

1                                   **STREET NAMING AND ADDRESSING**  
2                                   **ORDINANCE**

3                                   **JACKSON COUNTY, MICHIGAN**

4                                   *Adopted by the:*  
5                                   **Jackson County Board Of Commissioners**  
6                                   **7/18/06**

7                                   **SECTION 1**  
8                                   **GENERAL PROVISIONS**

9  
10  
11   **A) OBJECTIVES**

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

18  
19   This ordinance is designed to eliminate addressing confusion and to create a  
20   standard system by which addresses may be assigned and maintained from this  
21   time forward. It is not the objective of this ordinance to change all previously  
22   addressed structures or to change all previously named duplicate streets. Changes  
23   to existing addresses and road names will only by made when non-conformity  
24   interferes with the accurate dispatch of emergency vehicles or postal delivery as  
25   outlined in Section 5 of this ordinance. It is further designed to establish an official  
26   map and listing of all streets and roadways in Jackson County.

27  
28   No ordinance can anticipate every condition or question related to individual  
29   circumstances. Jackson County reserves the sole right to revise or rescind any  
30   portion of this Ordinance as it deems appropriate. Any future changes to this  
31   ordinance will be communicated to the community through official notices.

32   **B) AUTHORITY**  
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34   This Ordinance is adopted under the authority and provisions of the applicable  
35   Statutes of the State of Michigan, including but not limited to PA 156 of 1851 (MCL  
36   46.11).

37 **C) ADDRESSING RESPONSIBILITY**  
38

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

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

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

56

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

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

66

67 **E) EFFECTIVE DATE**  
68

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

75 **SECTION 2**

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77 **ADDRESS REQUESTS**

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80 **A) REQUIREMENTS**

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

- 82
- 83 1. Completed Residential and Commercial Address Application form.  
84 (*See Appendix A*)
  - 85 2. Proof of Ownership/Copy of Deed.
  - 86 3. Site Plan/Survey showing location of principal dwellings and drive.
  - 87 4. Tax Parcel Identification Number.
  - 88 5. Closest existing address on left, right and across the street from property  
89 to be addressed.
  - 90 6. A fee for each address requested. This fee shall be determined by each  
91 addressing entity by appropriate resolution.  
92

93  
94 **B) ADDRESS REQUEST FOR NEW DEVELOPMENTS**

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

102 **SECTION 3**

103 **NUMERIC ASSIGNMENT**

104  
105  
106 **A) FRONTAGE INTERVAL/ADDRESS STYLE**

107 The addressing system is based on a baseline/meridian structure. The county is  
108 divided into four quadrants based on the following roads: The established baseline  
109 for Jackson County is Michigan Avenue and originates with its intersection with  
110 Mechanic Street located in the City of Jackson and extends East along Michigan  
111 Avenue to the County Line and West from the origin along Michigan Avenue to  
112 Parma Road and then South to Erie Road and then along Erie Road to the County  
113 Line. The established meridian for Jackson County is Blackstone Street and  
114 originates with its intersection with Michigan Avenue located in the City of Jackson  
115 and extends North along Mechanic street to North Street and then East to Cooper  
116 Street then North along Cooper Street to the North Line of Section 14 then West  
117 along the North Line of Sections 14 and 15 to Lansing Avenue then North along  
118 Lansing Avenue to the County Line and South from the origin along Mechanic Street  
119 to Morrell Street then East along Morrell Street to Francis Street then South along  
120 Francis Street to Vandercook Lake then continue in a Southwesterly direction to the  
121 90 degree corner on Browns Lake Road North of Emmons Road then South on  
122 Browns Lake Road to Kimmel Road then East along Kimmell Road to South  
123 Jackson road and then South along South Jackson road to the County Line. (See  
124 *Appendix C*)

125  
126 Jackson County uses a formula developed by Consumers Energy. Addresses are  
127 generally based on 1000 address numbers per mile. When divided by 5280 feet per  
128 mile, this calculates to one address number for each 5 (+/-) interval. Addresses are  
129 assigned based on the driveway entrance, not the front of the structure.  
130

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

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

134  
135 Even numbers shall be on the northerly side of the roads; Odd numbers shall be on  
136 the southerly side of the roads.

