



ADMINISTRATIVE RULES & REGULATIONS

For Newaygo County Uniform House-Numbering Ordinance

Prepared by:

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Equalization Department**

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INTRODUCTION

In order to uniformly assign and maintain house numbers and provide for easy identification of those numbers for various purposes and to promote the health, safety, and welfare of the citizens of Newaygo County, the Newaygo County Board of Commissioners approves these Rules and Regulations.

APPLICATION OF HOUSE-NUMBERING SYSTEM

The Administrative Rules and Regulations shall affect all property found in Newaygo County as described in the "Newaygo County Uniform House-Numbering Ordinance" and applicable resolutions.

DEFINITIONS

1. **Authorized Agent:** A property owner's attorney, trustee, realtor, broker, purchaser, tenant, or receiver.
2. **Authorized Local Official:** A sheriff's deputy and/or County Building Official
3. **Diagonal Road:** A road whose course does not run in either an approximate North/South or East/West direction.
4. **Display:** The readily identifiable manner in which the house number is affixed to a structure in compliance with these rules.
5. **House Number:** The number assigned to consecutive intervals along a street pursuant to the Number Assignment Formula contained herein.
6. **Interval:** The distance along a roadway of 13.2 feet, except as may be determined by the House-Numbering Administration along diagonal, curvilinear, circle, and loop roadways or buildings in group housing projects, business and industrial districts.
7. **Number Assignment Formula (*basic*):**
All numbers shall be assigned on the basis of one (1) odd and one (1) even number for each interval along a road, eight hundred (800) numbers per mile.

The numbering of property on each road shall begin at the appropriate base line and the numbers shall increase one hundred (100) numbers for every six hundred sixty (660) feet from the appropriate base line.

Numbers on the south side of east/west roads and the east side of north/south roads will be even numbers. Numbers on the north side of

east/west roads and the west side of north/south roads will be odd numbers

8. Point of Origin:

Base Lines-County shall mean the following lines that divide the County into east/west and north/south sections.

East/West Base Line (*a.k.a. "Centerline Road"*) divides the County into East and West sections and is described as follows:

Beginning at an imaginary line that would be an extension of Centerline Road at the Newaygo-Muskegon County line, then northerly along Centerline Road, or an imaginary line that would be Centerline Road to the Newaygo-Lake County line.

North/South Base Line (*a.k.a. "Baseline Road"*) divides the County into North and South section and is described as follows:

Beginning at the Newaygo-Mecosta County line at Baseline Road, then westerly along Baseline Road or an imaginary line, which would be an extension of Baseline Road, to the Newaygo-Oceana County line.

Base Lines—City shall mean lines that divide a city or village into East/West and North/South sections. Each village or council or city commission may establish, subject to Board approval, East/West and North/South Base Lines in any City located within the County.

City of Grant (*See figure 1*)

The East/West point of beginning for numbers is Maple Street.

The North/South point of beginning for numbers is State Road.

City of Newaygo (*See figure 2*)

The East/West point of beginning for numbers is State Street, North from Quarterline Road, Clay Street from Post Street South to Park Avenue, or the imaginary extension of Clay Street to State Street and Park Avenue South to the City limits.

The North/South point of beginning for numbers is Quarterline Road west from the city limits to State Street, continuing west on West State Street to Main Street west to the west city limits.

City of White Cloud (*See figure 3*)

The East/West point of beginning for numbers is Centerline Road or the imaginary extension of Centerline Road.

The North/South point of beginning for numbers is Pinehill Avenue; otherwise known as Baseline Road, or the imaginary extension of Pinehill Avenue.

Village of Hesperia (*See figure 4*)

The East/West point of beginning for numbers is Division Street or the imaginary extension of Division Street.

The North/South point of beginning for numbers is South Street or the imaginary extension of South Street.

9. **Primary Structure:** The term shall mean a residential building, mobile home, commercial building, industrial building, storage building, office building, public building, or other man-made fixture. Where a residence is on the property, the residence shall be the Primary Structure. Where there is no residence, the first structure placed on the property shall be the Primary Structure.

10. **Roadway:** The term shall include public roads & streets, as well as private access roads such as easements & drives providing access to a structure.

DISPLAY OF HOUSE NUMBER

Display on Primary Structure. Each primary structure shall display a house number. The house number shall be displayed in a position easily observed and readable from the roadway named in the address.

All numbers shall be in Arabic numerals at least 3 inches high and 1/2-inch stroke. The color of the numbers shall be in contrast with the background. (*See figure 5*)

Additional Display. When the structure is not visible from the road or more than 90 feet from the road, the address must be posted not more than 20 feet from the roadway (*driving surface*) and within 10 feet of the drive.

Numbers must be on a reflective 911 emergency sign.

Display of Non-Official Number, Removal, Destruction of, etc.: It shall be unlawful for any person to display any number other than the official number upon any house or building or to take down, destroy, mutilate or deface in any manner any house or building number.

MAPPED NUMBERS

The House-Numbering Administration in conjunction with Information Services, GIS and Tax Mapping, shall cause to be created and maintained an

accurate map of all roadways within Newaygo County. Said map shall be the official repository of all official house number assignments.

