

**LIVINGSTON COUNTY
STREET NAMING AND ADDRESSING POLICY**

**SECTION 1
GENERAL PROVISIONS**

A. OBJECTIVES

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency management, first responders, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Livingston County.

This policy is written and adopted 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 correct all erroneously addressed structures. All addresses and road names within the municipalities identified in Sec. 1, B., ADDRESSING RESPONSIBILITY (below) as addressed by the Livingston County Information Technology Department are subject to correction notwithstanding the length of time such address or road name has existed. Corrections of addresses and road names will be made when non-conformity interferes with the accurate dispatch of emergency vehicles or postal delivery as outlined in Section 5 of this policy.

No policy can anticipate every condition or question related to individual circumstances. Livingston County reserves the sole right to revise or rescind this policy or any portion thereof as it deems appropriate. Amendments to this policy will be communicated to the community through official notices.

B. ADDRESSING RESPONSIBILITY

The Livingston County Information Technology Department/Geographic Information Systems Division (GIS) is responsible for addressing the following entities:

Brighton Township	Iosco Township
Cohoctah Township	Marion Township
Conway Township	Oceola Township
Deerfield Township	Putnam Township
Genoa Township	Tyrone Township
Green Oak Township	Village of Fowlerville
Handy Township	Village of Pinckney
Hartland Township	Unadilla Township - <i>(DTE Energy Customers Only)</i>

The following entities are responsible for addressing the area within their boundaries:

City of Brighton	Hamburg Township
City of Howell	Howell Township
Unadilla Township (<i>Consumers Energy Customers Only</i>)	

C. EFFECTIVE DATE

This policy is effective upon initial adoption and adoption of subsequent amendment or amendments by Resolution of the Livingston County Board of Commissioners. The policy shall be reviewed on an annual basis, or more often as deemed necessary, by GIS in conjunction with representatives of 911/Central Dispatch, the U.S. Postal Service, and the local governmental units responsible for addressing areas within Livingston County. This policy may be amended from time to time by Resolution of the Livingston County Board of Commissioners and shall be revised as necessary to be non-conflicting with locally approved addressing policies and ordinances.

SECTION 2 ADDRESS REQUESTS

A. REQUIREMENTS

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

1. Completed application form.
2. Proof of ownership/copy of deed.
3. Land use permit issued by the local governmental unit where the address is to be assigned.
4. Site plan/survey showing location of principal dwellings and drive.
5. Current tax parcel identification number.
6. Copy of driveway permit or waiver
7. Closest existing address on left, right and across the street from property to be addressed.
8. A fee for each address requested. Livingston County address issuance fees are established by the Board of Commissioners.

B. ADDRESS REQUEST FOR NEW DEVELOPMENTS

The application for addressing subdivisions, condominiums, and mobile or manufactured home developments requires a final site plan showing all road names and location of roads be presented to the addressing official. Additional access roads in the development shall be required to have street names on the final site plan. The street names shown on the site plan must be approved by the Livingston County Road Commission prior to address assignment. The site plan shall also show the site/unit/lot number for each site along with the location of each meter that requires an address.

The developer will be responsible for the addressing fee for all lots, units, or meters included in the development 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.

SECTION 3 NUMERIC ASSIGNMENT

A. FRONTAGE INTERVAL/ADDRESS STYLE

The addressing system within the townships is based on a baseline meridian structure. The county is divided into four quadrants based on the following roads: Oak Grove Road/Pinckney Road/Toma Road as the meridian; and Mason Road/Golf Club Road/Commerce Road as the baseline. See Appendix A.

Livingston County uses a formula developed by Detroit Edison. 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 five (5) foot (+/-) interval. Addresses are assigned based on the location of the driveway entrance, not the front of the structure.

For townships previously addressed by Consumers Energy now under the addressing jurisdiction of Livingston County GIS, the Consumers Energy formula of one address number for each ten (10) foot (+/-) interval will be followed. Townships under this formula include: Cohoctah, Deerfield, and Tyrone.

The villages of Pinckney and Fowlerville use a city block address range style with approximately 50 addresses per block. The meridian for the Village of Pinckney is Howell St; the baseline is Main St/M-36. The meridian for the Village of Fowlerville is Grand Ave/Fowlerville Rd; the baseline is Grand River Ave. See Appendix A.

