

UNADILLA TOWNSHIP  
LIVINGSTON COUNTY, MICHIGAN

RESOLUTION TRANSFERRING ADDRESSING DUTIES FROM UNADILLA TOWNSHIP TO LIVINGSTON COUNTY

# 08A2024

Present: Walker, Topping, Weiland, Cowan.

Absent: Cox

Moved for adoption: Walker

Supported: Weiland

**WHEREAS**, the Township of Unadilla Board of Trustees desires to transfer addressing duties to Livingston County, and

**WHEREAS**, Livingston County requires that a Resolution be adopted by the Township of Unadilla Board of Trustees rescinding any address ordinances, relinquishing all addressing to the jurisdiction of Livingston County and agreeing to abide by the Livingston County addressing ordinances and polices, and

**NOW THEREFORE BE IT RESOLVED:** The Township of Unadilla hereby agrees to relinquish addressing jurisdiction to Livingston County and agrees to be bound by the Livingston County Addressing Ordinance, as the same may be amended from time to time, copies of which are attached to this resolution.

**BE IT FURTHER RESOLVED:** The Township of Unadilla instructs Township Staff to work with the Livingston County staff to transfer all data and information necessary for Livingston County to perform addressing duties.

**BE IT FURTHER RESOLVED:** In the event the Livingston County Board of Commissioners fails to adopt a Resolution accepting addressing duties from the Township that this Resolution shall be declared null and void.

Roll Vote:

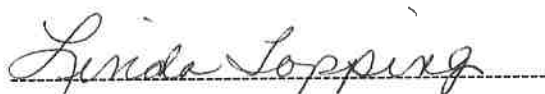
AYES: Walker, Topping, Weiland, Cowan

NAYS: None

ABSENT: Cox

**RESOLUTION DECLARED ADOPTED.**

I, Linda Topping being the duly elected Clerk of Unadilla Township, Livingston County, Michigan do hereby certify that the foregoing is a true and complete copy of the Resolution duly adopted by the Township Board on August 8, 2024. The meeting was conducted, and public notice thereof was given, pursuant to and in compliance with the Open Meetings Act (Act No 267, Public Acts of Michigan, 1976, as amended). Minutes of such meeting shall be kept and made available as required.



Linda Topping, Unadilla Township Clerk

Board Adopted 8/8/2024

Effective Date 8/8/2024

**LIVINGSTON COUNTY  
STREET NAMING AND ADDRESSING POLICY**

**SECTION 1  
GENERAL PROVISIONS**

**A. OBJECTIVES**

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management, first responders, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Livingston County.

This policy is written and adopted 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 policy to correct all erroneously addressed structures. All addresses and road names within the municipalities identified in Sec. 1, B., ADDRESSING RESPONSIBILITY (below) as addressed by the Livingston County Information Technology Department are subject to correction notwithstanding the length of time such address or road name has existed. Corrections of addresses and road names will be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy.

No policy can anticipate every condition or question related to individual circumstances. Livingston County reserves the sole right to revise or rescind this policy or any portion thereof as it deems appropriate. Amendment to this policy will be communicated to the community through official notices.

**B. ADDRESSING RESPONSIBILITY**

The Livingston County Information Technology Department/Geographic Information Systems Division (GIS) is responsible for addressing the following entities:

Cohoctah Township	Iosco Township
Conway Township	Marion Township
Deerfield Township	Oceola Township
Genoa Township	Putnam Township
Green Oak Township	Tyrone Township
Handy Township	Village of Fowlerville
Hartland Township	Village of Pinckney
Unadilla Township (DTE Energy Customers Only)	

The following entities are responsible for addressing the area within their boundaries:

Brighton Township	City of Brighton
Hamburg Township	City of Howell
Howell Township	
Unadilla Township (Consumers Energy Customers Only)	

**C. EFFECTIVE DATE**

This policy is effective upon initial adoption and adoption of subsequent amendment or amendments by Resolution of the Livingston County Board of Commissioners. The policy shall be reviewed on an annual basis, or more often as deemed necessary, by GIS in conjunction with representatives of 911/Central Dispatch, the U.S. Postal Service, and the local governmental units responsible for addressing areas within Livingston County. This policy may be amended from time to time by Resolution of the Livingston County Board of Commissioners and shall be revised as necessary to be non-conflicting with locally approved addressing policies and ordinances.