ASSIGNING OR CHANGING HOUSE NUMBERS

The House-Numbering Administration shall upon application (*See figure 6*) by a landowner or their authorized agent, cause to be assigned the appropriate house number. The applicant shall be provided with information for the approved placement and displaying of the house number as provided herein. (*See figure 8*)

Existing house numbers, which do not comply with the Newaygo County House-Numbering System, may be changed by either a request to the House-Numbering Administration by the property owner or their authorized agent, or the change may be initiated by the House-Numbering Administration. When the change is initiated, the property owner shall be notified in writing 60 days prior to the time the new number is to become official. The House-Numbering Administration may extend the time for implementation at its discretion if circumstances warrant. Application by the property owner will only be considered if the request is in writing and includes a signed affidavit. (*See figure 9*)

OFFICIAL ROADWAY NAME

Permanent house numbers will not be assigned along any platted or public roadway until the road name has been approved by the appropriate jurisdiction and verified by the Newaygo County Road Commission. The Road Commission shall keep a list of all approved road names and will check all submitted names against that list. Duplicate names with similar number ranges or confusing road names will be rejected and the party will be asked to submit a different name for consideration.

Pending house numbers may be issued to facilitate obtaining various construction permits in a timely manner. The number shall be calculated along the grid line of the proposed road and shall be given the road name "Pending", E.G. 952 Pending.

Refusal to Name a Roadway: If an individual does not name a roadway within 30 days of official notification, then the House-Numbering Administration and the Newaygo County Road Commission may name the roadway. All affected parties will be notified of the approved name.

Multiple Parcels: "For private roadways, easements, or drives with more than two parcels per driveway must be named and each parcel must have an address for their access or the possibility of access and all primary structures off of that road, street or drive must be numbered."

A road sign meeting Road Commission standard must be erected within 30 days. Cost and compliance are the responsibility of the owner(s)/development.

House numbers shall not be assigned along any unplatted private roadway, drive, or access easement of record until the name has been registered with and approved by the Newaygo County Road Commission.

Roadway Names: The majority of property owners located on or having access off that roadway must approve the proposed name. The name must then be submitted to the Newaygo County Road Commission for approval. (See figures 10 & 11) Approvals will not be given for duplicate names within the county or confusing names. (*North Street, Bluebird West, Lakeshore, & Lake Shore, etc.*) A road name which has been approved and structures numbered on that road shall not be changed without adequate justification. Appeals of a road name will be directed to the House Numbering Appeals Board and be subject to all applicable fees. Changes to road names within a plat/site condominium need to be submitted to the appropriate jurisdiction so they may officially change the road names and then record with the Register of Deeds to amend according to their requirements.

Suffix and Directional Designation: The Newaygo County Road Commission must review a suffix and directional to the roadway name before submitting the road name to the House-Numbering Administration. If a roadway name is submitted without a suffix or directional then the House- Numbering Administration will assign a suffix along with the numbers and directions for the address. (*Excluding the City of Fremont*)

Private roadways, easements, or drives will have a suffix that helps denote the roadway as a private access. These suffixes will include Lane, Court, Boulevard, Circle, etc. The use of Road, Drive, Street, and Avenue will be reserved for the County and City's road systems.

PROCEDURE FOR CALCULATING PROPER HOUSE NUMBERS

Assignment of Numbers: The numbering of property on each roadway commences at either Baseline or Centerline Road within the County and the various City baselines and centerlines and that number being 0. For every interval of 13.2 feet along the roadway, two numbers are assigned, even numbers on the south and east sides of the roadway and odd numbers on the north and west sides of the roadway. The number will be computed for the front entrance or center of the structure facing the roadway.

Relationale: If there are existing numbers bordering the proposed site, a number may be assigned which falls within the existing numbers based on the distance between those numbers and the proposed number. Note: this is most likely to occur within cities. (*See figure 12*)

Structures off Roadway: When the structure cannot be seen from the roadway or lies more than 200 feet from the roadway, the number will be computed for the center of the drive or access road where it intersects the main roadway.

Corner Lots: Structures on corner lots will be assigned numbers on the street upon which the front entrance faces.

Numbering Diagonal, Meandering or Curvilinear Roadways: Where the roadway does not run directly north/south or east/west, the general course of the roadway is to be used in determining the house numbering direction. An interval of more than 13.2 must be used. There are two methods for computing the correct interval. First, measure perpendicular to the baseline or centerline and not along the roadway to obtain the correct distance and proper interval. For the other method, multiply 800 by the ratio of the distance in feet that the structure being numbered is from the mile road nearest the transecting base line to the distance in feet measured along the diagonal or meandering road between consecutive mile roads and adding this to the assigned number for the mile road nearest the baseline. *(See figure 13)*

Roadways that Change Direction: Unless waived by the House- Numbering Administration, a roadway which changes directions at a 60 degree angle or more and for a length of 150 feet or more, the numbering along the roadway shall be changed to reflect the orientation with a different baseline. The roadway must be named differently at the change of direction. If the roadway name is not changed, the numbering shall be determined in the same manner as used in determining house numbers along diagonal, meandering, or curvilinear roadways. *(Note: Waivers will only be given for extenuating circumstances and only if the health and safety of the general public is not compromised.) (See figure 13)*

Land-Locked Property: All roadways with more than one parcel with separate owners, each parcel with a separate owner must have an address for their access or the possibility of access and all primary structures off of that road must be named and numbered.

Buildings with Interior Access to Tenant Areas: Buildings with interior access to the various tenants, such as apartment buildings, group housing projects, and office buildings with suites, shall have one address. Individual dwellings or tenants within the building shall be assigned suffix letters or numbers. *(E.g. 121 S. Maple Street, Apt. B or 243 E Main St, Suite A)*

Buildings with Exterior Access to Tenant Areas: Separate house numbers shall be assigned to the entrances of buildings with individual access to tenant areas, such as a house, duplex, strip malls, businesses, and

industrial districts. For upstairs dwellings, or tenants with outside entrances, the entrance will be the point of numbering. If access to the upstairs is made from the rear of the structure, the number shall be higher than the number for the structure downstairs.