B. ODD/EVEN NUMBER LOCATION

The location of odd and even address numbers applies to townships and villages.

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.

See appendix A.

C. 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.

D. COMPONENT ORDER

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

E. DIAGONAL STREETS

Diagonal streets shall be treated as either north-south or east-west streets. Once orientation is established, it shall be used 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. For example, if it originates off a north/south road and begins by going east before meandering in any other direction, it is generally considered an east/west road.

F. 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.

G. 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.

H. CORNER LOTS

Corner lots shall be addressed to the road the driveway accesses. The assigned address will be determined by the site plan presented at the time a building permit is requested. Display of address numbers on the structure shall face the road to which the home is addressed.

I. EASEMENTS/STACKED ADDRESSES

Houses sharing a common drive/easement shall be addressed to the main road from which the easement is accessed and using the numbering system applied to the main road. Local zoning and private road ordinances governing the requirement to name private drives/easements vary. The addressing official will consult the local government prior to assigning a new address sharing a common drive/easement.

J. SINGLE FAMILY RESIDENCES

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

K. DUPLEX RESIDENCES

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

L. APARTMENT BUILDINGS

Apartment buildings, where one entrance provides access to a number of 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). Alphanumerical 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. Each individual apartment shall be assigned an apartment number indicating the floor location. Alphanumerical numbers are not to be used.

Apartments that are accessed by a separate door for each unit shall be addressed with each unit receiving its own individual address determined by the basic rules for distance and direction.

M. MANUFACTURED HOME COMMUNITIES

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

N. 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 where one entrance provides access to multiple units shall fall under the apartment category and shall be addressed as apartments, with the main building receiving one address and each individual townhouse being assigned apartment numbers as secondary locators. Alphanumerical numbers are not to be used.

O. 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.

An apartment building or townhouse complex converted to a condominium shall be required to be addressed with an individual address for each unit.

P. 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.

It is preferable for an individual building housing more than one business to be issued a separate address for each unit. However, an individual building housing more than one business has the option of using suite numbers when the interior units do not have external access doors to the street. If an individual building housing more than one business includes an external access door for each unit, then each unit shall be assigned an individual address as determined by the street allowing main access to the unit.

A large retail complex/superstore that houses one main retail business with additional smaller retail spaces within (i.e. grocery store with cleaners, bank, hair salon etc.) shall be assigned one address for the use of all businesses located within the main structure. This address shall be posted on the outside of the main building in a manner legible to the public as well as emergency responders.

Q. 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.

R. MISCELLANEOUS STRUCTURES

Outbuildings and/or utility meters required to have an address shall be given their own individual address, generally four (4) to six (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.

S. WIRELESS COMMUNICATIONS TOWERS

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

**SECTION 4
DISPLAY OF ADDRESSES**

All principal buildings shall be required to display an address number in the manner prescribed in this policy.

A. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, business or industry to post and maintain, at all times, address numbers as required under this policy. Owners of apartment buildings or buildings containing suites shall post and maintain, at all times, the address number on the outside of each building as well as the individual apartment or suite number for each unit in the building as required under this policy. All external addresses shall be displayed in such a way they are unobstructed and legible from the traveled roadway. Internal apartment or suite numbers shall be posted either on or directly adjacent to each unit.

B. PLACEMENT OF ADDRESS NUMBERS

When a cluster box is used for mail delivery, it will only be required for the address to be displayed on the structure.

1. Manufactured homes located within a development shall display the address number in numerals of at least three (3) inches in height and on the side of the home facing the access road.
2. Structures located within a subdivision, condominium or within a city or village within 50 feet from the edge of the road right-of-way shall:
 - a. Display the assigned address number in numerals no less than three (3) inches in height on the structure in such a manner it is visible from the road.
 - b. The address numbers not less than two (2) inches in height shall also be displayed on both sides of the mailbox.
 - c. The numbers shall be reflective numbers on a contrasting background.
 - d. The address shall not be obstructed in any way by any form of landscaping, other mailboxes or newspaper delivery boxes.
 1. When the mailbox is obstructed, it will be required that an address sign be displayed at the road, following the standards listed for structures located more than 50 feet from the road.