**SECTION 2  
ADDRESS REQUESTS**

**A. REQUIREMENTS**

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

1. Completed application form.
2. Proof of ownership/copy of deed.
3. Land use permit issued by the local governmental unit where the address is to be assigned.
4. Site plan/survey showing location of principal dwellings and drive.
5. Current tax parcel identification number.
6. Copy of driveway permit or waiver
7. Closest existing address on left, right and across the street from property to be addressed.
8. A fee for each address requested. Livingston County address issuance fees are established by the Board of Commissioners.

**B. ADDRESS REQUEST FOR NEW DEVELOPMENTS**

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires a final site plan showing all road names and location of roads be presented to the addressing official. Additional access roads in the development shall be required to have street names on the final site plan. The street names shown on the site plan must be approved by the Livingston County Road Commission prior to address assignment. The site plan shall also show the site/unit/lot number for each site along with the location of each meter that requires an address.

The developer will be responsible for the addressing fee for all lots, units, or meters included in the development at the time of application.

Official addresses shall be issued for each individual site/unit/lot by the addressing office at the time a building permit is applied for. The owner will be required to submit a copy of a land use permit and a site plan to obtain the address.

**SECTION 3  
NUMERIC ASSIGNMENT**

**A. FRONTAGE INTERVAL/ADDRESS STYLE**

The addressing system within the townships is based on a baseline meridian structure. The county is divided into four quadrants based on the following roads: Oak Grove Road/Pinckney Road/Toma Road as the meridian; and Mason Road/Golf Club Road/Commerce Road as the baseline. See Appendix A.

Livingston County uses a formula developed by Detroit Edison. 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 five (5) foot (+/-) interval. Addresses are assigned based on the location of the driveway entrance, not the front of the structure.

For townships previously addressed by Consumers Energy now under the addressing jurisdiction of Livingston County GIS, the Consumers Energy formula of one address number for each ten (10) foot (+/-) interval will be followed. Townships under this formula include: Cohoctah, Deerfield, and Tyrone.

The villages of Pinckney and Fowlerville use a city block address range style with approximately 50 addresses per block. The meridian for the Village of Pinckney is Howell St; the baseline is Main St/M-36. The meridian for the Village of Fowlerville is Grand Ave/Fowlerville Rd; the baseline is Grand River Ave. See Appendix A.

**B. ODD/EVEN NUMBER LOCATION**

The location of odd and even address numbers applies to townships and villages.

North of the baseline, even numbers shall be on the easterly side of the roads; Odd numbers shall be

on the westerly side of the roads.

South of the baseline, even numbers shall be on the westerly side of the roads; Odd numbers shall be on the easterly side of the roads.

East of the meridian, even numbers shall be on the southerly side of the roads; Odd numbers shall be on the northerly side of the roads.

West of the meridian, even numbers shall be on the northerly side of the roads; Odd numbers shall be on the southerly side of the roads.

See appendix A.

#### **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, street type/suffix, post- directional (if any), 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 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. For example, if it originates off a north/south road and begins by going east before meandering in any other direction, 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.

#### **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**

Corner lots shall be addressed to the road the driveway accesses. The assigned address will be determined by the site plan presented at the time a building permit is requested. Display of address numbers on the structure shall face the road to which the home is addressed.

#### **I. EASEMENTS/STACKED ADDRESSES**

Houses sharing a common drive/easement shall be addressed to the main road from which the easement is accessed and using the numbering system applied to the main road. Local zoning and private road ordinances governing the requirement to name private drives/easements vary. The addressing official will consult the local government prior to assigning a new address sharing a common 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**

Apartment buildings, where one entrance provides access to a number of 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. Each individual apartment shall be assigned an apartment number indicating the floor location. Alphanumerical numbers are not to be used.