Mobile Home Parks: Each roadway within the mobile home park shall be named and the mobile homes numbered off those roadways.

Suffix Letters and Numbers: Suffix letters and/or numbers assigned to dwellings, office suites, apartments, and other buildings shall first be registered with and approved by the House-Numbering Administration.

APPEALS PROCEDURE

Membership: There shall be established a “House Numbering Appeals Board” consisting of an odd number not less than 5 members. Members shall be representatives from the Road Commission, Central Dispatch, Register of Deeds, District 10 Health Department, Building Department, a Township or City, and the Chairman of Public Safety Committee or their designee. The Board of Appeals shall hear and maintain records of all appeals presented in accordance with the rules and procedures established by these rules.

Chairman: The Chairman and Vice Chairman of Board of Appeals shall be the Chairman of the Public Safety Committee and the Register of Deeds respectively. In the absence of the Chairman or Vice Chairman, a member of the Board of Appeals as voted on by a majority of the members present shall chair the meeting. A secretary, other than a member of the Appeals Board, may be appointed by the House-Numbering Administration to document activities of the Board. This individual is not a member of the Board and as such does not have a vote.

Quorum: A quorum shall consist of not less than 4 members present to hear an appeal and initiate action.

Procedure:

Request in Writing: Appeals of a decision by the House-Numbering Administration shall be made in writing to the House-Numbering Appeals Board within 15 business days after the date of the notification letter. The appeal shall state the grounds upon which said appeal is being made and the desired outcome of the appeal. The appellant shall remit the filing fee with their request. (See Appeal Request Form – Figure 15)

Scheduled Hearing: A hearing shall be scheduled at the earliest possible time by the House-Numbering Administration and not more than 30 business days of receipt of written request and fee. (See figure 16) Notification of the hearing will be sent to the jurisdiction in which the appeal is located.

Open Meeting: All business conducted by the House Numbering Appeals Board shall be done at a public meeting held in compliance with the Open Meetings Act (*MCL 15.261 et seq.*) Public notice of the time, date and place of the meeting shall be given in the manner required by said statute.

Variance Criteria: The House Numbering Appeals Board may grant individual variances to the requirements of these regulations when the Board determines all of the following conditions exist:

1. The health and safety of the general public is not compromised.
2. The length of time between the original address designation and the appellant filing their complaint or appeal does not adversely affect other property owners.
3. Strict compliance with the Ordinance would result in unnecessary or unreasonable hardship.
4. No State statute or other applicable laws would be violated by granting such a variance.

Decision and Notification: A final decision of the House Numbering Appeals Board shall be by majority vote of the members on the Board to revise any address designation or decide in favor of the appellant on any appeal. Any decision of the Board is final. The appellant and local jurisdiction will be provided a written copy of the decision within 10 business days of the hearing.

Expenses: The cost of filing an appeal is shown on the fee schedule adopted by the Newaygo County Board of Commissioners (Figure 16).

Appeals: Any person aggrieved by a decision of the House Numbering Appeals Board may petition the Circuit Court for review.

ENFORCEMENT

Citation: An Authorized Local Official may issue citations to property owners for violations of these Rules or the Uniform House-Numbering Ordinance. The House-Numbering Administration shall have the discretion to dismiss a citation if the property owner demonstrates compliance with the Ordinance within fourteen (14) days of the issuance of the citation.

Fine: Any violation of these Rules or the Uniform House-Numbering Ordinance is a civil infraction under Section 8701 of the Revised Judicature Act of 1961, MCI 600.8701 et seq. and punishable with a fine of up to \$500.

