

ALPENA COUNTY
ADDRESS ORDINANCE
PASSED 3-27-09; AMENDED 12-13-2022
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ARTICLE I TITLE, PURPOSES AND LEGAL CLAUSES

Section 1.01: Title

This ordinance shall be known as the Alpena County Address Ordinance of January 1, 2009 and further shall be known in the short form as the Address Ordinance, hereinafter 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 and houses; to protect the public health and safety by providing a systematic method of address numbering to enable faster response and location of a building by county agencies and authorities in the event of an emergency by fire, ambulance, police and other county and municipal emergency agencies; to provide a system of locating structures for purposes of county functions including but not limited to building, soil, health inspections, tax assessment, data collection and other county affairs; to protect and promote the general welfare of the county by providing a more efficient means for the general public, parcel delivery, common carrier and mail delivery services to locate people and places,

- A. Defining certain terms used herein;
- B. Creating a formal system to name roads in the county, providing an agency with exclusive jurisdiction in assigning road names, and providing for standards and regulations to be applied in naming roads;
- C. Creating a formal address numbering system in the county, providing for an agency to have exclusive jurisdiction in assigning addresses, and providing for standards and regulations for address numbering;
- D. Providing for notification of interested parties of assigned road names and address numbers; and maintaining a master record (maps) of addresses;
- E. Coordinating the function of this ordinance with other county or municipal ordinances and state statutes; and providing for this ordinance to create the only address system in the county dealing with road naming and address numbering;

- F. Providing minimum standards and regulations for the display and use of the addresses;
- G. Providing for the enforcement of this ordinance, penalties for violations, and other matters pertinent to 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 Boards of Commissioners).

**ARTICLE II
DEFINITIONS**

Section 2.01: Purpose

For purposes of this Ordinance certain terms are herewith defined. When not inconsistent with the context, the present tense includes the future, words used in the singular number include the plural number. The word shall is always mandatory and not merely permissive. The word person includes a firm, association, organization, partnership, trust, company or corporation, as well as an individual.

Section 2.02: Undefined Words

Any word not defined herein shall be interpreted within its common and approved usage.

Section 2.03: Definitions

ADDRESS means a set of numbers, and a compass designation, if applicable, and a road name used in combination as one statement of location.

ADDRESS NUMBER means that part of an address which consists of a set of whole numbers determined pursuant to this ordinance and, if applicable, a compass designation.

EQUALIZATION DEPARTMENT means the department organized by the property tax administration and is responsible to the Board of Commissioners through the Equalization Committee.

INCORPORATED MUNICIPALITY means incorporated villages and cities created under Michigan Law.

MUNICIPALITY means villages, cities and townships.

PLAT means a map of and other information about a subdivision or land, which is drawn

and information compiled, approved, and recorded in conformity with Michigan Public Act 288 of 1967, as amended, being Michigan Compiled Laws 560.101 et. sq., Land Division Act.

ROAD means any road, street, highway, land, drive, avenue, boulevard, two-track, court, cul-de-sac, circle, way, route, track, artery, and so on which affords a means of travel by vehicle for ingress or egress to abutting property, whether public or private.

ROAD COMMISSION means the Alpena County Road Commission, or its manager and staff if the Road Commission elects to delegate, created pursuant to Michigan Public Act 283 of 1909, as amended, being Michigan Compiled Laws 224.1 et. sq., the General Highway Law Chapter IV County Road Law.

ROAD NAME means that part of an address which is the proper name of a road, including a general suffix such as those listed for the definition of road in Section 2.03 of this Ordinance.

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, hunting camps, cottages, businesses, buildings, municipal pumping or substations or booster stations, and so on, which may have need or cause to have an address, but not structures clearly accessory to a principal structure.

SUBDIVISION means an area of land which has been divided by means of filing a plat.

UTILITY means a person or a municipality or other public authority which provides natural gas, electricity, water, telephone, cable, fiber optic, steam and sewer.