Apartments that are accessed by a separate door for each unit shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

#### **M. MANUFACTURED HOME COMMUNITIES**

Each individual manufactured home shall be assigned its own individual address following the basic rules for distance and direction. This generally results in leaving four (4) to eight (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 where one entrance provides access to multiple units shall fall under the apartment category and shall be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators. Alphanumerical numbers are not to be used.

#### **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 converted to a condominium shall be required to be addressed with an individual address for each unit.

#### **P. 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.

It is preferable for an individual building housing more than one business to be issued a separate address for each unit. However, an individual building housing more than one business has the option of using suite numbers when the interior units do not have external access doors to the street. If an individual building housing more than one business includes an external access door for each unit, then each unit shall be assigned an individual address as determined by the street allowing main access to the unit.

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 legible to the public as well as emergency responders.

#### **Q. 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.

#### **R. MISCELLANEOUS STRUCTURES**

Outbuildings and/or utility meters required to have an address shall be given their own individual address, generally four (4) to six (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.

#### **S. WIRELESS COMMUNICATIONS TOWERS**

A wireless communications tower shall be assigned one address determined by the basic rules for distance and direction. Each additional carrier shall obtain a suite number.

### **SECTION 4 DISPLAY OF ADDRESSES**

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

#### **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, business or industry to post and maintain, at all times, address numbers as required under this policy. Owners of apartment buildings or buildings containing suites shall post and maintain, at all times, the address number on the outside of each building as well as the individual apartment or suite number for each unit in the building as required under this policy. All external addresses shall be displayed in such a way they are unobstructed and legible from the traveled roadway. Internal apartment or suite numbers shall be posted either on or directly adjacent to each unit.

#### **B. PLACEMENT OF ADDRESS NUMBERS**

When a cluster box is used for mail delivery, it will only be required for the address to be displayed on the structure.

1. Manufactured homes located within a development shall display the address number in numerals 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 within 50 feet from the edge of the road right-of-way shall:
  - a. Display the assigned address number in numerals no less than three (3) inches in height on the structure in such a manner it is visible from the road.
  - b. The address numbers not less than two (2) inches in height shall also be displayed on both sides of the mailbox.
  - 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 landscaping, other

mailboxes or newspaper delivery boxes.

1. 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 50 feet from the road.
3. Structures located more than 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 (Section 4 B.2) 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 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 policy, will be grounds for withholding issuance of a Certificate of Occupancy by the Building Department 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 of the Information Technology Department, that department shall initiate proceedings to correct the error.

Address corrections become effective within 60 days of receipt of Notice of Address Correction. The Addressing Official serves notice of address correction on the property owner via United States Postal Service. The address correction notice shall be signed by the Addressing Official and contain the name, business address and business telephone number of a county official the property owner may contact to request information, have questions answered or call special circumstances to the attention of the Addressing Official. Address corrections require two-party policy compliance verification.

A resident who does not put a correction of address in with the United States Postal Service and/or who does not display the new correct address thereafter will be in violation of this policy and subject to penalty as provided by ordinance.

### A. NUMERIC CORRECTION

Addresses shall be corrected if one or more of the following conditions are met:

1. The existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. The existing address number has the incorrect parity (odd/even) as determined by the county address system.
3. 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 policy. Addresses out of range by more than 35 (+/-) numbers shall be corrected to the proper range as needed and to accommodate new growth.
4. When an easement becomes a named private street, the structures must reflect the new road name using correct numerical range for the new street.
5. An existing address is duplicated or otherwise violates this policy.

In the case of a numeric address correction, 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 assignment 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. Township/village assessor
  - b. United States Postal Service
  - c. Utility companies
5. The resident shall be responsible for supplying their individual phone, financial, and other service providers with a copy of the official change of address form.

## **B. STREET NAME CORRECTIONS**

Street names shall be corrected if one or more the following criteria exist:

1. Street name is a duplicate of another street within a designated postal area or within Livingston County and interferes with the accurate dispatch of emergency vehicles or postal delivery.
2. One road has two commonly used names or where portions of what appears to be the same road have two or more names.
3. A shared driveway or an easement servicing multiple buildings shall be named to comply with the local zoning or private road ordinance. The shared driveway/easement shall also meet the private road standards set by the Livingston County Road Commission.
4. All property owners along a street request a new street name in order to resolve interference with accurate dispatch of emergency vehicles or postal delivery and the street meets local zoning or private road ordinance and Livingston County Road Commission standards.
5. The street name and approach have been previously approved by the Livingston County Road Commission but the new street name was never used in the issuance of addresses.

