

**LEELANAU COUNTY
ADDRESS ORDINANCE**

As Adopted by the
Leelanau County Board of Commissioners
December 19, 1989
With Amendments through
July 8, 2004

**LEELANAU COUNTY
ADDRESS ORDINANCE**

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ARTICLE I - TITLE, PURPOSES, AND LEGAL CLAUSE

Section 1.01 - Title

This ordinance shall be known as the Leelanau County Address Ordinance of 1989, referred to as the "Ordinance".

Section 1.02 - Purpose

The purpose of this Ordinance is to establish a uniform county wide system of numbering buildings for use as addresses to facilitate locating buildings; to protect the public health and safety by enabling a quicker response time by police, fire, ambulance, and other emergency services; to provide for more efficient delivery of county services such as building, soil, and health inspections, tax assessment, data collection, and other county affairs; to provide for means for parcel delivery, common carriers, and mail delivery systems in Leelanau County by:

- A. Creating a formal system with standards and regulations for assigning road names to be administered by the Planning and Community Development office.
- B. Creating a formal system with standards and regulations for assigning addresses to be administered by;
 - 1. Planning and Community Development- for new structures.
 - 2. Planning and Community Development - reassigning old addresses new addresses.
- C. Providing for notification of interested parties of assigned new road names and address numbers, and maintain a master record of addresses.
- D. Coordinating the purpose of this ordinance with other county or municipal ordinances.
- E. Provide minimum standards and regulations for display of addresses and road signs.
- F. Providing for the enforcement of this ordinance.

Section 1.03 - Legal Basis

This Ordinance is enacted pursuant to Section 11 of Michigan Public Act 156 of 1851, as amended, being Michigan Compiled Law 46.11 (County Board of Supervisors).

ARTICLE II - DEFINITIONS

Section 2.01 - Purpose

For the purpose of the ordinance, certain terms are defined. When not inconsistent with the context, the present tense includes the future and singular usage includes the plural usage. The word shall is always mandatory. The word "person" includes a firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

Section 2.02 - Definitions

ADDRESS means a combination of a set of numbers and a road name.

ADDRESS APPEALS BOARD means the body that has the responsibility to hear and decide the appeal of any Address designation which is not resolved administratively by the Planning and Community Development office.

ADDRESS NUMBER means a set of numbers.

PRIVATE ROAD means any road, street, avenue, court, circle, land, drive, way, route, boulevard, track, two track, cul-de-sac, and any other applicable designation which affords a means of travel and vehicular access to abutting property, and is not maintained by the county road commission.

ROAD means any road, street, highway, avenue, court, circle, lane, drive, way, route, boulevard, track, two track, cul-de-sac, and any other applicable designation which affords a means of travel and vehicular access to abutting property.

ROAD NAME means the proper name of a road, including a general suffix.

STRUCTURE means anything constructed, erected or placed with a fixed location on the ground and includes, but is not limited to, dwellings, houses, mobile homes, businesses, and buildings which may have need or cause to have an address.

ARTICLE III - ROAD NAMES

Section 3.01 - Road Commission

The Planning and Community Development office shall be the agency with exclusive authority to name roads in the unincorporated areas of the county.

Section 3.02 - Non-Duplication

A road shall not be given a road name which duplicates the road name of any other road in the county.

Section 3.03 - Highway and Route Numbers

A road name shall not be given a highway number or county route number. Such highways and routes shall receive a road name to be used in conjunction with an address.

Section 3.04 – Naming Roads and Changing Existing Road Names

- A. An official name shall be given to a private road and approved by the Leelanau County Planning and Community Development office when:
1. The private road services five (5) or more residences, or
 2. The location and/or length of the private road is such that for safety and emergency - purposes, it is more appropriate to name the private road than to assign addresses from the main road.
- B. The existing road name, or the name applied to a right-of-way as shown on an approved preliminary plat or recorded plat, shall be changed when:
1. Road construction has resulted in the extension of a road to another road so that both roads are joined in such a manner that both roads may be considered one road.
 - a) In the instance of changing a road name, one of the two existing road names shall be used. The Planning & Community Development Office shall determine which road name is used based on:
 - b) The road name which results in the fewest number of address changes.
 - c) The road name which is oldest.

- B. A private road existing prior to the effective date of this ordinance is accepted as a public road if the road name duplicates the name of any other road name.