ARTICLE III ROAD NAMES

Section 3.01: Road Commission

The Road Commission shall be the agency with exclusive authority to name roads in the unincorporated areas of the county. The municipal council shall be the agency with exclusive authority to name roads in their respective incorporated municipality. Road/street names after adoption of this ordinance shall consist of not more than 15 letters/numbers, including spaces.

Section 3.02: Not Duplicative

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

Section 3.03: Subdivision Plats

A road which is constructed within the boundaries of a recorded subdivision shall have the name shown for the dedicated right-of-way on the recorded plat, except as provided for in Section

3.04(B) of this ordinance. In the case of construction of roads prior to the approval of a final plat, the road shall have the name shown for the dedicated right-of-way shown on the approved preliminary plat on file with the County Clerk. Road names for public roads established prior to this ordinance shall remain as certified by the Road Commission.

A plat shall not be approved by the Road Commission or Plat Board with a road name or road right-of-way name which does not comply with the provisions of this ordinance.

Section 3.04: Changing Existing Road Names

It shall be the policy of this ordinance to discourage the practice of changing existing road names. The existing road name, or the name applied to a right-of-way as shown on an approved preliminary plat or recorded plat, shall not be changed except as provided herein:

- A. Only at the Road Commission's option or incorporated municipalities' governing body, whichever is applicable, when 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 instead of two separate roads. Two roads shall not be considered one road unless both roads have address numbering in a north-south direction or both roads have address numbering in an east-west direction.
 1. In the instance of changing a road name, a third name shall not be used. One of the two existing road names shall be applied to the entire road and the other road name shall be discontinued.
 2. The Road Commission or incorporated municipalities' governing body, whichever is applicable, shall determine which road name is dropped and which road name is to be used for the entire length of both roads so the road name change results in modification to the fewest number of addresses. In the event the system of modifying the fewest addresses is not applicable, then the road name which is oldest and already applies to the portion of the road which has existed the longest shall be the road name used.
- B. Only at the option of the Road Commission or the governing body of an incorporated municipality, whichever is applicable, a private road, existing prior to the effective date of this ordinance may be accepted if:
 1. The road had a commonly known name prior to the effective date of this ordinance, and
 2. If that road name does not duplicate the name of any other road anywhere in the county.

Section 3.05: Notification of Road Names

The Equalization Department or incorporated municipal council, whichever is applicable, shall notify interested persons whenever a road is named for the first time, and whenever the existing name is changed to another, as provided below:

- 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 recording of said plat in the Alpena County Register of Deeds Office shall send notice to all interested parties or persons. The notice shall be sent to the following interested persons within five business days by first class mail or personal delivery.
 1. The respective municipal or township government.
 2. The Road Commission.
 3. The respective fire department, ems, & law enforcement agencies.
 4. Alpena County Central Dispatch
 5. The U. S. Post office
 6. Any residents, occupants, or persons and owners, if different, who have an address on the road, with instructions on how to obtain an address.

- B. In all other cases of naming roads for the first time, the Equalization Department or incorporated municipal council, whichever is applicable, shall prepare written notice which contains the road name and the description of the location of the road, the road name is to be applied to. The notice shall be sent to the following interested persons within five business days by first class mail or personal delivery.
 1. The respective municipal or township government.
 2. The Road Commission.
 3. The respective fire department, ems, & law enforcement agencies.
 4. Alpena County Central Dispatch
 5. The U.S. Post Office servicing the area.
 6. Any residents, occupants, or persons and owners, if different, who will have an address on the road, with instructions on how to obtain their address.

7. Public Utilities

- C. In cases where an existing road name is proposed to be changed, the Road Commission or incorporated municipality, whichever is applicable, shall send a written notice to each resident, occupant or person with an address on the affected portion of the road and to the owner, if different from the resident, occupant or person, of structures with an address on the affected portion of the road ten business days prior to public hearing, by first class mail or personal delivery. Said notice shall contain the proposed road name, the existing road name, the structure's new address, and a description of the location proposed to be renamed. Said notice shall also advise of the public meeting date, time, and location for the public hearing for decision on the name change.
- D. In cases where an existing road name is changed, in addition to notice requirements given in Section 3.05 C of this ordinance, written notice of the name change shall be prepared by the Road Commission or incorporated municipalities' governing body, whichever is applicable, which contains the former road name; the new road name; a description of the location of the road being renamed; a list of the names of residents, occupants, persons and owners who were required to receive a notice, as required in Section 3.04 C. The notice shall be sent within ten days, by first class mail or personal delivery to:
1. Those agencies listed in Section 3.05(B) of this ordinance.
 2. The Alpena County Equalization Department.
 3. All utilities and public or regulated telephone, cable television companies or other services of a nature similar to utilities providing service to the area.