137  
138 (*See Appendix C*)

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

140

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

144

145

146 **D) COMPONENT ORDER**

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

150

151

152 **E) DIAGONAL STREETS**

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

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

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

159 **F) CIRCULAR STREETS**

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

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

167 **G) CUL-DE-SACS**

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

171 **H) CORNER LOTS**

172

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

181

182

183 **I) PRIVATE DRIVES/EASEMENTS**

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

188

189

190 **J) SINGLE FAMILY RESIDENCES**

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

193 **K) DUPLEX RESIDENCES**

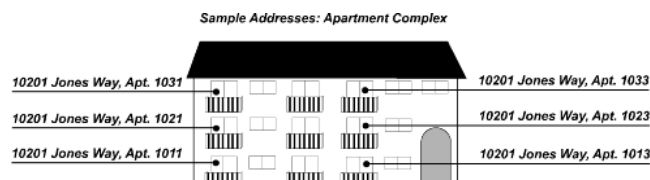
194

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

197 **L) APARTMENT BUILDINGS**

198

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



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

207

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

211 **N) TOWNHOUSES**

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

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

218

219

220 **O) CONDOMINIUMS**

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

224

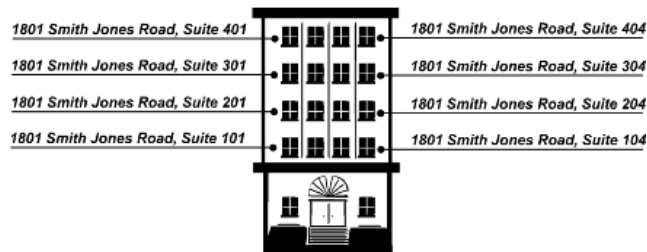
225 An apartment building or townhouse complex that is converted to a condominium  
226 shall be required to be addressed with an individual address for each unit.

227 **P) OFFICE BUILDINGS**

228

229 Office buildings shall be numbered with the main building receiving one address and  
230 each individual office being assigned suite numbers as secondary location  
231 indicators. The suite number assigned should indicate the floor location (e.g. Suite  
232 204 is the fourth office on the second floor). Alphanumerical numbers are not to be  
233 used. Office buildings with multiple entrances, where each entrance provides access  
234 to a limited number of offices, shall require an address for each individual entrance.

Sample Addresses: Office Building



235 **Q) *INDIVIDUAL COMMERCIAL BUILDINGS***

236

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

242

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

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

250 **R) *STRIP COMMERCIAL BUILDINGS***

251

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

258

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

265

266

267 **S) *MISCELLANEOUS STRUCTURE***

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



272 **T) WIRELESS TOWERS**

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

276 **SECTION 4**

277 **DISPLAY OF ADDRESSES**

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

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

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

289 **B) PLACEMENT OF ADDRESS NUMBERS**

290

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

- 293 1. Mobile homes or manufactured homes located within a development shall  
294 display the address number in numbers of at least three (3) inches in  
295 height and on the side of the home facing the access road.  
296
- 297 2. Structures located within a subdivision, condominium or within a city or  
298 village that is within fifty (50) feet from the edge of the road right-of way  
299 shall:
- 300 a. Display the assigned address number on the structure in such a  
301 manner that it is visible from the road.
    - 302 ● The address shall be composed of numbers that are not  
303 less than three (3) inches in height and contrasting in  
304 color with the background on which they are affixed.
  - 305 b. The address shall also be displayed on both sides of the  
306 mailbox.
    - 307 ● The address shall be composed of reflective numbers  
308 that are not less than two (2) inches in height.
  - 309 c. The numbers shall be reflective numbers on a contrasting  
310 background.
  - 311 d. The address shall not be obstructed in any way by any form of  
312 landscape, other mailboxes or newspaper delivery boxes.
    - 313 ● When the mailbox is obstructed, it will be required that an  
314 address sign be displayed at the road, following the

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

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

320

321 a. Display the assigned address number on a post, fence or wall or  
322 other permanent structure no farther than ten (10) feet back  
323 from the edge of the traveled roadway.

