



**SAGINAW COUNTY
ORDINANCE #113
HOUSE ADDRESSING ORDINANCE**

**Adopted 2/25/97
Amended 11/15/05
Effective 2/14/06**

PREAMBLE

An ordinance to provide for a uniform property numbering system, within unincorporated portions of Saginaw County, along with both public and private streets and roadways in order to facilitate adequate public safety and emergency response services; to establish rules and regulations for the assignment of addresses on residential, commercial, and industrial structures to provide for enforcement of this ordinance; to establish rules and regulations for the display of addresses on residential, commercial and industrial structures to provide for enforcement of this ordinance; and penalties for its violation.

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE COUNTY OF SAGINAW:

**SECTION I
ENABLING CLAUSE**

- 1.1 The County of Saginaw adopts this House Numbering Ordinance pursuant to the provisions of Act 156 of 1851, as amended; MCLA 46.11(m)
- 1.2 The purpose of this ordinance is to establish a County-wide system of assigning addresses to buildings to facilitate the locating of buildings in order for law enforcement, fire, medical and other emergency response agencies and services, utility companies, postal and delivery services, County services to more rapidly and efficiently identify and locate property in Saginaw County.

**SECTION II
DEFINITIONS**

- 2.1 The following words and phrases when used in this ordinance shall have the meaning ascribed to them in this section unless the context clearly indicates a different meaning.
- 2.2 Words and phrases.
 - a. Board. The Saginaw County Board of Commissioners.
 - b. Civil Infraction. Civil infraction means an act or omission prohibited by law which is not a crime as defined in Section 5 of Act No. 328 of the Public Acts of 1931, as amended, MCLA 750.5, and for which civil sanctions may be ordered.
 - c. Civil Infraction Determination. Civil infraction determination means a determination that a person is responsible for a civil infraction by one of the following:

- (1) An admission of responsibility for the civil infraction.
 - (2) An admission of responsibility for the civil infraction, "with explanation."
 - (3) A preponderance of the evidence at an informal hearing or formal hearing on the question under MCLA 257.746 or 275.747.
 - (4) A default judgment for failing to appear as directed by a citation or other notice, at a scheduled appearance under MCLA 745(3)(b) or (4), at a scheduled informal hearing under MCLA 257.746, or at a scheduled formal hearing under MCLA 257.747.
- d. House Address. The number assigned to consecutive intervals along a street pursuant to the Number Assignment Formula contained herein.
 - e. House Number. The street address assigned to a primary structure.
 - f. Number Assignment Formula. Beginning from the point of origin, a house number shall be assigned for each interval, with each interval on the right-hand side of the roadway as one leaves the point of origin being assigned an even number, and each interval on the left-hand side as one leaves the point of origin being assigned an odd number. The numbers assigned shall increase consecutively by an increment of two (2) for each interval. Intervals shall run North, South, East, and West or diagonally from the point of origin.
 - g. Primary Structure. Including but not limited to a residential building, mobile home park, commercial building, industrial building, office building and public building.
 - h. Interval. The distance along a roadway covered by this Ordinance of 10.56 feet, there being 500 intervals per mile (5,280 feet). Intervals of greater or lesser length than 10.56 feet may be determined by dividing the actual distance of the mile section by 500.
 - i. Point of Origin. The intersection of an East-West base line and a North-South base line from where all intervals begin. Currently the Point of Origin is the intersection of Sheridan Rd. and M-46.
 - j. Diagonal Roads. Roads whose course does not run in either an approximate North-South or East-West direction.
 - k. Unincorporated areas. The municipal jurisdictions in Saginaw County except the City of Saginaw, the City of Frankenmuth, and the City of Zilwaukee.

**SECTION III
HOUSE ADDRESS ASSIGNMENT**

- 3.1 The County of Saginaw shall be the governmental entity with exclusive overall administrative and coordinative responsibility to administer the operation and application of this ordinance. The County of Saginaw shall have the authority to draft rules and regulations for the operation of the House Addressing System. The County of Saginaw shall also have the authority to contract the duties of administration, implementation, and operation to another governmental agency.
- 3.2 Administration of the issuance of house numbers will be controlled by policies and procedures adopted by the County. The County and/or its contractor may from time to time change certain administrative procedures to comply with this ordinance. However, at minimum an application for a house number to the appropriate agency must include a site plan of the proposed structure and a legal description.
- 3.3 House numbers will be assigned to primary structures by creating a formal addressing system for buildings with standards and regulations for assigning addresses.
- 3.4 Notification will be given to interested parties of assigned address numbers.
- 3.5 Existing address numbers which do not comply with the Saginaw County Number Assignment Formula may be changed at the request of the property owner or his or her agent upon approval of the County or its contractor.
- 3.6 The County of Saginaw or its contractor shall be responsible for the assignment of addresses for all intervals along roadways emanating from the point of origin, including diagonal roads, pursuant to this Ordinance.

**SECTION IV
HOUSE NUMBER DISPLAY**

- 4.1 Each primary structure shall display a house number. A house number shall not be displayed containing numbers less than 3 inches in height. It shall be visible from the roadway named in the address, and all house numbers shall be in Arabic numerals (i.e., block print).
- 4.2 The primary structure is more than 90 feet back from the road, or the view of the structure is blocked by trees or shrubs or another structure, the house number shall be on a sign or attached to a tree, fence, post, or mailbox within 10 feet of the driveway and not more than 20 feet from the road with the following exception: Mailboxes that are grouped shall not be used for displaying house numbers as defined in these rules, as grouped mailboxes block the view of house numbers and/or do not provide identification of the location of residences.

**SECTION V
ENFORCEMENT**

- 5.1 This ordinance shall be enforced by the Saginaw County Sheriff Department. Representatives of the Saginaw County Sheriff Department are authorized to issue civil infraction citations for a violation of this ordinance.

**SECTION VI
PENALTIES**

- 6.1 Violations of this ordinance shall be processed in the same manner as a civil infraction and civil infraction determination under MCLA 257.1 to 257.923.
- 6.2 A person who violates the provisions of this ordinance is responsible for a civil infraction and subject to a warning letter for the first violation; a fine of \$50 plus costs for the second violation; \$150 plus costs for the third violation; and \$200 plus costs for any subsequent violation.
- 6.3 If a person provides proof that the violation was corrected within 30 days of the date of the issuance of the civil infraction citation, the fines and costs may be waived.

**SECTION VII
GENERAL PROVISIONS**

- 7.1 If any part or parts of this ordinance are for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board declares that it would have passed this ordinance irrespective of the fact that any one part or parts to be declared invalid or unconstitutional.
- 7.2 Words or phrases used in the present tense include the future; words and phrases in the masculine gender include the feminine; the singular number includes the plural and the plural includes the singular.

**SECTION VIII
EFFECTIVE DATE**

- 8.1 This ordinance shall take effect 90 days after approval by the Saginaw County Board of Commissioners.