

## **SAGINAW COUNTY ADDRESSING POLICY**

### ***OBJECTIVES***

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management agencies, the United States Postal Service and the public in the timely and efficient provision of addressing services to residents and businesses of Saginaw County. These policies are designed to eliminate addressing confusion and to create a standard system by which addresses may be assigned and maintained from this time forward. It is not the objective of this policy to change all previously addressed structures or to change all previously named duplicate streets.

Changes to existing addresses will only be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in the address change section of the standards. These changes will be made when the existing property changes ownership.

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

### ***ADDRESSING RESPONSIBILITY***

The Saginaw County Road Commission will be responsible for the administration and implementation of the addressing program in unincorporated areas of Saginaw County.

The following entities are responsible for addressing the area within their boundaries, and may elect to have the Saginaw County Road Commission assume responsibility for their addressing:

- City of Saginaw
- City of Frankenmuth

## ***ADDRESS REQUESTS***

### ***REQUIRMENTS***

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

1. Completed application form.
2. Proof of Ownership/Copy of Deed.
3. Site Plan/Survey showing location of principle dwellings and drive.
4. Tax Parcel Identification Number.
5. Closest existing address left, right and across the street from property to be addressed.
6. A fee for each address requested.

### ***ADDRESS REQUEST FOR NEW DEVELOPMENTS***

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires that a final site plan showing all road names and location of roads be presented to the addressing official. The developer will be responsible for the addressing fee at the time of application.

Official addresses shall be issued for each individual site/unit/lot by the addressing 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.

## ***NUMERIC ASSIGNMENT***

### ***FRONTAGE INTERVAL/ADDRESS STYLE***

The addressing system is based on a baseline meridian structure. The county is divided into four quadrants based on the following roads: Sheridan Road as the meridian; and M-46 as the baseline.

Saginaw County uses a number assignment formula developed by Consumers Power. 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 10.56' (5280/500 addresses on each side of the road). Center of structure is used for addressing unless end result places structure out of sequence at edge of pavement. In that case, the center of driveway will be used to calculate address regardless of structure location.

### ***ODD/EVEN NUMBER LOCATION***

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.

#### *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.

#### *COMPONENT ORDER*

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

#### *DIAGONAL STREETS*

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

#### *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.

#### *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.

### *CORNER LOTS*

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

### *EASEMENTS/STACKED ADDRESSES*

Houses sharing a common drive/easement are addressed to the main road from which the easement is accessed and using the numbering system applied to the main road.

### *SINGLE FAMILY RESIDENCES*

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

### *DUPLEX RESIDENCES*

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

### *APARTMENT BUILDINGS*

Apartments shall be numbered with the main building receiving one address and each individual apartment being assigned apartment numbers as secondary location indicators. The apartment number assigned should indicate the floor location (e.g. Apt 204 is the fourth apartment on the second floor). Alphanumeric 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.

### *MOBILE HOME PARKS/MANUFACTURED HOME COMMUNITIES*

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

### *TOWNHOUSES*

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

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

### *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.

### *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.

### *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.

### *MISCELLANEOUS STRUCTURE*

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

### *WIRELESS TOWERS*

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