324 b. The address shall be composed of numbers that are not less  
325 than three (3) inches in height.

326 c. The sign shall be composed of reflective numbers on a  
327 contrasting background.

328 d. The numbers shall be not less than four (4) feet and not more  
329 than seven (7) feet above the ground

330

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

335 **SECTION 5**

336  
337 **ADDRESS CORRECTIONS**

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340 Whenever an error in a numeric address or street name comes to the attention  
341 Street Naming/Address Review Committee, they shall initiate proceedings to correct  
342 the error.

343  
344 Address changes become effective within 30 days of receipt of Notice of Address  
345 Correction. A resident who does not put a change of address in with their Post Office  
346 and who does not display the new correct address within the 30 day period will be in  
347 violation of this ordinance and subject to penalty as provided by Ordinance.

348  
349  
350 **A) NUMERIC CORRECTION**

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

- 353  
354
- 355 1. If the existing address number is not in sequence and/or does not run  
356 consecutively in the same direction as the county address system.
  - 357 2. If the existing number is such that the assignment of address numbers  
358 for new buildings is not practical and in keeping with the requirements  
359 of this ordinance. Addresses out of range by more than 35 (+/-)  
360 numbers shall be changed as needed to correct range and to  
361 accommodate new growth.
  - 362 3. When an easement becomes a named private drive and the  
363 structures must reflect the new road name using correct numerical  
364 range for the new road.
  - 365 4. When an address is duplicated or otherwise violates this ordinance.
- 366

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

- 368
- 369 1. The reason for the numeric change shall be documented with date and  
370 reporting party.
  - 371 2. A new numeric address shall be determined using the County address  
372 standards.
  - 373 3. The property owner or owners shall be contacted in written form using  
374 the governing assessor's information to identify ownership.
  - 375 4. Notification shall also be sent to the following:  
376 a. 911/Central Dispatch  
377 b. City and/or Township Assessor and Clerk  
378 c. Jackson County Clerk

- 379 d. Local Postmaster
- 380 e. Local School District
- 381 f. Jackson County Street Naming/Address Coordinator
- 382 5. The resident shall be responsible for supplying their individual utility
- 383 companies with a copy of the official change of address form.
- 384
- 385

386 **B) STREET NAME CHANGES**

387

388 Street name changes shall only be allowed when the name is a duplicate of another

389 street within a designated postal area or within Jackson County and interferes with

390 the accurate dispatch of emergency vehicles or postal delivery. A road name may

391 also be changed when one road has two commonly used names or where portions

392 of what appears to be the same road have two or more names.

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

- 394 1. The reason for street name change shall be documented with date
- 395 and reporting party.
  
- 396 2. The property owner or owners will be contacted in written form
- 397 using the governing assessor's information to identify ownership.
  
- 398 3. Within thirty (30) days of notification, the owners of land accessed
- 399 by the street to be re-named may submit to the Jackson County
- 400 Road Commission, the following items:
  - 401 a. A central person of contact for the owner group.
  - 402 b. A proposal of three different name choices, which
  - 403 comply with the street naming requirements, and that have
  - 404 been agreed upon by the majority of the affected property
  - 405 owners.
  - 406 c. A list of all residents comprising the owner group with
  - 407 their current addresses and phone numbers.
  
- 408 4. The new street names will be researched and one will be
- 409 assigned. If submitted street names are not available, the Jackson
- 410 County Road Commission will work with the central contact of the
- 411 owner group to discuss alternatives.
  
- 412 5. Within sixty (60) days of the original notification, if a new approved
- 413 street name has not been accepted by a majority of the owners, a
- 414 street name will be assigned by the Jackson County Road
- 415 Commission.

