

**Ionia County Address Ordinance  
Of 2000**

**ORDINANCE TO REPEAL AND REPLACE  
IONIA COUNTY, MICHIGAN, ADDRESS ORDINANCE OF 1995**

An ordinance to repeal and replace Ionia County's Address Ordinance of 1995, which designates an enforcing agency to discharge responsibilities of the County of Ionia's address system.

**ARTICLE I**  
**TITLE, PURPOSE, LEGAL CLAUSES AND ADMINISTRATION**

**SECTION 1.01: TITLE**

This ordinance shall be known as the Ionia County Address Ordinance of 2000, and further shall be known in the short form as the "Address Ordinance," hereinafter referred to as the "Ordinance."

**SECTION 1.02: PURPOSE**

This Ordinance is to establish a uniform county-wide system of numbering structures for use as addresses to facilitate locating structures, to protect the public health and safety by providing a systematic method of address numbering to enable faster response and location of a structure by county agencies and the authorities in the event of an emergency by fire, ambulance, police, and other county functions including but not limited to building, soil, health inspections, tax assessment, data collection and other county affairs; to protect and promote the general welfare of the county to provide more efficient means for the general public, parcel delivery, common carrier, and mail delivery services in as much as the efficient provision of said services is more energy efficient and of value to the welfare of the county and the State of Michigan by:

- a. Defining certain terms used herein.
- b. Creating a formal system to name roads in the county, providing for standards and regulations to be applied in naming roads.
- c. Creating a formal system to name roads in the county, providing for standards and regulations for address numbering.
- d. Providing for notifications of interested parties of assigned road names and address numbers, and maintaining a master record (maps) of addresses.
- e. Coordinating the function of this ordinance with other county or municipal ordinances, state statutes, and providing for this ordinance to create the only address system in the county dealing with road naming and address numbering.
- f. Providing minimum standards and regulations for the display and use of addresses.
- g. Providing for the enforcement of this ordinance, penalties for violations and other matters pertinent to this ordinance.
- h. Providing for an appeal process of this ordinance.

### **SECTION 1.03: LEGAL BASIS**

This ordinance is enacted pursuant to section 11 of Michigan Public Act 156 of 1851, as amended, being Michigan Compiled Laws 46.11.

### **SECTION 1.04: ADMINISTRATION**

A department of the County, appointed by the Board of Commissioners, shall be the agency with overall administrative and coordination responsibility to administer and enforce this ordinance. Within this department there shall be a present position with the title of “Address Ordinance Coordinator,” hereinafter known as the “Coordinator.”

## **ARTICLE II** **DEFINITIONS**

### **SECTION 2.01: PURPOSE**

For purposes of this Ordinance certain terms are herewith defined. When inconsistent with the context, the present tense includes the future and words used in singular include the plural number. The word “person” includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

### **SECTION 2.02: UNDEFINED WORDS**

Any word not defined herein shall be interpreted within its common and approved usage.

### **SECTION 2.03: DEFINITIONS**

**ADDRESS** means a set of numbers, and a road prefix, if applicable, and a road name used in combination as one statement of location.

**ADDRESS NUMBER** means that part of an address which consists of a set of whole numbers determined pursuant to this ordinance.

**BUILDING DEPARTMENT** means the department and/or agency designated by Ionia County to monitor the Michigan Department of Labor Construction Code.

**INCORPORATED MUNICIPALITY** means incorporated villages and cities created under Michigan Law.

**MUNICIPALITY** means villages, cities, and townships.

**PLAT** means a map of or other information about a subdivision of land, which is drawn and information compiled, approved and recorded in conformity with Michigan Public Act 288 of 1967, as amended, being Michigan Compiled Laws 560.101 et. sq., the Subdivision Control Act.

**ROAD** means a road, street, highway, lane, drive, mew, avenue, boulevard, two-track, court, cul-de-sac, circle, way, route, track, artery, and so on which affords a means of travel and ingress or egress to abutting property, whether public or private.