3. Structures located more than 50 feet from the edge of the road right-of-way shall comply with the previous requirements listed for structures within 50 feet of the edge of the right of way (Section 4 B.2) and in addition shall:
 - a. Display the assigned address number on a post, fence or wall or other permanent structure no farther than ten (10) feet back from the edge of the traveled roadway.
 - b. The address shall be composed of numbers not less than three (3) inches in height.
 - c. The sign shall be composed of reflective numbers on a contrasting background.
 - d. The numbers shall be not less than four (4) feet and not more than seven (7) feet above the ground.

Failure to display the address for new construction following the county standards, as posted within this policy, will be grounds for withholding issuance of a Certificate of Occupancy by the Building Department in accordance with the governing Building Code and Ordinance provisions.

SECTION 5 ADDRESS CORRECTIONS

Whenever an error in a numeric address or street name comes to the attention of the Information Technology Department, that department shall initiate proceedings to correct the error.

Address corrections become effective within 60 days of receipt of Notice of Address Correction. The Addressing Official serves notice of address correction on the property owner via United States Postal Service. The address correction notice shall be signed by the Addressing Official and contain the name, business address and business telephone number of a county official the property owner may contact to request information, have questions answered or call special circumstances to the attention of the Addressing Official. Address corrections require two-party policy compliance verification.

A resident who does not put a correction of address in with the United States Postal Service and/or who does not display the new correct address thereafter will be in violation of this policy and subject to penalty as provided by ordinance.

A. NUMERIC CORRECTION

Addresses shall be corrected if one or more of the following conditions are met:

1. The existing address number is not in sequence and/or does not run consecutively in the same direction as the county address system.
2. The existing address number has the incorrect parity (odd/even) as determined by the county address system.
3. The existing number is such that the assignment of address numbers for new buildings is not practical and in keeping with the requirements of this policy. Addresses out of range by more than 35 (+/-) numbers shall be corrected to the proper range as needed and to accommodate new growth.
4. When an easement becomes a named private street, the structures must reflect the new road name using correct numerical range for the new street.
5. An existing address is duplicated or otherwise violates this policy.

In the case of a numeric address correction, the following procedure shall be followed:

1. The reason for the numeric change shall be documented with date and reporting party.
2. A new numeric address shall be determined using the county address assignment standards.

3. The property owner or owners shall be contacted in written form using the governing assessor's information to identify ownership.
4. Notification shall also be sent to the following:
 - a. Township/village assessor
 - b. United States Postal Service
 - c. Utility companies
5. The resident shall be responsible for supplying their individual phone, financial, and other service providers with a copy of the official change of address form.

B. STREET NAME CORRECTIONS

Street names shall be corrected if one or more the following criteria exist:

1. Street name is a duplicate of another street within a designated postal area or within Livingston County and interferes with the accurate dispatch of emergency vehicles or postal delivery.
2. One road has two commonly used names or where portions of what appears to be the same road have two or more names.
3. A shared driveway or an easement servicing multiple buildings shall be named to comply with the local zoning or private road ordinance. The shared driveway/easement shall also meet the private road standards set by the Livingston County Road Commission.
4. All property owners along a street request a new street name in order to resolve interference with accurate dispatch of emergency vehicles or postal delivery and the street meets local zoning or private road ordinance and Livingston County Road Commission standards.
5. The street name and approach have been previously approved by the Livingston County Road Commission but the new street name was never used in the issuance of addresses.

In the case of a private street name change, where the street is not part of a platted subdivision or condominium development, the following procedure shall be followed:

1. The reason for street name change shall be documented with date and reporting party.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.
3. Within 60 days of notification, the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission, the following items:
 - a. A central person of contact for the owner group.
 - b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.
 - c. A list of all residents comprising the owner group with their current addresses and phone numbers.
4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.
5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.
6. Upon approval of the new street name by the Livingston County Road Commission, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
7. Notification of any new addresses, including street names, will be sent to:
 - a. United States Postal Service
 - b. Village or township offices
 - c. Affected school district
 - d. Livingston County Clerk
 - e. Utility companies

In the case of a street name change located within a subdivision or condominium the following procedure shall be followed:

1. The reason for street name change shall be documented with date and reporting party.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.
3. Within 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:
 - a. A central person of contact for the owner group.
 - b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.
 - c. A list of all residents comprising the owner group with their current addresses and phone numbers.
4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.
5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.
6. Upon approval of the new street name by the Livingston County Road Commission, the governing municipality shall pass a resolution approving the new street name as required by MCL Section 560.226 (Land Division Act, PA 288 of 1967, as amended).
 - a. If the street is in a subdivision, the approved resolution shall be recorded at the Livingston County Register of Deeds office and shall be mailed to the State of Michigan Department of Licensing and Regulatory Affairs – Office of Land Survey & Remonumentation.
 - b. If the street is in a condominium development, an amendment to the Master Plan shall be recorded at the Livingston County Register of Deeds office.

7. A copy of the approved resolution shall also be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
8. Notification of any new addresses, including street names, will be sent to:
 - a. United States Postal Service
 - b. Village or township offices
 - c. Affected school district
 - d. Livingston County Clerk
 - e. Utility companies

In the case of a public street name change, the following procedure shall be followed:

1. A public safety agency shall contact the Road Commission with a request for a street name change. The reason for the street name change shall be documented with date and reporting party.
2. The property owner or owners will be contacted in written form using the governing assessor's information to identify ownership.
3. Within 60 days of notification the owners of land accessed by the street to be re-named shall submit to the Livingston County Road Commission the following items:
 - a. A central person of contact for the owner group.
 - b. A proposal of three different name choices complying with the street naming requirements, and have been agreed upon by all of the affected property owners.
 - c. A list of all residents comprising the owner group with their current addresses and phone numbers.
4. The new street names will be researched and one will be assigned according to the primary preference of the owner group. If submitted street names do not comply with the street naming standards, the Livingston County Road Commission will work with the central contact of the owner group to discuss alternatives.
5. Within 60 days of the original notification, if a new approved street name has not been accepted by all of the owners, a street name will be assigned by the Livingston County Road Commission.
6. Livingston County Board of Road Commissioners shall review the request and pass a resolution approving a new street name.

7. A copy of the approved resolution shall be sent to the Livingston County Information Technology Department. Upon receipt of the approved resolution, a new address will be assigned to each property. The address change notification form will be mailed to each property owner affected by the change.
8. Notification of any new addresses, including street names, will be sent to:
 - a. United States Postal Service
 - b. Village or township offices
 - c. Affected school district
 - d. Livingston County Clerk
 - e. Utility companies

C. SUSPENSION OF PROCESS

For good cause, the Addressing Official may suspend the address correction process at any point for up to 90 days. Suspension of process longer than 90 days or in addition to the original 90 days requires the advice and consent of the 9-1-1 Central Dispatch/Emergency Management Director.

SECTION 6 STREET NAME REQUIREMENTS

A. STREET/ROAD DESIGNATION

Every existing, proposed, or constructed roadway that provides, or will provide, access to multiple buildable lots shall be identified as a street/road in accordance with the local zoning or private road ordinance and the standards set by the Livingston County Road Commission.

B. STREET NAMING RESPONSIBILITY

Application for new street names, or to reserve street names for a development, is to be made through the Livingston County Road Commission.

The applicant must submit to the Livingston County Road Commission:

1. A proposal of three different street name choices.
2. New developments require a list of all street names being requested and a site plan showing the layout of the streets.

A final site plan showing the layout of the approved street names shall also be submitted to the appropriate addressing agency for approval.

C. NAMING NEW ROADS

When application is made for a new road name, the name will be compared to the Livingston County Road Commission database to check for duplication. Street names may be reserved for one (1) year. All street names will conform to the standards set in this policy.

D. RESERVING STREET NAMES FOR NEW DEVELOPMENTS

A written request to reserve new street names must be presented to the Livingston County Road Commission for each new development. These street names will be reviewed and reserved in the road name inventory, if approved.

In a development in which any given street constitutes a loop and in which a portion of that loop crosses over another street creating an intersection, each segment of the loop divided by that street shall be designated by a separate name.

Additional street names shall be selected for access roads within commercial developments even if addresses are not issued to these streets. The street names selected shall follow the standards listed in this policy and shall be shown on the final site plan.

Street names become final upon the issuance of a road approach construction permit, final plat approval, or the recording of the final site condominium documents.