ARTICLE IV ADDRESS NUMBERING

Section 4.01: Equalization Department

The Equalization Department shall be the agency with exclusive overall administrative and coordinative responsibility to administer the operation and application of this ordinance. The Equalization Department shall be the only Department with authority to assign address numbers to structures outside of the City limits. The Equalization Department shall work with the City of Alpena Assessor/Building Officials when assigning address numbers to structures inside of the city limits. **The City of Alpena Assessor/Building Official Departments will assign address numbers within the City of Alpena boundaries. Enforcement of this ordinance within the boundaries of the City of Alpena is the responsibility of the City of Alpena. The City of Alpena Assessor/Building**

Official Department shall notify the Equalization Department within 5 business days of any new address applications, assignments, or address changes.

Section 4.02: Not Duplicative

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

Section 4.03: Address Numbering System

The Equalization Department shall assign and maintain address numbers to structures according to a system provided for below:

- A. The term North and South base shall refer to a line drawn East and West across the county to divide it into a North and South half. Within Alpena County this baseline, which shall be the South section line of Sections Nineteen (19) through Twenty-Four (24) of Town 31 North and Ranges 5, 6, 7, 8, 9, and 10 East. This would include M-32 Highway, Harrison Road, and Washington Avenue.
 - 1. In both directions from this baseline, address numbers shall be evenly spaced 1,000 per mile, 500 for one side of the road and 500 for the opposite side of the road, which makes one number for every 5.28 feet. The numbers on the left and right hand margin of the plat book will be used for North-South roads.
 - 2. Numbers on the West side of a road shall end in even numbers. Numbers on the East side shall end in odd numbers.
 - 3. Address numbers south of the base line shall be followed with a suffix south when necessary to avoid duplication with addresses north of the base line.
 - 4. Address numbers north of the base line shall be followed with a suffix north when necessary to avoid duplication with addresses south of the base line.
 - 5. 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 Alpena County runs north-south. Once a road has address numbers applied to structures on that road, then that road shall always be considered a north-south road.

- B. The term East and West Meridian line shall refer to a line drawn North and South across the county to divide it into an East and West portion. Within Alpena County this meridian line shall be the West section line of Sections Four (4), Nine (9), Sixteen (16), Twenty-One (21), Twenty-Eight (28), and

Thirty-Three (33) of Town 31 and 32 North Range 8 East. Also the West Section Lines of Sections Three (3), Ten (10), Fifteen (15), Twenty-Two (22), Twenty-Seven (27), and Thirty-Four (34) of Town 29 and 30 North Range 8 East. This would include Behning Road, US-23 Highway, Hobbs Drive, Bagley Street, Genschaw Road, & French Road.

1. In both directions from this meridian line, address numbers shall be evenly spaced 1,000 per mile, 500 for one side of the road and 500 for the opposite side of the road, which makes one number for every 5.28 feet. The numbers on the top and bottom margin of the plat book will be used for East-West roads.
 2. Odd numbers shall be on the southerly sides of roads.
 3. Even numbers shall be on the northerly sides of roads.
 4. Roads which are not traveling due east-west or meander shall be numbered as east-west roads if the major portion of the road within Alpena County runs east-west. Once a road has address numbers applied to structures on that road, then that road shall always be considered as east-west road.
 5. Address numbers east of the meridian line shall be followed with a suffix East when necessary to avoid duplication with addresses west of the base line. Address numbers west of the base line shall be followed with a suffix West when necessary to avoid duplication with addresses east of the base line.
- C. Address numbers shall be whole numbers.
- D. Address numbers shall be assigned so they run consecutively starting at the base line or meridian line so that numbers are not out of sequence.
- E. Roads running along the East/West correction lines will be addressed using the address range on the North side of the road.
- F. Roads running east to West with a North/South jog shall be considered a meandering road. Roads running north to South with an East/West jog shall be considered a meandering road.