**ROAD COMMISSION** means the Ionia County Road Commission, or its chief engineer and staff if the Road Commission elects to delegate, created pursuant to Michigan Public Act 283 of 1909, as amended, being Michigan Compiled Laws 224.1 et. sq., the General Highway Law Chapter IV, County Road Law.

ROAD NAME means that part of an address that is the proper name of a road, including a general suffix such as those listed for the definition of ‘road’ in Section 2.03 of this Ordinance.

ROAD PREFIX means a compass or directional designation of a road as being N (north), E (east), S (south), or W (west).

STRUCTURE means anything constructed, erected or placed with a fixed location on the ground and includes but is not limited to dwellings, houses, mobile homes, businesses, buildings, municipal pumping or substations or booster stations, and so on, which may have need or cause to have an address as determined by the Coordinator.

SUBDIVISION means an area of land which has been divided by means of filing a plat.

UTILITY means a person or municipality or other public authority which provides gas, electricity, water, steam, and sewer.

EAST AND WEST BASE shall refer to a straight line drawn East and West across the county to divide it into a North and South portion. Location of said line shall be a straight line from the East County Line connected by the centerlines of Kimball Road, Lincoln Avenue, and Sparks Road to the West County Line.

NORTH AND SOUTH BASE shall refer to a line drawn North and South across the county to divide it into an East and West portion. Location of said line to be described as the centerline of State (M-66) from the South County line north to the North County line.

FEE means the amount charged for service to assign a new address, information research, or change an incorrect address, as set by the Ionia County Board of Commissioners.

### **ARTICLE III** **ROAD NAMES**

#### **SECTION 3.01: ROAD COMMISSION**

The Ionia County Road Commission shall have approval and final authority over the naming of public and private roads within the county.

The city/village council shall be the agency with exclusive authority to name roads in their respective incorporated municipality.

- a. A road shall not be named, for address purposes, by use of a highway number and county route (road) number such as M-66 or County Road 522. Such routes and highways shall also receive a road name to be used in conjunction with an address. Nothing in this section shall prohibit the use of highway or county route numbers to designate county primary routes or state and federal highway routes.

#### **SECTION 3.02: NOT DUPLICATIVE**

The Ionia County Road Commission shall not approve a road name which is the same or similar in spelling or pronunciation to an existing road within Ionia County.

### **SECTION 3.03: NAMING OF NEW ROADS**

A road which is constructed within the boundaries of a recorded subdivision shall have the name shown for the dedicated right-of-way on the recorded plat. In the case of construction of roads prior to the approval of a final plat, the road shall have the name shown for the dedicated right-of-way shown on the approved preliminary plat on file with the Department.

A plat, subdivision or platted development shall not be approved by the Road Commission with a road name or road right-of-way name that does not comply with the provisions of this ordinance.

A property owner, developer, surveyor, or plat proprietor shall make application to the Ionia County Road Commission for approval of a proposed road name. Upon receipt of the road name application, the ICRC shall review the proposed name with the Ionia County Central Dispatch, the Ionia County Plat Board and any other appropriate government agency.

The ICRC shall notify the applicant within thirty (30) days of the acceptance or rejection of the proposed name along with the reason(s) for the decision, if applicable. The ICRC can provide applicants with a list of road names in Ionia County.

### **SECTION 3.04: CHANGING EXISTING ROAD NAMES**

In situations where two identical or similar road names exist within Ionia County, except those jurisdictions that have written or will write an address ordinance, the ICRC may recommend one of the streets be renamed to a non-duplicate name. The ICRC will prioritize the renaming of roads for those roads that have the same or similar names in the same emergency service area or by other circumstances that make the accurate dispatching of emergency vehicles impractical. 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. Before recommending a change in road name, the ICRC shall consider the official road name as recorded on plats and deeds of adjacent property, and the most accurate historical name of the road in question. Disturbance to existing legal documents shall be of primary consideration in determining the single road name when two or more names are commonly used.

## **ARTICLE IV** **ADDRESSING SYSTEM**

### **SECTION 4.01: ADDRESS ORDINANCE COORDINATOR**

The Coordinator shall have the authority to assign address numbers to structures within the county.

### **SECTION 4.02: NOT DUPLICATIVE**

An address shall not duplicate an address for any other structure.