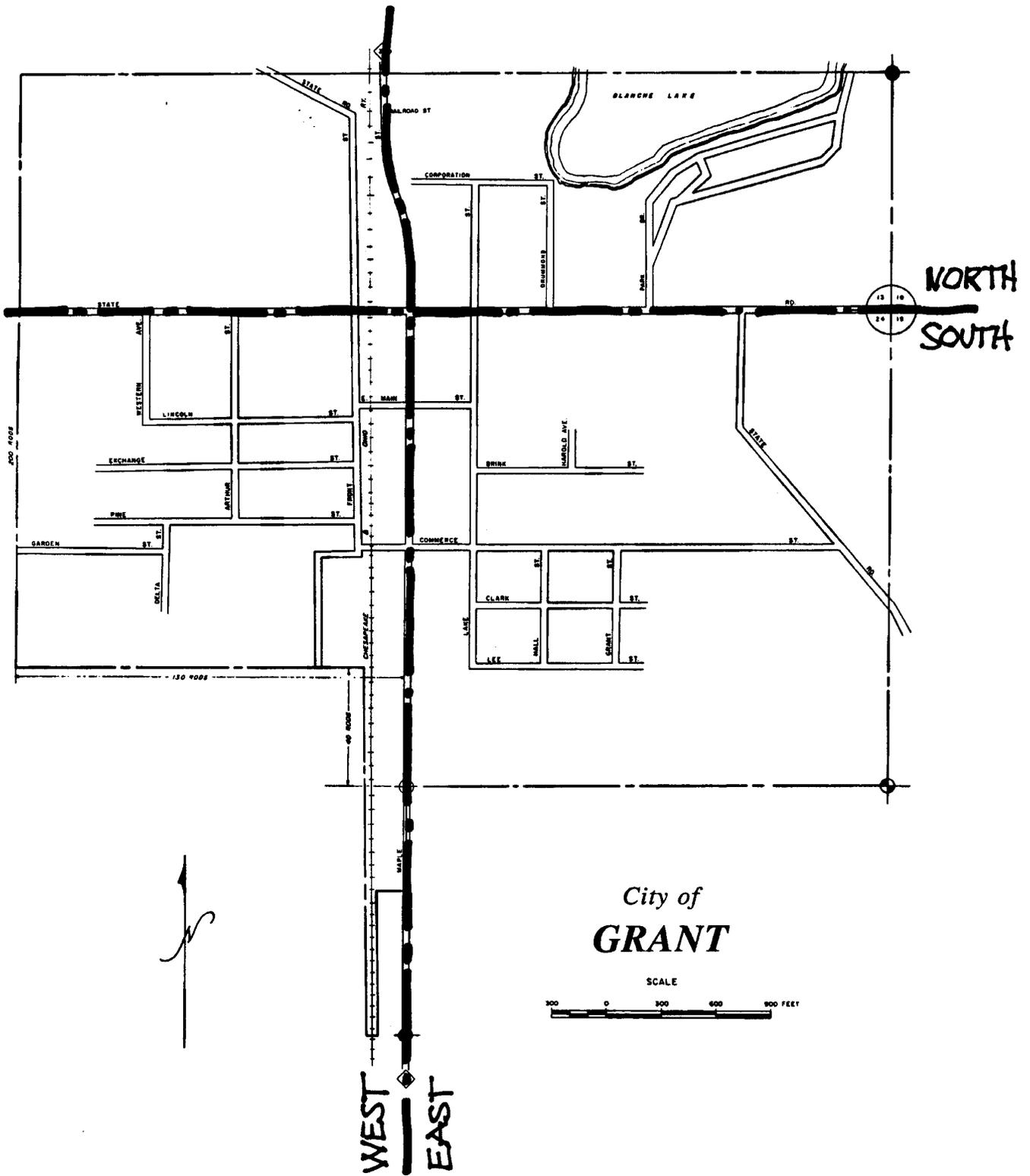


Figure 1. Map – City of Grant

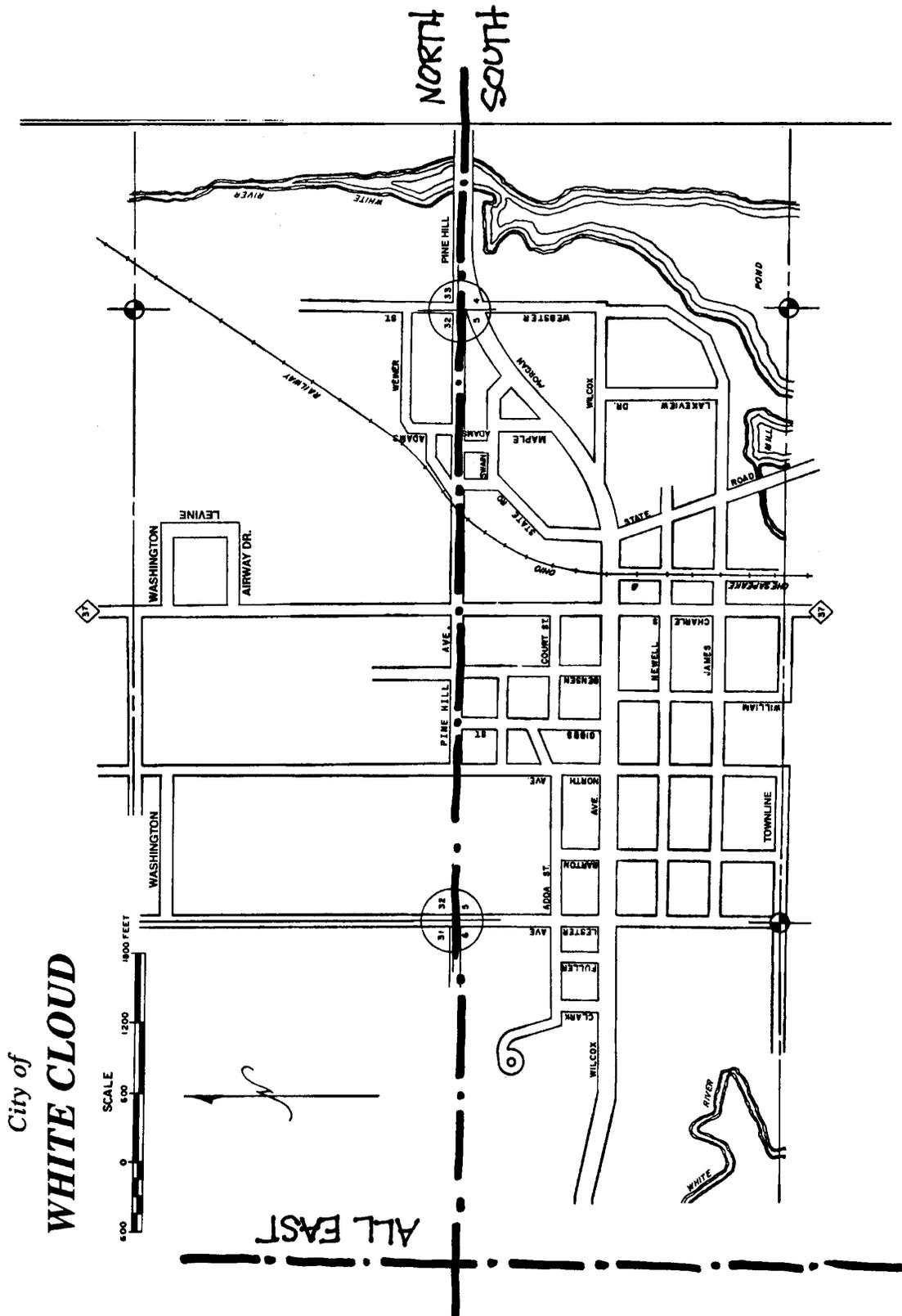


Figure 3. Map – City of White Cloud

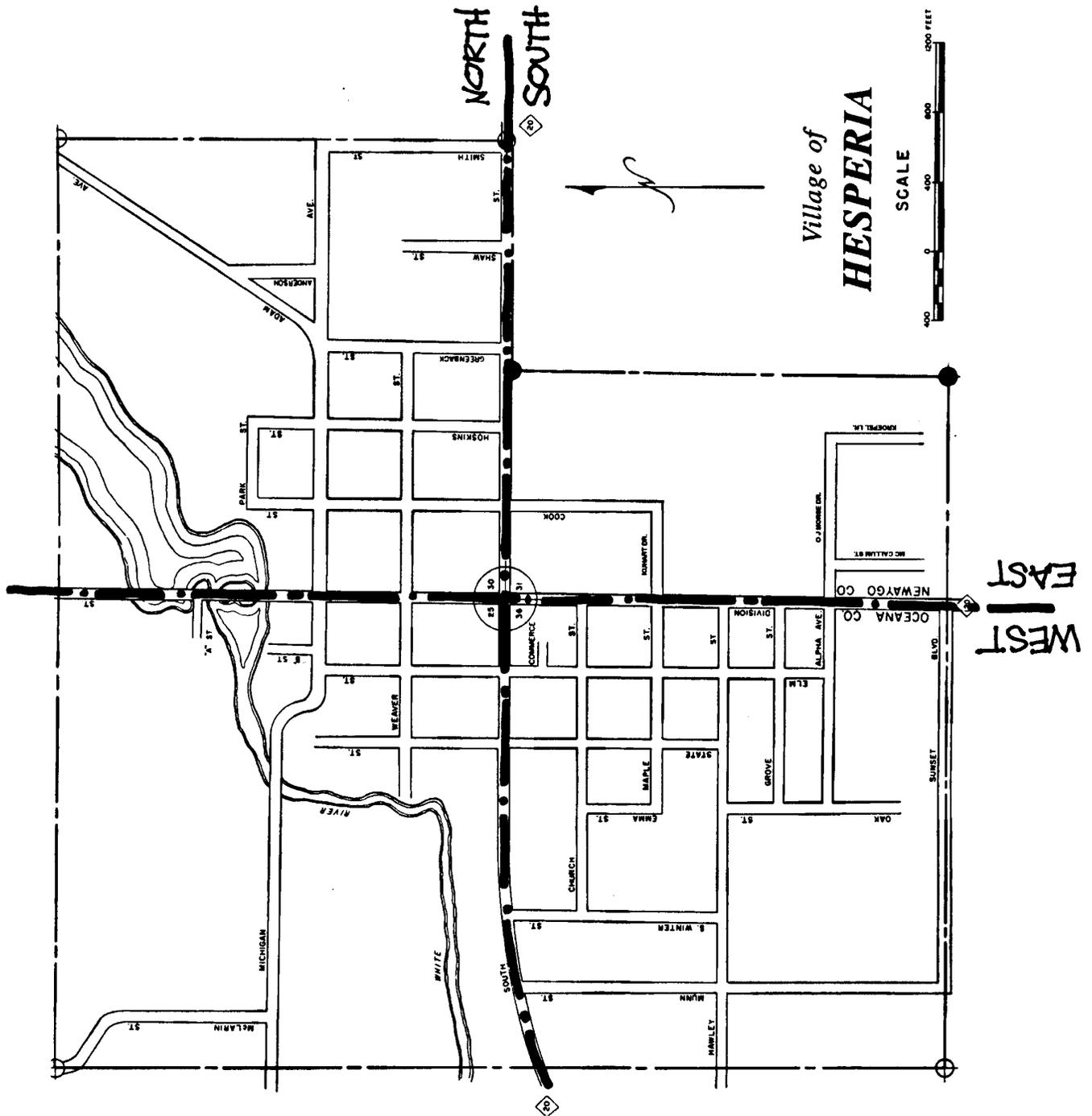


Figure 4. Map – Village of Hesperia

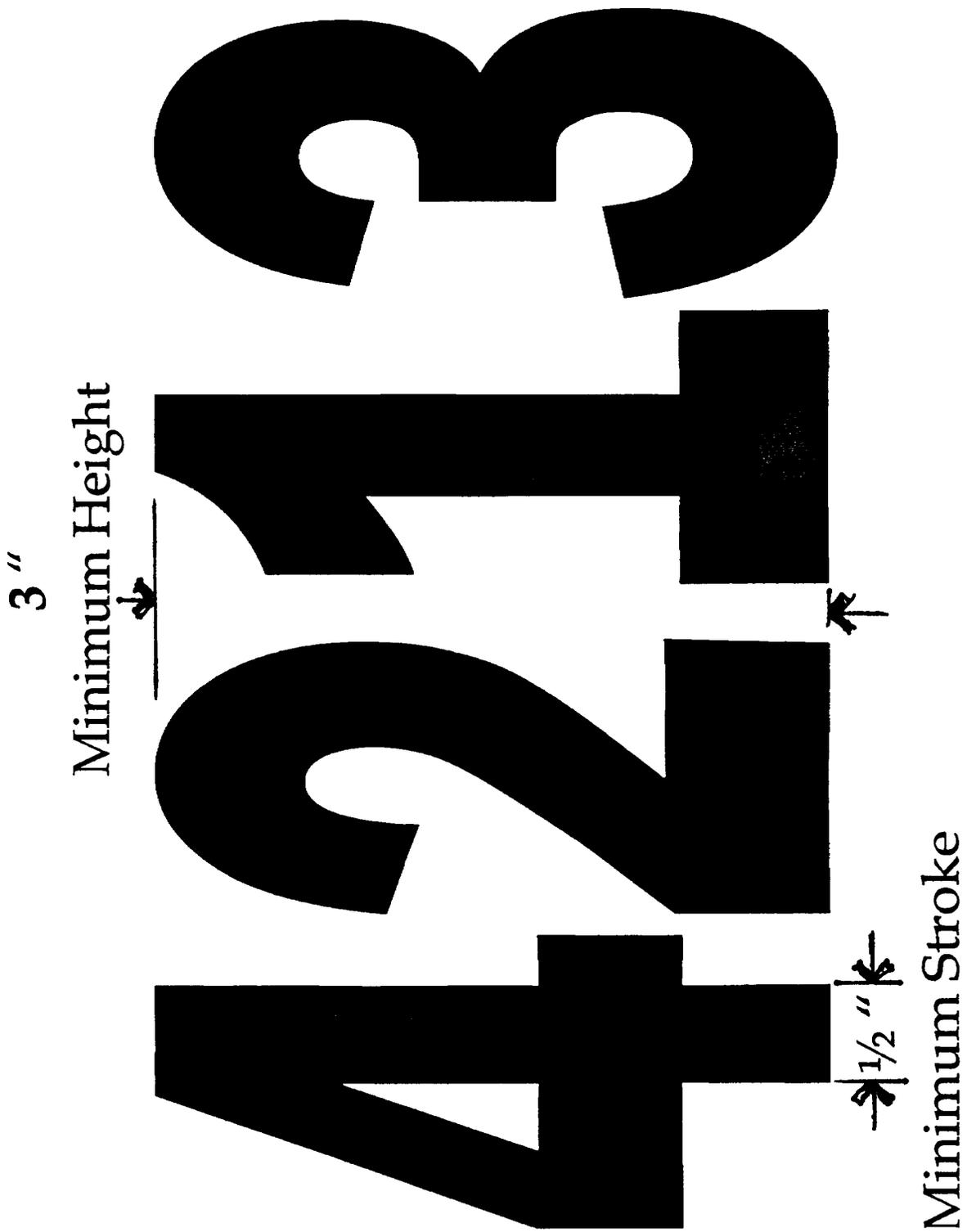


Figure 5. Sample of Approved Numbers



Newaygo County Equalization
1087 Newell St, PO Box 885
White Cloud, MI 49349
231-689-7244 Fax 689-7032

HOUSE NUMBER APPLICATION

Office Use Only

Street _____
 Name _____
 House # _____
 Township/City _____

Date: _____

Name: _____ Telephone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Address for-List Type of Structure on Property: _____

Example: house, modular, mobile home, doublewide, garage, pole bldg, RV, etc

If would like to receive your new address by e-mail, please clearly write your e-mail address below:

Needed information regarding the property you are wanting the new address for:

Township: _____ Section: _____ Street: _____

Is property to be split? Yes _____ No _____

Property Parcel Number (Tax ID): -----

On back side of form, please answer questions & draw location of the house and driveway as they relate to the parcel.

Indicate distance of driveway from lot line. Also, write the measurements of your parcel.

Signature of Property Owner

Office Use Only

Number Issued: _____