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.

An address and address number already in use shall not be changed except as provided herein:

- A. When, upon determination by the Equalization Department, address number(s) meets any one of the following conditions:
1. The existing address number(s) is not in sequence and/or does not run consecutively in the same direction as the county address system described in Section 4.03 of this ordinance for that side of the base and meridian line where the two systems mesh.
 2. The existing number(s) does not mesh or meld in with the county address system described in Section 4.03(A) through (D) of this ordinance.
 3. The existing number(s) is such that the assignment of address numbers for new structures is not practical and in keeping with the requirements of Section 4.03 of this ordinance.
 4. 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 landlocked property and, for example, then has a new road built to service it.

Section 4.05: Notification of Addresses

The Equalization Department, shall be the recipient of applications for addresses or in the case of assigning addresses in the original instance immediately after adoption of this ordinance, the Equalization Department shall assign address numbers. Notification of one's address shall be provided as follows:

- A. After a person applies for and receives a new driveway/construction permit from the Alpena County Road Commission, MDOT or a municipalities zoning or building department, they will then make application to the Equalization Department for an address and will receive a form containing:
1. The structures address number.
 2. Road name.
 3. Compass designation.

Applications for addresses shall be made available on the Alpena County website.

- B. The Alpena County Road Commission or MDOT shall not issue a driveway permit until after an address number has been issued for the proposed driveway or structure except:

1. When it is not possible for an address number to be issued until after the location of the drive is clearly marked and it is not practical to make a driveway location on the ground until after a driveway permit is issued, the Equalization Department shall issue the address numbers when the location of the driveway is affirmed by the Road Commission and/or MDOT.
- C. When, upon adoption of this ordinance, the Equalization Department assigns address numbers to existing structures that do not have address numbers prior to this ordinance, accurate maps of the assigned numbers, as required in Section 4.06 of this ordinance shall be made. Copies of said maps shall be forwarded to those parties listed in Section 3.05(B) of this ordinance, and Section 4.05(E) of this ordinance. Further, a copy of the form described in Section 4.05(A) of this ordinance shall be sent by first class mail or personal delivery to each structure so numbered.
- D. In cases where an existing address number is changed, the Equalization Department shall send a written notice to each resident, occupant, person with an affected address on the road and to the owner - - if different from the resident, occupant or person - - of structures with a changed address number within ten *business* days, by first class mail or personal delivery. Said notice shall contain the individual structure's former address number and the individual structure's new address number.
- E. In cases where an existing address number is changed, in addition to notice requirements given in Section 4.05 D of this ordinance, written notice of the address number change shall be prepared by the Equalization Department which contains all the former addresses and the respective new address, along with the name of the residents, occupants, persons and owner who were required to receive a notice, as required in Section 4.05 D. The notice shall be sent within ten days, by first class mail or personal delivery to:
1. Those agencies listed in Section 3.05(B) of this ordinance.
 2. All utilities providing service to the area.
 3. The Alpena County Treasurers Office, Register of Deeds, and County Clerk.

Section 4.06: Master Address File

- A. The Road Commission and Equalization Department, or its designee, shall jointly keep a master index of the proper names of each road in Alpena County. The proper names for public roads, shall be reflected on the certified set of maps filed by the Road Commission with the Michigan Department of Transportation, pursuant to Michigan Public

Act 51 or 1951, as amended, being Michigan Compiled Laws 247.651 et. sq. Motor Vehicle Highway Fund Act. If a discrepancy exists between the certified maps and the master index as to the name of the road, its spelling, or punctuation, the certified maps shall rule. The proper names for private roads shall be included in the master index and reflected on maps in the Equalization Department. The master index and maps shall be updated at least annually by the Road Commission and Equalization Department.