### **SECTION 4.03: ADDRESS NUMBERING SYSTEM**

The Coordinator shall assign and maintain address numbers to structures according to a system provided for below.

To facilitate a systematic numbering system and to minimize the need to rename existing roads and to allow for easy location of structures, a "Second Grid System" will be used. The starting point or zero point will be the City of Ionia.

- a. To assign numbers to structures located on roads designated as North -South roads the following criteria shall be followed:

In a Northern or Southern direction from East and West base, address numbers shall be evenly spaced 1000 per mile, 500 for one side of the road and 500 for the opposite side of the road, which makes one number for every 5.28 feet. Each section line will be assigned a number in increments of 1000, with the baseline being 0 and the Southern county line being 15,000. The first Northern or Southern column of sections will have a possible range of numbers from 0 - 999, the next column of sections, Northern or Southern, will have a range of numbers from 1000 - 1999, and so forth.

1. Numbers on the West side of a road shall be odd numbers when going North from the East & West baseline.
2. Numbers on the East side of a road shall be even numbers when going North from the East & West baseline.
3. Numbers on the West side of a road shall be even numbers when going South from the East & West baseline.
4. Numbers on the East side of the road shall be odd numbers when going South from the East & West baseline.
5. Roads, which are not aligned due North-South or meander, shall be numbered as North-South roads if the major portion of the road within Ionia County runs North-South. Once a North-South road has address numbers assigned to structures, then that road shall always be considered a North-South road.

- b. To assign numbers to structures located on roads designated as East-West roads, the following criteria shall be followed:

In an Eastern or Western direction from North and South base, address numbers shall be evenly spaced 1000 per mile, 500 for one side of the road and 500 for the opposite side of the road, which makes one number for every 5.28 feet. Each section line will be assigned a number in increments of 1000, with the baseline being 0 and the Western County line being 12,000. Each section line traveling East will be assigned a number increasing in increments of 1000, with the baseline being 0) and the Eastern county line being 12,000. The first Eastern or Western column of sections will have a possible range of numbers from 0-999, the next column of sections, Eastern or Western, will have a range of numbers from 1000 - 1999, and so forth.

1. Numbers on the North side of a road shall be odd numbers when going East from the North & South baseline.
2. Numbers on the South side of a road shall be even numbers when going East from the North & South baseline.
3. Numbers on the North side of a road shall be even numbers when going West from the North & South baseline.
4. Numbers on the South side of a road shall be odd numbers when going West from

the North & South baseline.

5. Roads, which are not aligned due East-West or meander, shall be numbered as East-West roads if the major portion of the road within Ionia County runs East-West. Once an East-West road has address numbers assigned to structures, then that road shall always be considered an East-West road.
- c. Address numbers shall be whole numbers.
- d. Address numbers shall be assigned so they run consecutively starting at the base of the meridian line so that the numbers are not out of sequence.
- e. Addresses will be issued from the point of ingress or egress off of a public or private road.
- f. Mobile home parks shall have one address and the park owner or manager will provide emergency service providers with a descriptive plot map for the park which shall be kept current by said owner or manager.

#### **SECTION 4.04: CHANGING ADDRESS NUMBERS**

The Coordinator may change an address number of a structure if one of the following conditions exist:

- a. If the existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
- b. If a new road is constructed, or if an existing easement is named, and the most appropriate address for the existing structure is on the newly named road.
- c. If an address is duplicated or otherwise violates this ordinance.

#### **SECTION 4.05: ROAD PREFIX**

A Road Prefix shall be assigned to an address only when the road is located on both sides of a base line.

#### **SECTION 4.06: NOTIFICATION OF NEW ADDRESS, ADDRESS CHANGE AND VIOLATION.**

The Coordinator is responsible for insuring that the proper notification procedures are followed:

- a. When a new address is issued, the Coordinator shall provide a form which will include the address number, the road prefix (if applicable), the road name, and the road suffix. The Building Department shall not issue a construction permit until after an address number has been issued.
- b. When a person's address is changed pursuant to this ordinance, the Coordinator shall notify the owner on a form that contains the current address and the new address.
- c. When a new address is assigned or an address is changed, the Coordinator shall notify the following agencies as noted:
  - A) The Post Office, Address changes.
  - B) Central Dispatch/E911, New addresses and address changes.
  - C) The township or village, New addresses and address changes.
  - D) The Health Department, New addresses.