Section 3.05 - Notification of Road Names

The Planning and Community Development office shall notify interested persons whenever a road is named for the first time, and whenever an existing road name is changed:

- A. In the case of naming roads or road right-of ways as part of the process of approving a preliminary plat or final plat, the record in the Leelanau County Register of Deeds Office shall be of sufficient notice.
- B. In cases of naming roads for the first time, written notice shall contain:
1. The new road name.
 2. The former road name.
 3. A structure's new address and description of the location of the structure.
 4. The extent of the road the road name is to be applied to.
- C. Notices shall be sent to the following interested persons:
1. The respective municipal government body.
 2. The Planning and Community Development office.
 3. County Sheriff Department.
 4. Fire Departments.
 5. Ambulances/Rescue Services.
 6. U.S. Post Office.
 7. Residents, occupants, and owners who will have an address on the road.
 8. County Equalization Department.
 9. All utilities providing service to the area.

ARTICLE IV - ADDRESS NUMBERING

Section 4.01 - Planning and Community Development

The Planning and Community Development office shall be the agency with exclusive overall administrative and coordination responsibility to administer the initial implementation of this ordinance. The Planning and Community Development office shall be the agency with exclusive overall administrative and coordination responsibility to administer this ordinance following initial implementation.

Section 4.02 - Non-Duplication

An address shall not duplicate an address for any structure considered to be along the same road.

Section 4.03 - Address Numbering System

The address numbering system shall be structured as follows:

- A. Within Leelanau County there shall be a baseline which shall be the south section line of Sections nineteen (19) through twenty-four (24) of the respective Townships of Leland and Suttons Bay (T.30 N., R.12 W.; and T.30 N., R.11 W.).
 1. In both directions from this baseline, address numbers shall be evenly spaced, 1,000 per mile, so that when following a northerly-southerly road one reaches address number 1,000 when arriving at the next section line north or south. Such address numbers shall continue in the same manner by 1,000 whole numbers for each section of each township.
 - a. North of the baseline, even numbers shall be on the easterly sides of roads, odd numbers shall be on the westerly sides of roads.
 - b. South of the baseline, even numbers shall be on the westerly sides of roads, odd numbers shall be on the easterly sides of roads.
 2. Roads which are not traveling due north-south or meander shall be numbered as a north-south road if the major portion of the road within Leelanau County runs north-south. Once a north-south road has address numbers assigned to structures then that road shall always be considered to be a north-south road.
 3. Address numbers south of the baseline shall be affixed with the prefix "south", and address numbers north of the baseline shall be affixed with the prefix "north" to avoid duplication of address numbers.
- B. Within Leelanau County there shall be a meridian line which shall be the west section line of sections two (2), eleven (11), fourteen (14), twenty-three (23), twenty-six (26), and thirty-five (35) of the respective Townships of Cleveland and Kasson (T.29 N., R.13 W.; and T.28 N., R.13 W.)
 1. In both directions from this meridian line, address numbers shall be evenly spaced, 1,000 per mile, so that when following an easterly-westerly road one reaches address number 1,000 when arriving at the next section line east or west. Such address numbers shall continue in the same manner by 1,000 whole numbers for each section

of each township.

- a. East of the meridian, even numbers shall be on the southerly sides of roads, odd numbers shall be on the northerly sides of roads.
 - b. West of the meridian even numbers shall be on the northerly sides of roads, odd numbers shall be on the southerly sides of roads.
2. Roads which are not traveling due east-west or meander shall be numbered as an east-west road if the major portion of the road within Leelanau County runs east-west. Once an east-west road has address numbers assigned to structures then that road shall always be considered to be an east-west road.
 3. Address numbers east of the meridian shall be affixed with the prefix "east", and address numbers west of the meridian shall be affixed with the prefix "west" to avoid duplication of address numbers.
- C. Address numbers shall be assigned so they run consecutively starting at the baseline or meridian line so that numbers are not out of sequence.
- D. Upon determination of the Planning and Community Development office, address numbers in common use prior to the adoption of this ordinance may continue to be used if:
1. The existing address numbers run consecutively in the same direction as the county address system for that side of the base and meridian line where the two systems mesh.
 2. The system is definable and can be administered and maintained for future construction of structures.

Section 4.04 - Changing Address Numbers

It shall be the policy of this ordinance to discourage the practice of changing existing addresses or address numbers which are already in use except:

- A. If the existing address number is not in sequence and or does not run consecutively in the same direction as the county address system.
- B. If the existing number is such that the assignment of address numbers for new structures is not practical and in keeping with the requirements.
- C. When a new road is constructed, or recognized, which results in the most appropriate address for a structure to be on the new road rather than the original road such as where a structure is

- previously on land locked property and for example, then has a new road built to service it.
- D. If it is determined that an address needs to be changed for safety and emergency purposes.

