

GRAND TRAVERSE COUNTY  
STREET AND ROAD NAMING AND NUMBERING ORDINANCE  
ORDINANCE NO. 6  
AMENDED

PREAMBLE

The Board of Commissioners of the County of Grand Traverse has determined that the health, safety and welfare of the inhabitants of the County would be better served by the establishment by County Ordinance of a county-wide street and road naming and numbering system. Such uniform street and road naming and numbering will enable the police agencies, ambulance service, township officials, county administrative services, postal service and public utilities to more rapidly identify and locate properties within the County.

This amended ordinance provides for the establishment, control and regulation of street and road naming and numbering with Grand Traverse County; to provide for penalties for the violation of this ordinance and to repeal any ordinances or parts of ordinances in conflict herewith.

**Section I: Name:**

This ordinance shall be known and cited as "Grand Traverse County Street and Road Naming and Numbering Ordinance".

**Section II: Purpose:**

The purpose of this ordinance is to establish a county-wide, with the exception of cities and villages, street and road naming and numbering system in a uniform, logical manner; to provide for a central point to issue and control naming and numbering and to provide rules and guidelines to facilitate enforcement thereof.

**Section III: Definition:**

- A. The term "premises" shall mean any lot or parcel of land owned by any person, firm or corporation, public and private, improved with buildings, whether occupied or not and to which a street or road number has been assigned.
- B. The term "street number" or "road number" shall mean any series of numbers assigned by the Grand Traverse County Equalization Department in conformity with the County Numbering Grid for the purpose of identification of a particular premises location in relation to the grid system.
- C. The term "county grid system" shall mean and refer to a general East and West and North and South division of Grand Traverse County into four parts to facilitate the assignment of identifying numbers, with the provision of allowing one thousand (1,000) numbers per mile for each mile of distance from the base lines.
- D. The term "East and West base" shall refer to a line drawn East and West across the County to divide it into a North and South half. Location of said line to be described as the North line of Town 26 North and the South line of Town 27 North as established by the General Land Office Survey and certified by the Michigan State Land Office, July 20, 1880.
- E. The term "North and South base" shall refer to a line drawn North and South across the County to divide it into an East and West half. Location of said line to be described as the East line of Range 11 West and the West line of Range 10 West as established by the General Land Office Survey and certified by the Michigan State Land Office, July 30, 1880.
- F. The term "interested party" shall refer to emergency services, such as police, fire, or any other emergency services, the owner, occupant, Equalization Department, public utilities or any other governmental agency.

G. The term "odd or even number" shall refer to the system of having even numbers assigned on the right side and odd numbers on the left side of all streets and roads as a person faces away from the base lines.

H. The term "street or road name" (hereafter, street) shall refer to any official name as recognized by government authority and no such named street or road shall be changed without approval of the local township board and/or the Grand Traverse County Road Commission, nor any new name be used in any type of development, prior to final approval, without first being reviewed and accepted by the Equalization Department.

I. The term "private road" shall refer to any unnamed road, trail, or other type of access utilized for ingress/egress of a premises which is currently not under the jurisdiction of the local municipality or Grand Traverse County Road Commission.

1. The act of naming and numbering neither infers or confers any legal status nor responsibility on the part of either the municipality, County or Grand Traverse County Road Commission.
2. No land use permit will be issued by a local municipality until an address has been assigned by the GTC Equalization Department. Addresses will be assigned by the department for roads as defined herein and named by the local government with review and comment by Equalization and the Grand Traverse County Road Commission.
3. A new "private road" name will be assigned for the following situations:
  - a.) Where 2 or more parcels of land, located non-contiguous to an existing named private/public road, share a common unnamed access.
  - b.) Where 1 parcel of land, located non-contiguous to an existing private/public named road, and is planned for development into condominiums, a licensed mobile home park, PUD's, or other similar type of developments.
4. To name an "unnamed private road" which accesses an existing named "public" road (under the jurisdiction of the Grand Traverse County Road Commission), the following procedures will be utilized:
  - a.) First, prior to issuance of a "Driveway Permit" for a new "unnamed private road", which is proposed to intersect an existing public road right-of-way, the Grand Traverse County Road Commission (G.T.C.R.C.), shall collect all necessary funds to fabricate and install the required signage from the applicant(s).
  - b.) Second, the municipality formally adopts the newly named private road.
  - c.) Third, the municipality will notify the Grand Traverse County Road Commission to install proper signage for the newly named private road. If the newly named private road was named to clear up a pre-existing situation to this Amendment to the Ordinance, the municipality may either 1.) pay the initial cost to Grand Traverse County Road Commission to fabricate & install required private road signage and subsequently bill the resident(s) or developer(s); or 2.) the municipality will require the resident(s) or developer(s) to pay for the signage fabrication & installation costs directly to the Grand Traverse County Road Commission. Future maintenance will be charged to the municipality by the Grand Traverse County Road Commission.
5. To name an "unnamed private road" which accesses an existing named "private" road not under the jurisdiction of the Grand Traverse County Road Commission), the following procedures will be utilized:

a.) First, the municipality formally adopts the newly named private road.

b.) The municipality will notify resident(s) or developer(s) along the newly named private road of their responsibility to erect necessary road signs. The municipality may either 1.) pay the initial cost to Grand Traverse County Road Commission to fabricate the required private road signage and subsequently bill the resident(s) or developer(s); or 2.) the municipality will require the resident(s) or developer(s) to pay for the signage fabrication costs directly to the Grand Traverse County Road Commission. All installation costs and future signage maintenance costs will be the responsibility of the resident(s) or developer(s).

c.) The resident(s) or developers are responsible to have the appropriate signage installed within sixty (60) days of private road(s) acceptance and approval by the local municipality.