In the case of a private street name change, where the street is not part of a platted subdivision or condominium development, the following procedure shall 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 60 days of notification, the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission, the following items:
  - a. A central person of contact for the owner group.
  - b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all 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 according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact



of the owner group to discuss alternatives.

5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.
6. Upon approval of the new street name by the Livingston County Road Commission, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
7. Notification of any new addresses, including street names, will be sent to:
  - a. United States Postal Service
  - b. Village or township offices
  - c. Affected school district
  - d. Livingston County Clerk
  - e. Utility companies

In the case of a street name change located within a subdivision or condominium the following procedure shall 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 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:
  - a. A central person of contact for the owner group.
  - b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all 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 according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.
5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.
6. Upon approval of the new street name by the Livingston County Road Commission, the governing municipality shall pass a resolution approving the new street name as required by MCL Section 560.226 (Land Division Act, PA 288 of 1967, as amended).
  - a. If the street is in a subdivision, the approved resolution shall be recorded at the Livingston County Register of Deeds office and shall be mailed to the State of Michigan Department of Licensing and Regulatory Affairs – Office of Land Survey & Remonumentation.
  - b. If the street is in a condominium development, an amendment to the Master Plan shall be recorded at the Livingston County Register of Deeds office.
7. A copy of the approved resolution shall also be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
8. Notification of any new addresses, including street names, will be sent to:
  - a. United States Postal Service
  - b. Village or township offices

- e. Affected school district
- d. Livingston County Clerk
- e. Utility companies

In the case of a public street name change, the following procedure shall be followed:

1. A public safety agency shall contact the Road Commission with a request for a street name change. The reason for the 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 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:
  - a. A central person of contact for the owner group.
  - b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all 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 according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.
5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.
6. Livingston County Board of Road Commissioners shall review the request and pass a resolution approving a new street name.
7. A copy of the approved resolution shall be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
8. Notification of any new addresses, including street names, will be sent to:
  - a. United States Postal Service
  - b. Village or township offices
  - c. Affected school district
  - d. Livingston County Clerk
  - e. Utility companies

### **C. SUSPENSION OF PROCESS**

For good cause, the Addressing Official may suspend the address correction process at any point for up to 90 days. Suspension of process longer than 90 days or in addition to the original 90 days requires the advice and consent of the 9-1-1 Central Dispatch/Emergency Management Director.

## **SECTION 6 STREET NAME REQUIREMENTS**

### **A. STREET/ROAD DESIGNATION**

Every existing, proposed, or constructed roadway that provides, or will provide, access to multiple buildable

lots shall be identified as a street/road in accordance with the local zoning or private road ordinance and the standards set by the Livingston County Road Commission.

#### **B. STREET NAMING RESPONSIBILITY**

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

The applicant must submit to the Livingston 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.

A final site plan showing the layout of the approved street names shall also be submitted to the appropriate addressing agency for approval.

#### **C. NAMING NEW ROADS**

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

#### **D. RESERVING STREET NAMES FOR NEW DEVELOPMENTS**

A written request to reserve new street names must be presented to the Livingston 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.

Additional street names shall be selected for access roads within commercial developments even if addresses are not issued to these streets. The street names selected shall follow the standards listed in this policy and shall be shown on the final site plan.

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 Livingston 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. Street names will be easy to pronounce and easily recognizable in emergency situations.
2. 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 Livingston County.
3. Streets that are an extension of an already existing street shall maintain that street name.
4. No special characters in road names such as hyphens, apostrophes, or dashes will be allowed.
5. Use of frivolous or complicated words, or unconventional spellings will not be allowed.
6. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
7. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an

entire subdivision or condominium development, as means of general identification.

8. Vanity street names that do not conform to the County address style will not be allowed.
9. No street name shall contain the words North, South, East, West, or any combination thereof. Directional compass points are used only as a prefix.
10. Streets shall not be named after any business that accesses the street.