- 416  
417  
418
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.
- 419
7. Notification of any new street names will be sent to:
    - 421 a. Property owners
    - 422 b. 911/Central Dispatch
    - 423 c. U.S. Postal Office
    - 424 d. Affected Municipal Governments Assessor and Clerk
    - 425 e. Affected School District
    - 426 f. Jackson County Clerk
    - 427 g. Jackson County Register of Deeds
    - 428 h. Consumers Energy
    - 429 i. Jackson County Equalization
    - 430 j. Jackson County Street Naming/Address Coordinator

431

## SECTION 6

432

### ***STREET NAME REQUIREMENTS***

#### 433 **A) *STREET/ROAD DESIGNATION***

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

#### 437 **B) *STREET NAMING RESPONSIBILITY***

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

440

441 The applicant must submit to the Jackson County Road Commission

442

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

448

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

#### 453 **C) *NAMING NEW ROADS***

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

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

459

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

463

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

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

474

475 **E) STREET NAME SELECTION**

476 The following standards will be used:

- 477
- 478 1. Old and New cannot be used.
  - 479 2. Abbreviations of words or names and initials are prohibited.
  - 480 3. References to a number are prohibited such as Ten, First, Sixth.
  - 481 4. A single alphabetical character cannot be used.
  - 482 5. Duplicate street names are prohibited.
  - 483 6. Street names will be easy to pronounce and easily recognizable in  
484 emergency situations.
  - 485 7. No street name may duplicate, in sound or pronunciation, any  
486 other roadway already in use, previously approved, or slated for  
487 use in the preliminary stages of a project application anywhere  
488 within Jackson County such as: Jerdan-Jordan, Gem-Jim,  
489 Queensboro-Queensbury.
  - 490 8. Streets that are an extension of an already existing street shall  
491 maintain that street name.
  - 492 9. No street name shall contain more than eleven (11) characters  
493 including spaces.
  - 494 10. No special characters in road names such as hyphens,  
495 apostrophes, or dashes will be allowed.
  - 496 11. Use of frivolous or complicated words, or unconventional spellings  
497 will not be allowed.
  - 498 12. Names that may be offensive (slang, double meanings, etc.) will  
not be allowed.



- 499 13. Names with the same theme (i.e., flowers, birds, trees) are  
 500 suggested for naming streets in an entire subdivision, as means of  
 501 general identification.  
 502 14. Vanity street names that do not conform to the County address  
 503 style will not be allowed.  
 504 15. No street name shall contain the words North, South, East, West,  
 505 or any combination thereof. These directionals are to be used only  
 506 as a prefix.  
 507  
 508

509 **F) PREFIXES**

510 Directional prefixes will be used only when necessary, such as for distinguishing  
 511 regions of a continuous road traversing several municipalities. A street/road may  
 512 have no more than one directional prefix. Acceptable prefixes are North, East,  
 513 South, and West.  
 514

515 **G) SUFFIXES**  
 516

517 Each approved street name shall require a street suffix. Only one street suffix will  
 518 be allowed per street name. A directional shall only be used as a prefix. It shall not  
 519 be allowed to use North, East, South or West as a suffix. All street suffixes will be  
 520 abbreviated in compliance with the United States Postal Addressing Standards.  
 521 (See USPS Publication 28, <http://pe.usps.gov/cpim/ftp/pubs/Pub28/Pub28.pdf> )  
 522

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

524		
525	Avenue	Landing
526	Bend	Lane
527	Boulevard	Meadows
528	Cove	Mountain
529	Drive	Ridge
530	Estates	Shore
531	Glens	Trail
532	Hills	Valley
533	Lake	View

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

- |     |        |  |
|-----|--------|--|
| 535 | Circle | A thoroughfare that returns to the same origin point or to the       |
| 536 |        | same originating road.   |
| 537 | Court  | A permanently closed road such as a cul-de-sac.                      |
| 538 |        | ● When there is an extension of a cul-de-sac to join                 |
| 539 |        | another portion of a development it shall be required that           |
| 540 |        | the extension continues with the existing name.                      |
| 541 |        | ● New developments should avoid using the suffix Court               |
| 542 |        | for any cul-de-sac that has the future option to be                  |
| 543 |        | extended.  |
| 544 |        |  |
| 545 | Loop   | A thoroughfare that returns to the same originating road (the suffix |
| 546 |        | Circle may also be used in this situation).                          |
| 547 | Road   | A secondary thoroughfare that is accessible from both its origin     |
| 548 |        | and terminus. The suffix road is used for public county roads and    |
| 549 |        | state roads only.  |
| 550 | Street | A major thoroughfare that is accessible from both its origin and     |
| 551 |        | terminus. The suffix street is predominantly used within city        |
| 552 |        | limits.  |

553 **SECTION 7**

554  
555 **STREET NAME SIGNS**

556  
557 Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic  
558 Control Devices (MMUTCD) prepared by the Michigan Department of Transportation  
559 in conjunction with the Michigan Department of State Police.