- B. The Equalization Department, shall keep a master file of maps showing the location of each structure which has an address and the address number. Such master file of maps shall be easily duplicated. The master file of maps shall be updated annually.

Section 4.07: City of Alpena Numbering System

This ordinance shall in no way alter the address system currently in place within the City of Alpena. While all other sections of this ordinance shall apply to addresses within the City of Alpena, Section 4.03: Address Numbering System shall not apply to addresses within the City of Alpena. The City of Alpena will continue to use the address numbering system in place at the time of this ordinance, which is described in the following paragraphs.

- A. The term City of Alpena North and South base line shall refer to a line drawn northeasterly and southwesterly across the City of Alpena to divide it into a North and South half. Within the City of Alpena this base line shall be Chisholm Street.
 - 1. For roads that intersect the base line, in both directions from this base line, address numbers shall be spaced 100 per City block, 50 for one side of the road and 50 for the opposite side of the road. The first block from the base line shall be numbered from 100 to 199, the next block 200 to 299, and so on.
 - 2. Numbers on the north or northwest side of a road shall be odd numbers and numbers on the south or southeast side shall be even numbers.
 - 3. Address numbers south or southwest of the base line shall be followed with a suffix south when necessary to avoid duplication with addresses north of the base line.
 - 4. Address numbers north or northeast of the base line shall be followed with a suffix north when necessary to avoid duplication with addresses southwest of the base line.

- B. The term City of Alpena East and West meridian line shall refer to a line drawn northeasterly and southwesterly across the City of Alpena to divide it into an East and West portion. Within the City of Alpena this meridian line shall be Second Avenue.
1. For roads that intersect the meridian line, in both directions from this meridian line, address numbers shall be spaced 100 per City block, 50 for one side of the road and 50 for the opposite side of the road. The first block from the meridian line shall be numbered from 100 to 199, the next block 200 to 299, and so on.
 2. Numbers on the east or northeast side of a road shall be odd numbers and numbers on the west or southwest side shall be even numbers.
 3. Address numbers east or southeast of the meridian line shall be followed with a suffix East when necessary to avoid duplication with addresses north of the base line.
 4. Address number west or northwest of the meridian line shall be followed with a suffix West when necessary to avoid duplication with addresses southeast of the meridian line.
- C. For roads that do not intersect either the base line or the meridian line a determination will be made whether it is a north-south road or east-west road and the 100 to 199 block shall be the nearest block to either the base line or the meridian line and numbering shall be continued according to the rules established in Section 4.07 (A) and (B) of this ordinance

Section 4.08: Easements - Naming and Addressing

WHEREAS, the townships of Alpena County, give full authority to the Equalization Department to name easements as deemed necessary.

A. Naming and Addressing

In regards to easements, properties will be addressed according to the main road the Easement runs off of. This will be the way of addressing until the easement has a total of 5 addresses or more on it, then the Equalization Department will issue the easement name. All properties on this easement will then need to change their addresses to match with the easement.

Section 4.09: Correction of Addresses

Addresses that are numbered on the wrong side of the road, out of sequence or not on the proper road will be fixed when brought to the attention of the Equalization Department.

ARTICLE V DISPLAY AND USE OF ADDRESSES

Section 5.01: Display

It shall be the responsibility of each property owner or occupant of the residence to identify their property. All residences shall have a green sign that is placed where someone from the roadway will be able to locate the property. This includes having a green sign that is on the property near the road way or at the entrance to the property for those residences that are not visible from the roadway.

The owner of a structure with an address shall cause the assigned number to be displayed in such a manner which will be plainly visible from the road within thirty days of the effective date of this ordinance or prior to use or occupancy of a new structure, whichever is later, in the following manner:

- A. The assigned address number shall be displayed on the side of a structure facing the road, and if possible and practical, visible from the road in block or script and shall be contrasted with, or contrasted-reflectorized color with, the background or structure surface color and not less than three inches in height.
- B. If a mailbox exists and is not attached to the structure, the mailbox shall also have the assigned address number. The numbers shall be in block or script and shall be contrasted with, or contrasted-reflectorized color with, the background or mailbox surface color.
- C. The address number shall also be displayed at the driveway entrance so it is plainly visible to road traffic from traffic lanes in either direction of approach. The address on the mailbox and address number displayed at the driveway entrance, if applicable, shall be in block or script and shall be contrasted with, or contrasted-reflectorized color with, the background surface color.