## F. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities from either a baseline or meridian. Secondary streets that cross a main road shall not use a directional. A street/road may have no more than one directional prefix. Acceptable prefixes are North, East, South, West.

## G. SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. The street name 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 Service (USPS) Standards. If the last word of a street name is an acceptable suffix according to USPS Standards, then it will be used as a street suffix and abbreviated accordingly.

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"><li>• When there is an extension of a cul-de-sac it shall be required the extension continue with the existing name.</li><li>• New developments should avoid using the suffix Court for any cul-de-sac that has the future option to be extended.</li></ul>
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 predominantly used for public county and state roads.
Street	A major thoroughfare accessible from both its origin and terminus. The suffix street is predominantly used within city/village limits.

## H. POST-DIRECTIONALS

A directional shall only be used as a prefix. The street name shall not be allowed to use North, East, South or West at the end of the street name or as a suffix.

**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 Livingston County shall be identified by a Street Name sign and shall display the proper street name. Street Name signs shall be installed at all intersections.

**B. DESCRIPTION OF STREET NAME SIGNS**

**1. SIGN COLOR**

The Street Name sign shall be retro-reflective or illuminated to show the same shape and similar color both day and night. The legend and background shall be of contrasting colors. Street Name signs should have a white legend on a green background. A border, if used, should be the same color as the legend (Section 2D.38 MMUTCD).

**2. SIGN HEIGHT**

In business districts Street Name 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.18 MMUTCD). It is recommended rural street signs have a clearance of nine (9) feet to prevent vandalism.

**3. SIGN LETTERING**

Lettering on ground-mounted Street Name signs should be at least six inches in capital letters, or six inches (6 in) upper case letters with four- and-a-half inch (4.5 in) lower-case letters (Section 2D.38 MMUTCD).

On multi-lane streets with speed limits greater than 40 mph, the lettering on ground-mounted Street Name signs should be at least eight inches (8 in) high in capital letters or eight inches (8 in) upper case letters with six inch (6 in) lower-case letters (Section 2D.38 MMUTCD).

For local roads with speed limits of 25 mph or less, the lettering height may be a minimum of four inches (4 in) (Section 2D.38 MMUTCD).

Supplementary lettering to indicate type of street (e.g., Street, Avenue, Road, etc.) or the section of the City (such as NW) may be in smaller lettering, at least three (3) inches high. Conventional abbreviations (see Section 1A.14 MMUTCD) may be used except for the street name itself (Section 2D.38 MMUTCD).

**4. SIGN PLACEMENT**

In business districts and on principal arterials, Street Name signs should be placed at least on diagonally opposite corners. In residential areas, at least one Street Name sign should be mounted at each intersection. Signs naming both streets should be erected at each intersection. They should be mounted with their faces parallel to the streets they name (Section 2D.38 MMUTCD).

**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 property owners along private roads are responsible for installing street signs at the intersections of all private and public streets in compliance with this policy.

### **SECTION 8 DEFINITIONS**

#### **APARTMENT BUILDING**

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

#### **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 divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

#### **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.

#### **SINGLE FAMILY RESIDENCE**

A dwelling meant for occupation by a single family.