Number	Direction	Street Name
--------	-----------	-------------

Post Office: _____ Zip Code: _____

By: _____

Date: _____

Office Use

Customer _____

BS&A _____ Post Office

Envir Hlth_ Blg Dpt Dispatch

Report _____

Figure 6. House-Numbering Application



NEWAYGO COUNTY EQUALIZATION

1 0 8 7 N E W E L S T . W H I T E C L O U D , M I 4 9 3 4 9 P

H . (2 3 1) 6 8 9 - 7 2 4 4 FAX (2 3 1) 6 8 9 - 7 0 3 2

New Assigned Property Address

The following number has been assigned to your lot or parcel number:

62-____-____-____-____

Number	Direction	Street Name	Post Office	Zip Code
--------	-----------	-------------	-------------	----------

Please notify the post office, utilities and any other businesses of the new property address number that has been issued.

Newaygo County Uniform House-Numbering Ordinance requires that “Each property owner in the County shall display the number assigned...in a position easily observed and readable from the driveway to the Primary Structure.”

The issuance of this number does not indicate any approvals for things such as zoning, septic, well, soil erosion, building permits, floodplain, and driveway permits etc.... It is intended for identification purpose only and is used in the application process for other clearances such as the ones listed above. It is the owner’s responsibility to see that all appropriate clearances are secured before undertaking any project requiring an approval or permit.

Authorized Signature from Newaygo County House Numbering Administration Date

Figure 7. New Assigned Property Address



Newaygo County Equalization Dept.

1087 Newell St * PO Box 885 * White Cloud, MI * 49349
Phone: (231) 689-7244 * Fax: (231) 689-7032
Office Hours: 8am – 5pm

Display of House Number

1. **Display on Primary Structure.** Each primary structure shall display a house number. The house number shall be displayed in a position easily observed and readable from the roadway named in the address.

All numbers shall be in Arabic numerals at least 3 inches high and ½ inch stroke. The color of the numbers shall be in contrast with the background.

2. **Additional Display.** When the structure is not visible from the road or more than 90 feet from the road, the address must be posted not more than 20 feet from the roadway (driving surface) and within 10 feet of the drive.

Numbers may be on a sign or attached to a tree, fence post, or single mailbox. Mailboxes, which are grouped in two or more, shall not be used for displaying required house numbers as defined in these rules. Grouped mailboxes do not provide identification for the location of individual structures or other mailboxes block the numbers.