6. Private road sign(s) not supplied by the G.T.C.R.C. may be allowed by the municipality, as long as color, lettering, style, are similar to current Grand Traverse County Road Commission standards. Installation by resident(s)/developer(s) of private road signage, within a public road right-of-way, must be pre-approved by the Grand Traverse County Road Commission. All private road signs (supplied by the Grand Traverse County Road Commission or otherwise) will have the wording "(Pvt.)" placed directly after and on the same line as the road name.

7. Only owners of improved (non-vacant) parcels will immediately receive written notice by the GTC Equalization Department of a new number and road name assignment, after approval/ acceptance of a private road name is received from the affected local municipality. Vacant parcels will not be issued numbers until GTC's "Application of Address Assignment" form is completed by the owner or applicant and submitted to GTC's Equalization Department. All plats and condominium type projects will not be issued official addresses until they are recorded in the GTC Register of Deeds office.

#### **Section IV: Regulation:**

A. All premises and mailboxes shall bear a distinctive street number in accordance with and as designated upon the street numbering maps on file in the office of the Grand Traverse County Equalization Department, which maps, by reference, together with any revisions thereof, shall become an operative part of this ordinance. The Master Street Name Index shall also become an operative part of the Ordinance, shall be updated periodically, and shall rule as to spelling.

B. Any owners of any premises shall place upon the street front of such premises adjacent to the principal entrance and on the street mailbox on such premises such designated number, such that:

1. Numbers on mailboxes on the premises shall be displayed in such manner as to be plainly visible from road traffic lanes in either direction of approach. The numbers shall be of a contrasting or reflectorized color to their background and shall be not less than three (3) inches in height.
2. Numbers in block or script displayed on building fronts shall be of a contrasting color to their background and shall be not less than three (3) inches in height.
3. If there is no street side or the street side does not have unobstructed access, the street providing principal access will be considered the street for numbering purposes.

C. Where there is no mailbox on the premises or the numbers on the street front of the premises cannot be read from the street, then any owner of the premises shall place a post of suitable strength and construction adjacent

to the drive-way of the premises. The height of the post shall be not less than six (6) feet above the level of the adjacent street and the assigned numbers of the premises shall be placed on both sides of the post so as to be plainly visible from road traffic lanes in either direction of approach. Such numbers shall be of a contrasting or reflectorized color to their background and shall not be less than three (3) inches in height.

- D. Where the mailbox is located on a street other than on the street of the premises as numbered, the mailbox shall show both the number assigned and the street name of the premises in contrasting or reflectorized color to their background and shall be not less than one (1) inch in height.
- E. Grouping of mailboxes shall be permitted but the grouping shall be in sequential order according to the assigned number.
- F. Numbers shall be assigned and recorded by the County Equalization Department at the request of any interested party and in accordance with these regulations.

#### **Section V: Violation**

Failure to display numbers, within thirty (30) days after assignment and recordation, or in the case of new construction, within thirty days (30) after a letter or certificate of occupancy has been issued shall be considered a violation of this ordinance.

#### **Section VI: Construction**

This ordinance shall not supersede any existing city or village authority for street numbering, but shall be in addition to and not in conflict with all other laws and ordinances respecting street and road numbering.

#### **Section VII: Saving Claus**

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

#### **Section VIII: Penalty**

- A. Any person, firm or corporation violating the provisions of this ordinance shall be subject to a fine of not more than One Hundred and no/100 Dollars (\$100.00) or imprisonment in the County Jail for a period not to exceed ninety (90) days, or by both, such fine and imprisonment, at the discretion of the Court except that a violation of Section IV-C and IV-D shall be punishable by a fifteen and no/100 Dollar (\$15.00) fine only.
- B. In addition to the imposition of the foregoing fines, penalties and other legal remedies, the Sheriff's Department and such other officers as the County Board of Commissioners may designate may cause the proper posting of numbers, and the cost thereof assessed against the owner of such premises.

#### **Section IX: Effective Date**

This ordinance, as amended, shall take effect sixty (60) days after submission to an approval by the Governor and publications as required by law. All ordinances or parts of ordinances in conflict with any of the provision of this ordinance are hereby repealed.

Larry Inman/s/

Larry Inman, Chairperson

Board of Commissioner

County of Grand Traverse

Published in Record Eagle: 11/09/98

Effective Date: (Thirty days from publication.)