#### **STRIP COMMERCIAL BUILDING**

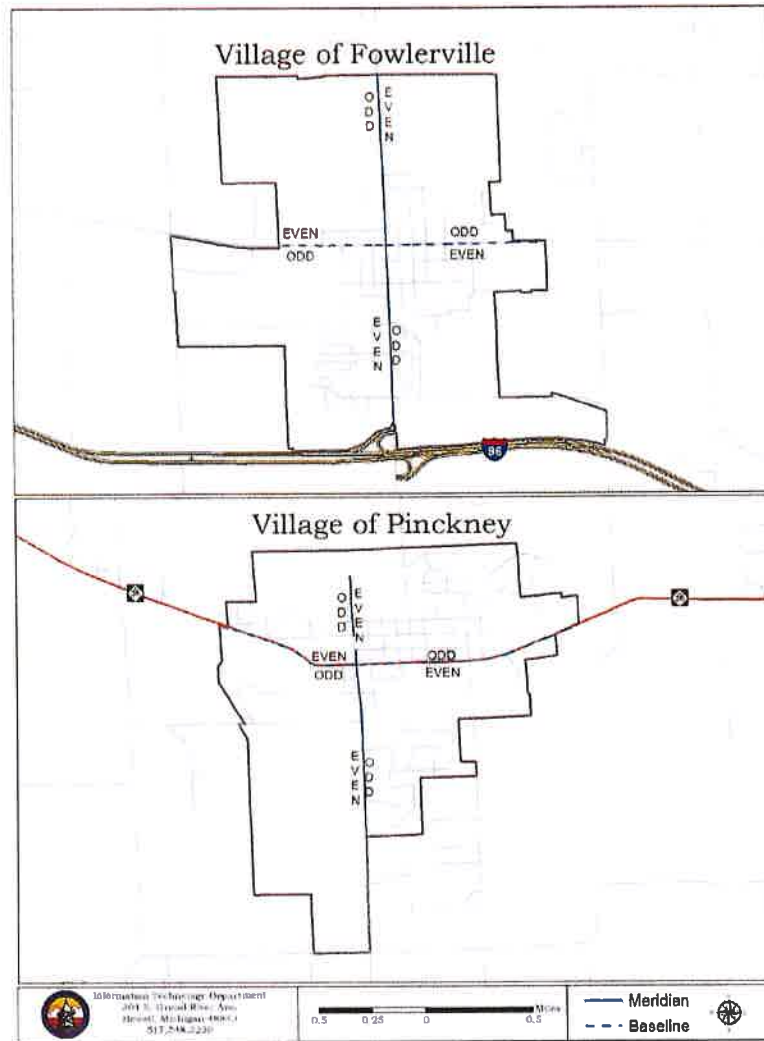
A single building with multiple accesses leased by square footage and allows interior business to vary in size.

#### **TOWNHOUSES**

A building comprised of more than one narrow, multi-story unit. Each unit has its own entrance. A townhouse may be part of an apartment building or a condominium.

**APPENDIX A**







LIVINGSTON COUNTY, MICHIGAN

Ordinance No. 3

LIVINGSTON COUNTY ADDRESSING  
ORDINANCE

AN ORDINANCE TO PROVIDE FOR THE NAMING OF STREETS AND NUMERIC ADDRESSING OF BUILDINGS, POSTING OF STREET SIGNS, AND DISPLAY OF ADDRESS NUMBERS; TO DESIGNATE AUTHORIZED LOCAL OFFICIALS RESPONSIBLE TO ADMINISTER THE ADDRESSING ORDINANCE AND REGULATIONS AND TO ENFORCE VIOLATIONS; TO DESIGNATE VIOLATIONS TO BE MUNICIPAL CIVIL INFRACTIONS; TO ADOPT A SCHEDULE OF FINES; TO PLACE THE MUNICIPAL CIVIL INFRACTIONS VIOLATIONS BUREAU AT THE GEOGRAPHIC INFORMATION SYSTEMS MANAGEMENT DEPARTMENT; TO ADOPT A SAVINGS CLAUSE; AND TO PROVIDE AN EFFECTIVE DATE.

THE COUNTY OF LIVINGSTON ORDAINS:

SECTION 1. PURPOSE, SCOPE, DEFINITIONS AND ADMINISTRATION

A. Purpose

The purpose of this Ordinance is to establish a system of assigning and correcting addresses in Livingston County to facilitate the locating of structures in order to protect the public health and safety by prompting reduced response times by police, fire, ambulance, and other emergency services; to provide for more efficient delivery of County services, such as building inspections, soil evaluations, health inspections, property tax administration, property mapping, and other county affairs; and to provide for efficient U.S. mail and parcel delivery in Livingston County.

B. Scope

This Ordinance shall be effective and enforceable throughout Livingston County, except in the jurisdiction of those cities, villages, or townships that have previously enacted or subsequently enact an ordinance that addresses the general subject matter of this ordinance.