Section 5.02: Use

The resident, occupant, person, owner, utility company, other utility service providers, county offices, municipal governments, police, emergency services, and any other persons or entities, shall use the assigned address for purposes of delivery, locating a structure, and legal or recorded address of record to facilitate use of the same system of identifying a location of a structure by all respective entities in a coordinated and uniform manner.

Section 5.03: Stricter Regulations

Nothing in this ordinance shall prohibit a municipality or the postal service from requiring stricter, more visible display of addresses or address numbers.

ARTICLE VI
COORDINATION WITH OTHER ORDINANCES AND STATUTES

Section 6.01: Construction Code Permits

- A. A construction code (building) inspector operating and authorized to issue construction permits under Michigan Public Act 230 of 1972, as amended, being Michigan Compiled Laws 125.1501 et. sq. State Construction Code Act, regardless of which nationally recognized construction code is being enforced, shall notify the Road Commission and Equalization Department of the issuance of a building permit and its location.

- B. In some instances, it will not be possible for an address to be issued until after the location of the driveway is clearly marked. When it is not practical to mark a driveway location on the ground until after a building permit has been issued, the construction code inspector shall issue a building permit. The building inspector shall advise the applicant to contact the Equalization Department, Road Commission, or MDOT for issuance of an address number.

Section 6.02: Utilities

At a utility's option, after the effective date of this ordinance, a utility need not provide service to a structure which does not have an address number in Alpena County, or a utility company may provide service to a structure which does not have an address number in Alpena County, but in that event shall notify the Equalization Department, or its designee, by first class mail or personal delivery within ten days of the location and identification of the structure that does not have an address number.

Section 6.03: Authority and Scope

- A. The address system created and administered by the county pursuant to this ordinance shall be the only address system created, authorized, recognized, administered or used within Alpena County.

- B. It is the intent of this ordinance and the finding of the County Board of Commissioners that:
 - 1. It is contrary to the pursuit of health, safety or welfare of the county to have more than one address system administered or in use in Alpena County.

 - 2. For purposes of efficiency and consistency of the operation and administration of an address system, it is contrary to the pursuit of the health, safety or welfare of the county to have more than one supervisory agency, as provided in Section 3.01 of this ordinance, be the authority to name roads in the

unincorporated portions of the county; and to have more than one supervisory agency, as provided in Section 4.01 of this ordinance, be the administrative, coordinative, and address numbering authority.

3. To have a single county-wide address system, and the administration thereof, is necessary to maintain and pursue the health, safety and welfare of the county and this ordinance does not contravene the general laws of this state and does not interfere with the local affairs of a township, city or village within the limits of Alpena County.

ARTICLE VII ENFORCEMENT, PENALTIES, SAVING CLAUSE

Section 7.01: Enforcement

- A. A construction code inspector (building inspector) operating and authorized to issue a construction code permit under Michigan Public Act 230 of 1972, as amended, being Michigan Compiled Laws 125.1501 et. sq. State Construction Code Act - - regardless which nationally recognized construction code is being enforced - - may not approve a final inspection of a structure or issue an occupancy permit to the resident if the address number is not displayed as required in Section 5.01 of this ordinance. The construction code inspector shall not issue final inspection approval unless provisions of this ordinance are in full compliance by property owner. Responsibility for compliance shall rest on the property owner. This ordinance shall apply to all new construction and existing construction permits.
- B. Anyone may file a complaint with the Alpena County Equalization Department, concerning an alleged violation of the requirements of Article 5 and Article 6 of this ordinance. Upon receipt of a complaint, the following procedure for enforcement shall be used:
 1. The Equalization Department shall determine whether a violation exists. If it is found a violation does not exist, the matter shall be dropped.
 2. If a violation is found to exist, the individual designated by the Equalization Department to assign address numbers shall contact the resident, occupant, business or owner of the structure in an attempt to obtain voluntary compliance with this ordinance. If the violation is corrected, the matter shall be dropped.
 3. If a violation continues to exist and voluntary compliance does not occur, the individual designated by the Equalization Department to