- E) Utility Companies providing service, Address changes.
- d. Notice of Violation
  - 1. In cases where an existing address was changed, the resident shall comply with all sections of this ordinance within 30 days of the effective date of the address change.
  - 2. For all violations of this ordinance, the Coordinator shall send, by first-class mail, a notice of violation stating the amount of time, not to exceed 30 days, the resident has to comply with the ordinance.
  - 3. If a violation remains at the end of the prescribed period of time, a citation shall be issued to the resident or owner of the property and the matter turned over to the Ionia County Prosecuting Attorney for prosecution.

**4.07: MASTER ADDRESS FILE**

- a. The Ionia County Road Commission and the Coordinator shall jointly keep a master index of the proper names of each road in Ionia County. The proper names, as much as possible, shall be reflected on the certified map of Ionia County as set by the Department of Transportation, pursuant to Michigan Public Act 51 of 1951, as amended, being Michigan Compiled Laws 217.651 et. sq. Motor Vehicle Highway Fund Act. If a discrepancy exists between the certified maps and the master index as to the name of the road, its spelling, or punctuation, the master index shall rule. The master index shall be updated from time to time.
- b. The Coordinator shall keep a master database file of addresses and corresponding property code numbers.

**ARTICLE V**  
**DISPLAY OF ADDRESSES**

**SECTION 5.01: DISPLAY**

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

- a. The resident, occupant, or owner of a structure shall display the address number on the structure in such a manner as will be plainly visible and legible from a vehicle traveling on the road that is named in the address from both directions of travel. All numbers shall be Arabic numerals of at least three (3) inches in height and of a color that contrasts with the background color of the structure supporting the numbers.
- b. When a structure is located more than one hundred (100) feet back from the traveled centerline of the road that is named in the address, or if the view of the building is obstructed by trees, shrubs, or another building, the address number shall be displayed on a sign attached to a post located within twenty (20) feet of the centerline of the driveway and between ten (10) and twenty (20) feet back from the edge of the traveled roadway provided that any sign used to comply with this ordinance must also comply with applicable zoning regulations concerning the location and size of the signs. The address number shall be displayed at a height of at least four (4) feet above grade and not higher than six (6) feet above grade. All numbers shall be Arabic numerals of at least three (3) inches in height and of a reflectorized material so that they contrast with the background color of the sign supporting the numbers.

**ARTICLE VI**  
**COORDINATION WITH OTHER ORDINANCES AND STATUTES**

**6.01: CONSTRUCTION CODE PERMITS**

A construction code (building) inspector operating and authorized to issue construction permits under Michigan Public Act 230 of 1972 as amended, being Michigan Compiled Laws 125.1501 et. sq. State Construction Code Act, regardless which nationally recognized code is being enforced shall not issue a construction permit until after an address number has been issued for the proposed structure and may approve the final inspection of a structure or issue an occupancy permit only if the address number is displayed as required in Section 5.01 of this ordinance.

**6.02: UTILITIES**

After the effective date of this ordinance, a utility shall not provide service to a structure which does not have an address number in Ionia County.

**6.03: AUTHORITY AND SCOPE**

It is the intent of this ordinance and finding of the County Board of Commissioners that the address system created and administered by the County pursuant to this ordinance shall be the only address system created, authorized, recognized, administered, or used within Ionia County with the exception of Villages and Cities within Ionia County.

**6.04: USE**

The resident, occupant, person, owner, utility company, other utility service providers, county offices, municipal governments, police, emergency services, and other person or entities, shall use assigned addresses for purposes of identifying the location of a structure by all respective entities in a coordinated and uniform manner.

**6.05: STRUCTURE REGULATIONS**

Nothing in this ordinance shall prohibit a municipality or the postal service from requiring stricter, more visible display of addresses or address numbers.