C. Definitions

1. "Address" means the combination of a set of numbers, a street prefix (i.e., N., S., E., or W., if applicable), a street name, a street suffix (e.g., Ave., Rd., St., Dr., Cir., or Ct.), a street post-directional (i.e., N., S., E., or W., if applicable), an apartment or suite designation if applicable, and an apartment or suite number if applicable.
2. "Address number" means a set of numbers based upon the formula that begins at 0 base points along the East-West baseline and North-South meridian as assigned by the Addressing Official as part of an address. Numbering systems currently in effect in incorporated and unincorporated villages would be changed or modified only at the request of local units of government or to the extent necessary to correct numbering errors found during the process of mapping Livingston County.
3. "Street" or "road" means any vehicular way which is a state, county, or municipal roadway, or is shown on an approved and recorded subdivision plat or site plan, or is a private road that serves more than two existing lots.
4. "Principal structure" shall include but not be limited to: residential buildings, office buildings, commercial buildings, industrial buildings, public buildings, utility structures, and buildings used for storage, including, but not limited to garages, pole barns, utility meters and other accessory structures.

D. Administration

The Director of the Livingston County Information Technology Department shall appoint a person from that department to be the County Addressing Official. The Addressing Official shall have overall responsibility for administration and coordination of this Ordinance and the Livingston County Street Naming and Addressing Policy, including enforcement.

## **SECTION 2. STREET NAMES AND ADDRESSING**

### **A. Incorporation of Policy**

The County Addressing Official shall coordinate all numeric addressing, including the assignment of numeric address corrections that require naming of easements and renaming of private roads. The Livingston County Road Commission shall be responsible for coordinating new road names with developers and property owners and sign identification of all county roads within the County, pursuant to the Livingston County Street Naming and Addressing Policy as adopted and from time to time amended by Resolution of the County Board of Commissioners, which Policy is incorporated by reference.

### **B. Display of Address**

The property owners or residents of all principal structures on each parcel of land are required to display an address number in the manner prescribed in the Livingston County Street Naming and Addressing Policy, incorporated by reference. In the event an address number has been corrected by administrative action of the Addressing Official, the property owner or resident shall so notify the U.S. Postal Service, and display the new correct address, within 60 days of receipt of a Notice of Address Correction.

### **C. Road Names**

The provisions of this Ordinance shall apply to both public and private roads. Every road, public or private, that exists in Livingston County on or after the effective date of this ordinance shall be posted or signed with, a name that shall be registered with and approved by the Livingston County Road Commission in the manner prescribed in the Livingston County Street Naming and Addressing Policy, incorporated by reference. The Livingston County Addressing Official shall be the sole final authority for street or road naming. The Livingston County Road Commission shall maintain the county-wide repository of street names.

### **D. Posting of Street Signs**

The property owners or residents with addresses on a private road shall erect and maintain a suitable sign identifying the private road at the intersection of the private road and the adjoining public road in the manner prescribed in the Livingston County Street Naming and Addressing Policy, incorporated by reference.

### **E. Assigned Number and Address Corrections**

Existing, or previously assigned or displayed address numbers, public road and private road names that do not comply with this Ordinance and the Livingston County Street Naming and Addressing Policy, incorporated by reference, may be corrected either (1) at the request of the property owner(s) or his/her agent(s), but only upon approval of the Addressing Official, or (2) such change may be initiated by the County Addressing Official. When a correction is initiated by the Addressing Official, the property owner(s) shall be notified, in writing, that a new number has been assigned. Address corrections become effective upon receipt of Notice of Address Correction. A resident who does not put a change of address in with the United States Postal Service and who does not display the new correct address within 60 days after receiving the Notice of Address Correction will be in violation of this ordinance and subject to penalty as provided by Ordinance.