Figure 8. Instructions for Placement of House Numbers



Newaygo County Equalization Dept.

1087 Newell St * PO Box 885 * White Cloud, MI * 49349

Phone: (231) 689-7244 * Fax: (231) 689-7032

Office Hours: 8am – 5pm

I, _____, am the rightful owner of the
(Please print – full name)

Property located at _____,
(Street address)

In section _____ of _____ township.

Parcel number: 62 - ____ - ____ - ____ - ____.

I request that my existing house number and/or street name be corrected to reflect the Newaygo County numbering system.

(Signature and date)

Figure 9. Property Owner Affidavit

NEWAYGO COUNTY PRIVATE ROAD CHECKLIST

Date: _____

Name of applicant: _____ Phone: _____

Mailing address _____

REQUESTED ROAD NAME:

Note: The following suffixes are reserved for County and City road systems:
Avenue, Street, Drive & Road. Do not use these suffixes when naming a private roadway
or easement.

Parcel number: _____ Township: _____

Is this road in a plat? _____ If yes, name of plat: _____

Is this a new or existing road? _____

If existing, does it currently have a name? _____

What is the current road name? _____

Is this a request to change the current road name? _____

LOCATION:

Private road runs off what street? _____

What direction off this street? _____

Between what two cross streets? _____

If a **survey** is available, please include a copy of it when returning this form.

A petition is required to be signed by all property owners who would use this road to access
their property. (Form enclosed)

RETURN TO:

(Circled location)

Newaygo Co. Road Comm.
935 E 1 Mile Rd
White Cloud, MI 49349

Newaygo Co. Equalization
PO Box 885
White Cloud, MI 49349

Figure 10. Newaygo County Private Road Checklist

Newaygo County Petition
for
Naming Easement or Access to Property

Petitioner: _____ Phone: _____

Mailing address: _____

Petitioner's Parcel No. _____

Township: _____ Section No. _---_

Name selected for access to Property: _____

We the undersigned do hereby agree with the name selected for access to our property.

Name: _____ Mailing Address: _____

Return original petition with private road checklist to the County Road Commission.

Copies of the petition must be submitted to the following:

Newaygo County Equalization with house number application.

Township Supervisor – Check with your township to see if required.

Figure 11. Petition for Naming Easement or Access to Property

Figure Numbers Using Existing Numbers on Office Maps

Low number ADDRESS (from map)	367
High number ADDRESS (from map)	395
Total Distance between addresses above (measured on map)	210
Distance <u>from</u> Low Number Structure <u>to</u> Structure Being Numbered (measured on map)	140

Total numbers between existing addresses.

Numbers to be added to lowest number

New Number
387

Figure Numbers for Diagonal, Meandering or Curvilinear Roads

Beginning Number from Initial Grid Line	2000
Distance from Initial Grid to Secondary Grid (d)	2640
Actual Distance from Initial Grid Line to Structure being Numbered (a)	1500
Distance from Initial Grid line to Secondary Grid Line, along Meandering, Diagonal, or Curvilinear Roadway (m)	3000
Proportional Distance from Beginning Grid Line to Structure being Numbered (x)	1320

New Number
2200

Figure 12. Computer Formulas – Relational Property Addresses

Ratio for Diagonal, Meandering or Curvilinear Roadways

$$x = d(a/m)$$

X = Proportional distance from beginning grid line to structure being numbered (number to be use in formula on previous page)

d = Distance from initial grid line to secondary grid line, measured along grid line

a = Actual distance from initial grid line to structure being numbered

m = Distance from initial grid line to secondary grid line, measured along meandering, diagonal, or curvilinear roadway

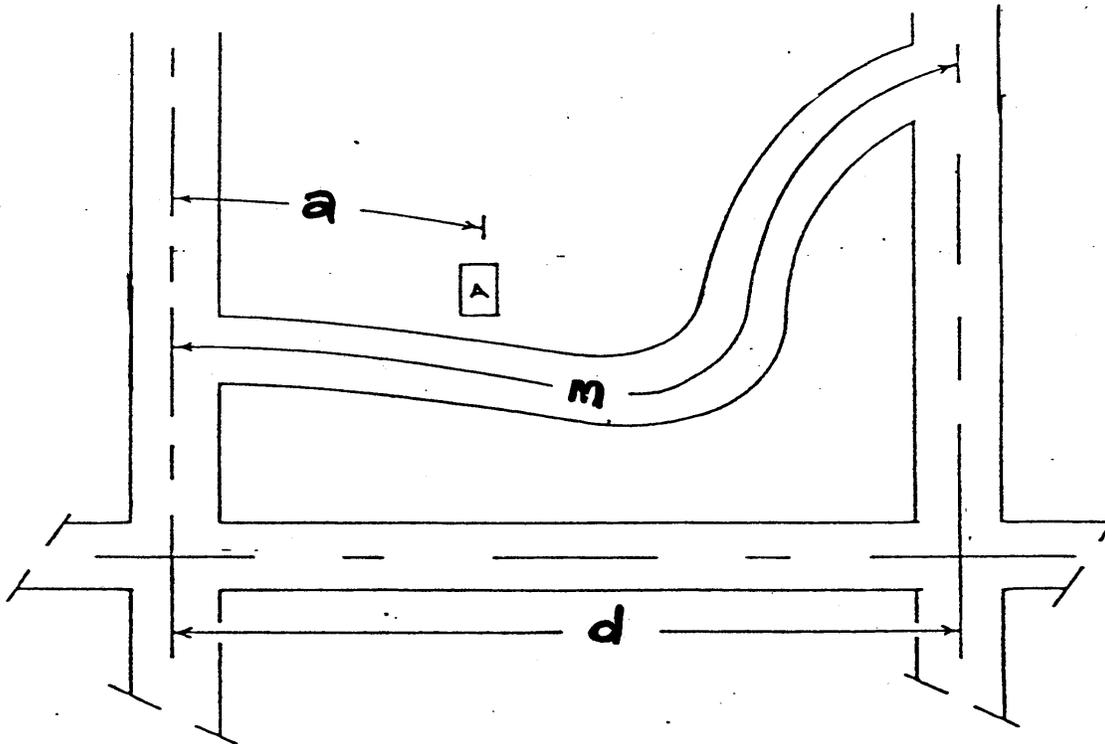


Figure 13. Formula – Ratio for Diagonal, Meandering or Curvilinear Roadways



Newaygo County Equalization Dept.