assign address numbers shall notify the owner of the structure, as shown on the latest tax roll maintained by the Alpena County Equalization Department, that a violation exists. Said notice shall explain the violation and cite the appropriate section of this ordinance which is being violated and shall explain how the violation may be corrected. Said notice shall provide for a period of 30 days in which the violation shall be corrected. Said notice shall be delivered to the owner by first class certified mail, with a return receipt.

4. After the provided period of time, the individual designated by the Equalization Department to assign address numbers shall determine if a violation still exists. If it is found the violation no longer exists, the matter shall be dropped.
 5. If the violation still exists, the matter shall be referred to the county prosecuting attorney for enforcement pursuant to 7.02.
- C. Nothing in this section shall prevent a construction code building inspector or the individual designated by the Equalization Department to assign address numbers from seeking the assistance or counsel of the Prosecuting Attorney or its designee(s) in pursuit of a remedy to the violation and for the determination if a violation exists.
- D. Nothing in this section shall prohibit the United States Postal Service from terminating mail delivery in the case of a violation of Section 5.01 of this ordinance, or imposing other sanctions allowed under law.

Section 7.02: Penalty

The Alpena County Board of Commissioners may designate an agency of the county to cause the proper posting of numbers, and the cost thereof assessed against the owner of such premises.

- A. No sanction shall be imposed on any person for violation of this ordinance unless a minimum of 30 days have passed since notification of address. Notification may be in person or by 1st class mail.
- B. Any person who violates any provision of this ordinance, such that the violation is referred to the County Prosecuting Attorney pursuant to section 7.01B5, is guilty of a civil offense and, upon conviction thereof, shall be punished by a fine of not more than \$100, plus costs of prosecution. Each month, or portion thereof that the violation continues from the date of first notice thereof to the owner of said property shall constitute a separate offense.
- C. Enforcement hereunder shall not require the pleading or proving of any culpable mental state.

Section 7.03: Fees

- A. It shall be the policy of the county to provide the service of issuing addresses without cost except that the County Board of Commissioners may adopt a fee schedule from time to time for the following instances:
1. When an on site inspection is required to figure out the location of the drive and such inspection is not practical to be combined with another inspection of the same site made by a county employee in the performance of his duties to enforce another ordinance or state law.
 2. When an address is requested, and the paperwork and administration to issue the address is not practical to be combined with the administration or paperwork by a county employee for another county ordinance or state law.
 3. For the consideration of a request for an address change and/or for changing an address.
- B Fees for addresses shall not be assessed for addresses issued in the first instance after adoption of this ordinance pursuant to Section 4.05(B) of this ordinance; nor for address numbers issued to new structures pursuant to Section 4.05(A) of this ordinance when the administration and site inspection, if necessary, can be practically combined with the administration and site inspection by county employees necessary for the operation of another county ordinance or state law; naming of roads in the first instance pursuant to Section 3.05(A) and Section 3.05(B) or changing road names when initiated by the property owners.

Section 7.04: Saving Clause

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 or said ordinance shall remain in force.

Section 7.05: Effective Date

The ordinance shall take effect sixty days after adoption by Alpena County 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.

Section 7.06: Annual Review of Ordinance

The ordinance shall be reviewed annually by the Alpena County Equalization Department for recommendations for any changes or upgrades to the ordinance.

Robert Adrian, Chairman
Alpena County Board of Commissioners

I, **Keri Bertrand**, Clerk of the Board of Commissioners, hereby certify that the foregoing ordinance was introduced and adopted at a session of said Board convened in Alpena County on _____ by a unanimous vote of members present.

Keri Bertrand, Clerk
Alpena County Board of Commissioners