## **SECTION 3. DESIGNATION OF VIOLATIONS OF THIS ORDINANCE AS MUNICIPAL CIVIL INFRACTIONS.**

- A.** Pursuant to the authority set forth in 1851 PA 156, as amended, being MCL 46.11(j), and Chapter 87 of 1961 PA 236, as amended, being MCL 600.8701 et seq., a violation of any provision of this Ordinance shall be a municipal civil infraction.
- B.** The sanction for any violation of this Ordinance, which is a municipal civil infraction, shall be a civil fine as provided herein, plus any cost, damages, expenses and other sanctions, as authorized under Chapter 87 of 1961 PA 236, as amended, and other applicable laws.
- C.** The County Addressing Official, deputies of the Livingston County Sheriff, and other

persons specifically designated by the Director of the Livingston County Information Technology Department, are the County officials authorized to issue municipal civil infraction citations and municipal civil infraction violation notices for violations of this Ordinance

- D. In addition to enforcement of violations of this Ordinance as municipal civil infractions, enforcement of violations of this Ordinance may be accomplished by civil action, along with any other remedies provided by law. Violation of this Ordinance is hereby declared a nuisance, per se, and adjudication of responsibility for a municipal civil infraction violation of this Ordinance shall not preclude other civil proceedings to abate such nuisance.
- E. Each day a violation exists constitutes a separate infraction.

#### **SECTION 4. SCHEDULE OF FINES FOR VIOLATIONS**

- A. Fines to be established by County Board Resolution

The County Board of Commissioners shall by Resolution adopt a schedule of fines for violations of this Ordinance, which may be amended by subsequent Resolution. For purposes of establishing an initial schedule of fines, the following schedule is adopted.

- B. Fines for Municipal Civil Infraction Citations

- 1. A person, corporation or firm who violates any provision of this Ordinance and is found responsible at the district court for a municipal civil infraction citation, shall pay a civil fine of not less than \$75.00 nor more than \$500.00, plus costs and other sanctions, for each infraction.

- 2. Repeat offenses shall be subject to increased fines as set forth below. As used in this subsection, "repeat offense," means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision of this Ordinance, committed by a corporation, person or firm within any 24-month period and (b) for which the person admits responsibility or is determined to be responsible. The increased fine for a repeat offense shall be as follows:

- (i) The fine for any offense that is a repeat offense shall be no less than \$200.00 plus costs and other sanctions.
- (ii) The fine for any offense that is a second repeat offense shall be no less than \$300.00 plus costs and other sanctions.
- (iii) The fine for any offense that is a third or subsequent repeat offense shall be no less than \$500.00 plus costs and other sanctions.

- C. Fines for Violation Notices

A person, corporation or firm who, as a result of violating any provision of this Ordinance receives a municipal civil infraction violation notice, upon a determination of responsibility thereon, shall pay an initial civil fine at the Livingston County Municipal Civil Infractions Violations Bureau of \$50.00.

- 1. In the case of another offense within one year of the date of the initial infraction, the civil fine shall be \$75.00. (This shall be known as the second offense.)
- 2. In the case of another offense within one year of the date of the second offense, the civil fine shall be \$150.00. (This shall be known as the third offense.)
- 3. In the case of another offense within one year of the date of the third offense, the civil fine shall be \$500.00. (This shall be known as the fourth offense.) All subsequent offenses shall be subject to a civil fine of \$500.00.

#### **SECTION 5. ESTABLISHMENT OF MUNICIPAL CIVIL INFRACTIONS VIOLATIONS BUREAU**

The Municipal Civil Infraction Violations Bureau, for disposition of violation notices issued under this Ordinance, shall be located at the Livingston County Geographic Information Systems Management Division, 304 E. Grand River Avenue, Suite 101, Howell, MI 48843.

**SECTION 6. REPEALER.**

All ordinances in conflict are repealed only to the extent necessary to give this ordinance full force and effect.

The various parts, sections and clauses of this ordinance, inclusive of the Policy incorporated by reference, are hereby declared to be severable. Should any part, clause, sentence, paragraph or section of this ordinance be found invalid or unconstitutional for any reason by any court of competent jurisdiction, any such decision shall not affect the validity of the remainder of this ordinance.

**SECTION 8. SAVINGS CLAUSE.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they were commenced.

**SECTION 9. EFFECTIVE DATE.**

The provisions of this ordinance are ordered to take effect after publication.

I, Margaret Dunleavy, Livingston County Clerk, certify that this ordinance was adopted by the Livingston County Board of Commissioners and published on February 10, 2012.

  
Margaret Dunleavy  
Livingston County Clerk

Approved as to form:  
COHL, STOKER & TOSKEY, P.C.

  
Timothy M. Perrone

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