560  
561 **A) LOCATION OF SIGNS**

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

565  
566 **B) DESCRIPTION OF SIGNS**

567 **1) SIGN COLOR**

568 The street sign should be reflective or illuminated and of contrasting  
569 colors. Signs installed as of the date of this policy shall be a white  
570 legend on a green background (Section 2D-39 MMUTCD). Street  
571 name signs designating certified roads shall have white letters on a  
572 green background. Private street name signs shall also have white  
573 letters on a green background and shall have the word "PRIVATE"  
574 affixed under the street name.

575  
576 **2) SIGN HEIGHT**

577 In business districts signs should provide a minimum of seven (7) feet  
578 of clearance between the top of the curb and the bottom of the sign. In  
579 rural areas signs should provide a minimum of five (5) feet of clearance  
580 between the bottom of the sign and the traveled roadway (Section 2A-  
581 22 MMUTCD). It is recommended that rural street signs have a  
582 clearance of nine (9) feet to prevent vandalism.

583  
584 **3) SIGN LETTERING**

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

588  
589 Supplementary lettering to indicate type of street (e.g., Street, Avenue,  
590 Road, etc.) may be in smaller lettering, at least three (3) inches high.  
591 U.S. Postal approved abbreviations are acceptable except for the  
592 street name itself (Section 2D-5, 2D-6, and 2D-39 MMUTCD).

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**4) SIGN PLACEMENT**

In business districts and on principal arterials, Street Name signs may be placed at least on diagonally opposite corners so that they will be on the far right-hand side of the intersection for traffic on the major street. Signs naming both streets should be erected at each location. They should be mounted with their faces parallel to the streets they name (Section 2D-39 MMUTCD).

In residential districts at least one Street Name sign should be mounted at each intersection (Section 2D-39 MMUTCD).

The overall dimensions of the sign shall be no longer than forty-two (42) inches and shall be a height of nine (9) inches

**C) STREET SIGN INSTALLATION AND MAINTENANCE**

**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.

619 **SECTION 8**

620 **DEFINITIONS**

621  
622  
623  
624

**APARTMENT BUILDING**

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

627  
628

**BASELINE**

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

632  
633

**CONDOMINIUM**

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

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

641  
642

**DUPLEX RESIDENCE**

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

645  
646  
647

**MERIDIAN**

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

651 **MOBILE HOMES/MANUFACTURED HOMES**

652

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

659

660 **OFFICE BUILDING**

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

663

664 **SINGLE FAMILY RESIDENCE**

665

666 A dwelling meant for occupation by a single family.

667

668 **STRIP COMMERCIAL BUILDING**

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

671

672 **TOWNHOUSES**

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

676  
677  
678

## **SECTION 9**

### ***PENALTIES***

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

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

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

693

## **SECTION 10**

694

### ***SAVING CLAUSE***

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



699  
700  
701

## SECTION 11

### **APPEALS PROCESS**

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

705 The Jackson County Street Naming/Address Committee shall have the power to  
706 affirm, reverse wholly or partly, or modify the decision of the Local Addressing  
707 Official after conducting a public hearing at which the aggrieved party or parties and  
708 the Local Addressing Official are permitted to speak.  
709

710 If the Jackson County Street Naming/Address Committee decides that no error has  
711 occurred, but action by the Local Addressing Official has created unnecessary  
712 hardship, an extension of time may be allowed, not to exceed twelve (12) months, to  
713 comply with the administrative order.  
714

715 The Jackson County Street Naming/Address Committee may reverse the decision of  
716 the Local Addressing Official, provided that a factual error has occurred. The  
717 Jackson County Street Naming/Address Committee may remand the matter back to  
718 the Local Addressing Official with instructions for corrective action.  
719

