |
| Street | A major thoroughfare that is accessible from both its origin and terminus. The suffix street is predominantly used within city 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).

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

APARTMENT BUILDING

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

BASELINE

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

CONDOMINIUM

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

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

DUPLEX RESIDENCE

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

MERIDIAN

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

MOBILE HOMES/MANUFACTURED HOMES

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

OFFICE BUILDING

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

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

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

TOWNHOUSES

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.

SECTION 9

PENALTIES

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

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

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

SECTION 10

SAVING CLAUSE

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.

SECTION 11

APPEALS PROCESS

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

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

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

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

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

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

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

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

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

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:
_____, _____, _____, _____

Date: _____

Applicant Information:

Name

Current Address

City, State, Zip

Phone

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

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

APPENDIX C

JACKSON COUNTY ADDRESSING

Jackson County, Michigan

BASELINE AND MERIDIAN

LEGEND

-  Baseline
-  Meridian