Section 4.05 - Notification of Address

The Planning and Community Development office shall be the recipient of applications for new addresses. The Planning and Community Development office shall change addresses when an address is a duplication, is not in sequential order, or otherwise violates the house numbering system plan.

- A. Prior to the issuance of a construction permit the Planning and Community Development office shall assign addresses and provide the person with a form containing;
1. The structures address number.
 2. Road name.
 3. Compass designation.
- B. The person shall make use of this form, or copies, to notify in turn utilities, post office, or other interested persons.
- C. The Inspections Department shall not issue a construction permit until after an address number has been issued for the proposed structure except:
1. When it is not possible for an address to be issued until after the location of the building is clearly marked and it is not practical to mark a building location on the ground until after a building permit is issued, the Inspections Department shall issue the address number when the location of the building is affirmed.
- D. The Planning and Community Development office shall make maps of all areas and shall note address changes for existing structures and additional structures as the Planning and Community Development office is notified of such by the Inspections Department.
1. When the Planning and Community Development office assigns address numbers, accurate maps of the assigned numbers shall be made. Copies of maps shall be forwarded to the Inspections Department and shall be available to any interested party.
- E. The Planning and Community Development office shall assign addresses in the original instance after adoption of this ordinance.
- F. In cases where an existing address number is changed, the Planning and Community Development office shall send a written notice to each resident, occupant, or person with an affected address on the road and to the owner, if different, of structures with a change of

address form within ten days by mail, or personal delivery.

Section 4.06- Appeals of Address Designations

Whenever any Address, Address Number, or Road name is changed pursuant to this Ordinance, or upon issuance of an original Address pursuant to this Ordinance; any person who is affected by such action shall have the right to appeal such Address designation in accordance with this Section.

Initial Review

All complaints and/or appeals of any Address designation shall be first submitted to the Leelanau County Planning and Community Development office on a form as prescribed by that Department. Such forms shall be made available to the public at no cost and shall contain, at a minimum, the following information: the appellant's name and mailing address; relationship to the Address in dispute; the Address as designated under this Ordinance; and reason for the complaint or appeal. The Planning and Community Development office shall review the Address in question to determine whether an error has occurred and whether the Address designation is in compliance with this Ordinance. Within five business days of receipt, the Planning and Community Development office shall review the Address designation with the Emergency Services Coordinator and any other agencies necessary to review the implications of the appeal on safety and emergency services.

Written notification of their review and decision shall be mailed to the appellant. The Planning and Community Development office is hereby empowered to administratively remedy any errors discovered and so notify the affected property owners.

Section 4.07 - Address Appeals Hearings

- A. The Leelanau County Planning Commission serves as the Address Appeals Board and is hereby assigned the responsibility of hearing and deciding the appeal of any Address designation which is not resolved administratively by the Planning and Community Development office.
- B. The Planning Commission shall conduct all appeal hearings in conformity with rules and regulations as adopted by the Leelanau County Board of Commissioners. The concurring vote of a majority of the members shall be necessary to revise any Address Designation, or to decide in favor of appellant on any appeal. All meetings and records shall be open to the public and held in accordance with the Open Meetings Act.

Section 4.08 - Appeal Process

- A. Any person who is affected by an Address designation and whose complaint or appeal is not

resolved by the Planning and Community Development office shall have the right to file an Appeal before the Planning Commission. Appeals shall be filed with the Leelanau County Planning and Community Development office on a form as prescribed by that Department along with an appeals fee of one hundred dollars (\$100.00) to defray the costs incurred by the processing of the appeal.

- B. All such appeals, and payment of the required fee, shall be made within twenty-one (21) days from the date the Planning and Community Development office mails its decision pursuant to the Initial Review Process.
- C. Upon receipt of a proper appeal and fee, the Planning and Community Development office shall schedule an appeal hearing before the Planning Commission and shall notify the appellant and all Commission members in writing at least seven days prior to the scheduled appeal hearing.
- D. The Planning Commission shall have the power to:
 - 1. Interpret, as required, the provision of this Ordinance in such a way as to carry out the intent and purpose of this Ordinance.
 - 2. Revise, alter, or change any address designation, including any Address Number or Road Name, so long as such revision, alteration, or change is in conformity with this Ordinance. In deciding upon any revision, alteration, or change, the Planning Commission shall consider the impact of such a decision upon other property owners; including at a minimum, the length of time which expired between the original address designation and appellant's complaint/appeal, and the number of persons whose address designation would be altered by such decision.
- E. Any decision of the Planning Commission shall be final, subject only to Circuit Court action in compliance with applicable State law.