720 An appeal will be heard only in cases where the aggrieved party's address is being  
721 corrected because it is out of range, or when the aggrieved party can prove a factual  
722 error occurred in assigning the address. No appeal will be heard in the cases where  
723 the aggrieved party's address is out of sequence with surrounding addresses, or is  
724 on the wrong side of the road, or is being renumbered due to the fact that the  
725 dwelling should be addressed to a private road rather than the main road.  
726

727 Appeals shall be filed by the aggrieved party within fifteen (15) days of receiving  
728 their address or correction thereto. The appeal shall be in written form and filed with  
729 the Local Addressing Official to review. If the Addressing Official cannot resolve the  
730 issue, the appeal will be forwarded to the Jackson County Street Naming/Address  
731 Committee. Within thirty (30) days, the aggrieved party will be contacted by the  
732 Jackson County Street Naming/Address Committee of a scheduled public hearing  
733 date and time. The aggrieved party will be notified of the decision of the Jackson  
734 County Street Naming/Address Committee within a period not to exceed 30 days.  
735

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

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

742 **APPENDIX A**

743  
744  
745 **ADDRESS APPLICATION**  
746 **Residential and Commercial**

747  
748  
749 **Address Application Process:**

- 750 1. Submit **COPIES** of the five items listed below to \_\_\_\_\_ Building Inspection  
751 Department:
- 752 1. Proof of Ownership (*copy of deed or current tax bill – must have complete legal description*)
  - 753 2. **Current** Tax Identification Number
  - 754 3. Site Plan showing location of principal buildings driveway
  - 755 4. Closest existing addresses to both sides and across the street from property
  - 756 (*Indicate approximate distance each address is from your drive*)
  - 757 5. A \$15.00 fee for each lot/unit and meters requiring an address
  - 758 (*Cash or Checks\* payable to \_\_\_\_\_*) \*\$25.00 fee will be charged for a  
759 returned check

760 Please note: assigned addresses are considered final, addresses changes will be subject to additional fees.

- 761  
762 2. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**  
763 3. If sending application via US Postal Mail, UPS, etc. please send to:

764 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
765

766	
767	
768 <b>Date:</b> _____ <b>Tax Identification Number:</b> _____	
769	
770 <b>Owner Information:</b>	
771 <b>Applicant Information:</b> ( <i>If different than owner</i> )	
772 _____	772 _____
Name	Name
773 _____	773 _____
Current Address	Current Address
774 _____	774 _____
City, State, Zip	City, State, Zip
775 _____	775 _____
Phone	Phone
776 _____	776 _____
Email ( <i>provide if you would like to receive address notification via email</i> )	
777	
778	
779	
780	
781	
782	
783	
784	

Addressing Questions? Please contact

785 **APPENDIX B**

786

787 **ADDRESS APPLICATION**

788 **Developments (Subdivisions and Condominiums)**

789

790 **Address Application Process:**

- 791 1. Submit **COPIES** of the five items listed below to \_\_\_\_\_ Building Inspection
- 792 Department:

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

799 (*Cash or Checks\* payable to \_\_\_\_\_*) \*\$25.00 fee will be charged for a

800 returned check

801 Please note: assigned addresses are considered final, addresses requiring changes due to alterations to site plans will

802 be subject to additional fees.

803

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

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

806 \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

807

808

809

810 **Date:** \_\_\_\_\_

811

812 **Applicant Information:**

813 \_\_\_\_\_

814 Name

815 \_\_\_\_\_

816 Current Address

817 \_\_\_\_\_

818 City, State, Zip

819 \_\_\_\_\_

820 Phone

821 \_\_\_\_\_

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

823

824

825 **Preliminary addresses will be supplied to Utility Companies for infrastructure purposes. Each**

826 **individual address will be provided as Building Permits/ Occupancy Permits are issued by the**

827 **Building Inspection Department.**

828

829

830 *Addressing Questions? Please contact*

# APPENDIX C

## JACKSON COUNTY ADDRESSING

Jackson County, Michigan

### BASELINE AND MERIDIAN

#### LEGEND

- Baseline
- Meridian