1087 Newell St * PO Box 885 * White Cloud, MI * 49349
Phone: (231) 689-7244 * Fax: (231) 689-7032
Office Hours: 8am – 5pm

HOUSE NUMBER APPEAL REQUEST FORM

Date: _____

Name: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Type of Structure: _____

Location of Parcel

Township: _____ Section: _____ Street: _____ Property

Parcel Number (Tax ID): 62 - _____ - _____ - _____

Plat: _____ Block No.: _____ Lot No.: _____

On the backside of this form, please draw the exact location of the house and drive as it relates to the parcel, if applicable.

(signature and date)

Basis for Appeal

Please Describe the Decision being Appealed:

Please List the Desired Outcome or Remedy Sought:

Figure 15. Appeal Request Form



Newaygo County Equalization Dept.

1087 Newell St * PO Box 885 * White Cloud, MI * 49349
Phone: (231) 689-7244 * Fax: (231) 689-7032
Office Hours: 8am – 5pm

House Number Appeal Fee Schedule

Item	Current Fee
Initial Hearing Fee	\$ 75.00
<u>Additional Fees</u>	
Per Diem (if applicable)	\$ 25.00
Mileage (if applicable)	\$.37per mile
Publishing (if required)	Actual Cost

Note: Initial Hearing Fee is due with application. All fees are to be paid by the applicant when they are incurred.

Figure 16. Fee Schedule

How To Get A New House Number

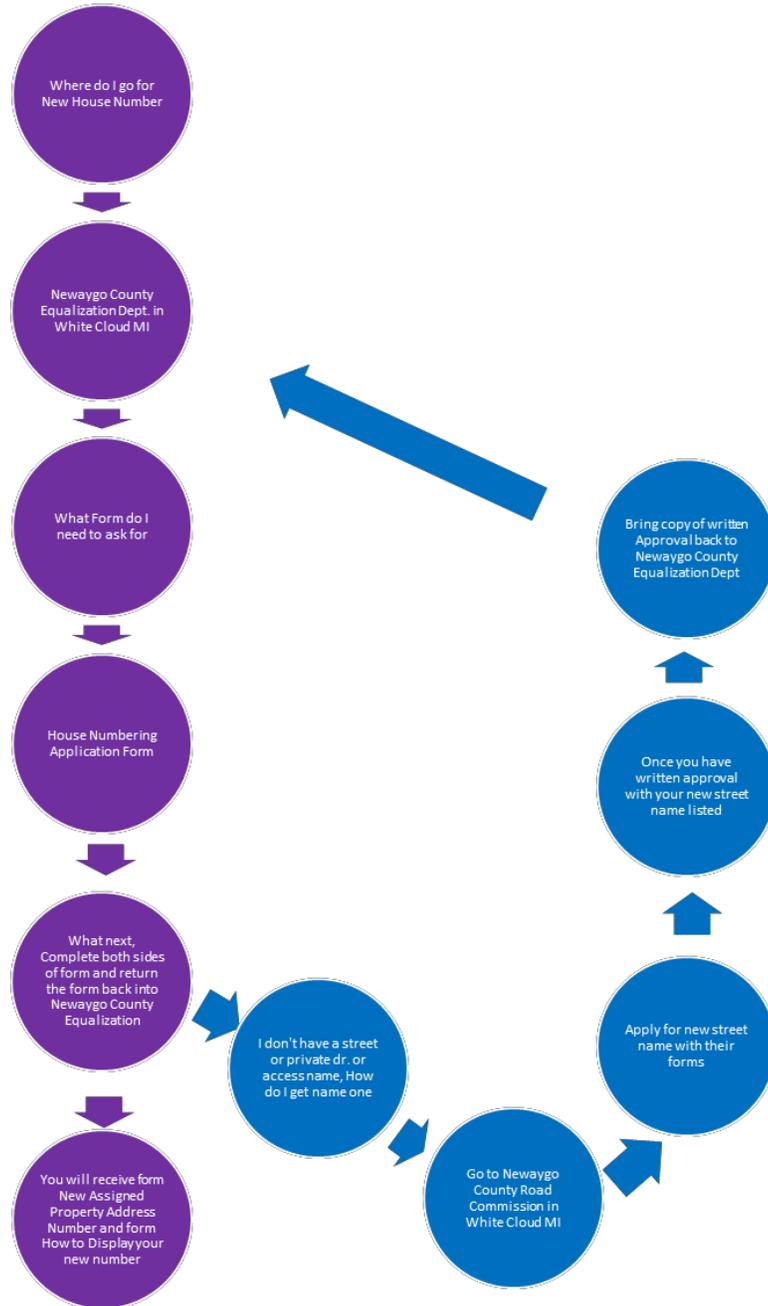


Figure 17. How To Get A New House Number Chart
 Link to house Number Application

<http://www.countyofnewaygo.com/Resources/Equalization/HouseNumberApplication>