Section 4.09 - Master Address File

The Planning and Community Development office shall keep a master file of maps showing the location of each structure which has an address and the address number. The master file shall be updated at least once a year. Two lists shall be derived from the master file:

- A. The Road Commission and Planning and Community Development office shall keep jointly a master index of the proper names of each road in Leelanau County. The proper names shall be reflected on the certified set of maps filed by the Road Commission with the Michigan Transportation, pursuant to Act 51, P.A. 1951 as amended, being MCL 247.651.
- B. A list of address numbers shall be compiled by the Planning and Community Development office which contains all the former addresses and the respective new addresses along with

the name of the residents, occupants, persons, and owners who were required to receive notice at least once a year. The list should be sent to:

1. Emergency Services/Ambulance Services.
2. Sheriff's Department.
3. Fire Departments.

ARTICLE V - DISPLAY OF ADDRESS & ROAD SIGNS

Section 5.01 - Regulation

The Leelanau County Inspections Department shall be the agency with exclusive overall administrative and coordination responsibility to administer the Display of Addresses and Road Signs. The Inspections Department has the authority to withhold or revoke any permits, including Certificate of Occupancy permits, if any portion of Article V is not complied with, or if an individual intentionally removes an Address or Road Sign after a permit has been issued.

Section 5.02 - Display

- A. All structures shall bear a distinctive street number in accordance with and as designated upon the street numbering maps on file in the office of the Leelanau County Equalization Department and the Planning and Community Development office which maps, by reference, together with any revisions thereof, shall become an operative part of this ordinance.
- B. Any owner of any structure shall place upon the street front of such structure a designated number, such that:
 1. Numbers on structures shall be displayed in such a manner as to be plainly visible from the road. Numbers in block or script displayed on building fronts shall be of a contrasting and/or reflected color to their background and shall be not less than three (3") inches in height.
 2. Directional signage is required for any structure located off the main road or that requires specific knowledge to locate. This also applies to any driveway or private road that services multiple structures or owners. Directional signs shall be placed at all "Y"s and driveways.
- C. New roads shall have permanent road signs posted within thirty (30') days of the date of approval given by the Leelanau County Planning and Community Development office, before any permits are issued by the Leelanau County Inspections Department. Road signs for private roads are the responsibility of the owners residing on the private road, and the

road signs shall match the signs used by the Road Commission for placement and height, and shall display the road name on both sides.

- D. An owner may elect not to display numbers on the structure. Then, the owner of the premises shall place a post or obstacle (**not a mailbox**) of suitable strength and construction adjacent to the drive-way of the premises. The height of the post shall be not less than four (4') feet above the level of the adjacent street and the assigned numbers of the premises shall be placed on both sides of the post or obstacle as to be plainly visible from both traffic lanes in either direction of approach. Such numbers shall be of a contrasting nature and/or reflected color to their background and shall not be less than three (3) inches in height.
- E. The property owner(s) are required to maintain the road signs and addresses, including replacement of damaged or missing letters or numbers, re-painting, and installation of replacement signs for those that are damaged or destroyed.
- F. Official colors for county road signs will be green with white lettering. Official colors for private road signs will be blue with white lettering.

If the property owner has a mailbox at the road, the address can also be posted on the mailbox for delivery purposes. Posting of an address on a mailbox DOES NOT meet the requirements of Article V, Display of Address.

ARTICLE VI - EFFECTIVE DATE

Section 6.01 - Enforcement

It is a misdemeanor for any person to violate any provision of this ordinance, and upon conviction, shall be subject to a fine not to exceed \$500.00 plus costs of prosecution.

Section 6.02 - Effective Date

This Ordinance shall take effect on January 1, 1991 after adoption by the Leelanau County Board of Commissioners and publication as required by law. All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

Robert Hawley, Chairperson
Leelanau County Board of Commissioners

I, Michelle Crocker, Clerk of the County of Leelanau, hereby certify that the forgoing ordinance was introduced and adopted at a session of said Board convened in the Leelanau County Courthouse on Tuesday, December 19, 1989 by a unanimous vote of the members present, and that amendments to this address ordinance were adopted on April 20, 2004, effective July 8, 2004.

Michelle Crocker
Leelanau County Clerk