**ARTICLE VII**  
**ENFORCEMENT, PENALTIES, SAVING CLAUSE**

**SECTION 7.01: ENFORCEMENT**

- a. When an address is assigned or an existing address is changed:
  1. The owner shall comply with the address change or assignment, or appeal the change by requesting a hearing with the Coordinator.
  2. An appeal must be filed with the Coordinator within fifteen (15) business days of the address change or assignment. An extension to file an appeal may be granted by the Coordinator upon a finding of good cause.
  3. If the decision reached by the Coordinator is not satisfactory, their decision may be appealed in writing within fifteen (15) business days of the date of the hearing, to the Ionia County Central Dispatch Board of Directors, which shall serve as the Appeals

Board of this Ordinance. It shall be a requirement for each appeal hearing that a minimum of two of the four citizen representatives shall be in attendance. The decision of the Appeals Board shall be final.

- b. Anyone may file a complaint with the Coordinator concerning an alleged violation of the requirements of Article V and Article VI of this Ordinance. Upon receipt of a complaint, the following procedure for enforcement will be used:
  - 1. The Coordinator shall determine if a violation exists or not. If it is found a violation does not exist, the matter shall be dropped.
  - 2. If a violation is determined to exist, the Coordinator shall contact the resident, occupant, business or owner of the structure in an attempt to obtain voluntary compliance with this ordinance. If the violation is corrected, the matter shall be dropped.
  - 3. If a violation continues to exist and voluntary compliance is not likely, the Coordinator shall notify the owner of the structure, as shown on the latest assessment roll maintained by the Equalization Department, that a violation exists. Said notice shall explain the violation and cite the appropriate section of this ordinance which is being violated and shall explain how the violation may be corrected. Said notice shall provide for a period of time in which the violation shall be corrected. Said notice shall be delivered to the owner by first class mail or by personal delivery.
  - 4. After the provided period of time, if the Coordinator shall determine a violation no longer exists, the matter shall be dropped.
  - 5. If a violation is still thought to exist, the matter shall be referred to the County Prosecuting Attorney for another remedy which may be prescribed by law.
- c. Nothing in this section shall prevent the Coordinator from seeking the assistance or counsel of the Prosecuting Attorney and/or his designee in pursuit of a remedy to the violation and for the determination if a violation exists.

## **SECTION 7.02: PENALTY**

It is a civil infraction for any person to violate any provision of this ordinance, and, upon found being responsible, shall be subject to a fine not to exceed \$500.00. The Coordinator may issue and serve an appearance ticket to commence a civil infraction proceeding. If the person ticketed comes into compliance with the ordinance within the time to appear in court, the Coordinator shall dismiss the ticket.

A second violation of this ordinance shall be a misdemeanor. Any person found in violation shall be subject to a fine not to exceed \$500.00 or imprisonment for not more than 90 days, or both.

In addition to the imposition of foregoing fines, penalties, and other legal remedies, the Ionia County Board of Commissioners may designate an agency of the county to cause proper posting of numbers, and the cost thereof assessed against the owner of such premises.

No sanction shall be imposed on any person for the violation of this ordinance unless a minimum of 60 days has passed since notification of address. Notification may be in person or by first class mail.

## **SECTION 7.03: FEES**

It shall be the policy of the county to provide the service of issuing addresses without cost except that the County Board of Commissioners may adopt a fee schedule from time to time for the following:

- a. When an on-site inspection is required to determine location of the structure and such inspection is not practical to be combined with another inspection of the same site made by a county employee in the performance of his or her duties to enforce another ordinance or state law.
- b. When an address is required and the paperwork and administration to issue the address is not practical to be combined with the administration or paperwork by a county employee for another county ordinance or state law.
- c. For the consideration of a request for an address change and/or for changing an address.

#### **SECTION 7.04: SAVING CLAUSE AND REPEALER**

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 this Ordinance shall remain in force. All ordinances or parts of ordinances of Ionia County in conflict with any of the provisions of this ordinance are hereby repealed.

#### **SECTION 7.05: EFFECTIVE DATE**

This ordinance shall take effect on April 3, 2000.

This amended ordinance shall take effect on January 4, 2013.