Street names may be reserved for one (1) year. If one of the requirements to finalize the street name is not satisfied within the one (1) year, a written request for a one (1) year extension of the street name reservation may be submitted to the Livingston County Road Commission. If such a request is not received, the names will no longer be reserved.

E. STREET NAME SELECTION

The following standards will be used:

1. Street names will be easy to pronounce and easily recognizable in emergency situations.
2. No street name may duplicate, in sound or pronunciation, any other roadway already in use, previously approved, or slated for use in the preliminary stages of a project application anywhere within Livingston County.
3. Streets that are an extension of an already existing street shall maintain that street name.
4. No special characters in road names such as hyphens, apostrophes, or dashes will be allowed.
5. Use of frivolous or complicated words, or unconventional spellings will not be allowed.
6. Names that may be offensive (slang, double meanings, etc.) will not be allowed.
7. Names with the same theme (i.e., flowers, birds, trees) are suggested for naming streets in an entire subdivision or condominium development, as means of general identification.
8. Vanity street names that do not conform to the County address style will not be allowed.
9. No street name shall contain the words North, South, East, West, or any combination thereof. Directional compass points are used only as a prefix.
10. Streets shall not be named after any business that accesses the street.

F. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities from either a baseline or meridian. Secondary streets that cross a main road shall not use a directional. A street/road may have no more than one directional prefix. Acceptable prefixes are North, East, South, West.

G. SUFFIXES

Each approved street name shall require a street suffix. Only one street suffix will be allowed per street name. The street name shall not be allowed to use North, East, South or West as a suffix. All street suffixes will be abbreviated in compliance with the United States Postal Service (USPS) Standards. If the last word of a street name is an acceptable suffix according to USPS Standards, then it will be used as a street suffix and abbreviated accordingly.

There are numerous suffixes to choose from, including but not limited to:

Avenue	Landing
Bend	Lane
Boulevard	Meadows
Cove	Mountain
Drive	Ridge
Estates	Shore
Glens	Trail
Hills	Valley
Lake	View

The street suffixes listed below will carry the following designations:

Circle	A thoroughfare that returns to the same origin point or to the same originating road.
Court	A permanently closed road such as a cul-de-sac. <ul style="list-style-type: none">• When there is an extension of a cul-de-sac it shall be required the extension continue with the existing name.• New developments should avoid using the suffix Court for any cul-de-sac that has the future option to be extended.
Loop	A thoroughfare that returns to the same originating road (the suffix Circle may also be used in this situation).
Road	A secondary thoroughfare that is accessible from both its origin and terminus. The suffix road is predominantly used for public county and state roads.

Street A major thoroughfare accessible from both its origin and terminus.
The suffix street is predominantly used within city/village limits.

H. POST-DIRECTIONALS

A directional shall only be used as a prefix. The street name shall not be allowed to use North, East, South or West at the end of the street name or as a suffix.

SECTION 7 STREET NAME SIGNS

Guidelines for signs shall be dictated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) prepared by the Michigan Department of Transportation in conjunction with the Michigan Department of State Police.

A. LOCATION OF SIGNS

All public and private roads in Livingston County shall be identified by a Street Name sign and shall display the proper street name. Street Name signs shall be installed at all intersections.

B. DESCRIPTION OF STREET NAME SIGNS

1. SIGN COLOR

The Street Name sign shall be retro-reflective or illuminated to show the same shape and similar color both day and night. The legend and background shall be of contrasting colors. Street Name signs should have a white legend on a green background. A border, if used, should be the same color as the legend (Section 2D.38 MMUTCD).

2. SIGN HEIGHT

In business districts Street Name signs should provide a minimum of seven (7) feet of clearance between the top of the curb and the bottom of the sign. In rural areas signs should provide a minimum of five (5) feet of clearance between the bottom of the sign and the traveled roadway (Section 2A.18 MMUTCD). It is recommended rural street signs have a clearance of nine (9) feet to prevent vandalism.

3. SIGN LETTERING

Lettering on ground-mounted Street Name signs should be at least six inches in capital letters, or six inches (6 in) upper case letters with four-and-a-half inch (4.5 in) lower-case letters (Section 2D.38 MMUTCD).

On multi-lane streets with speed limits greater than 40 mph, the lettering on ground-mounted Street Name signs should be at least eight inches (8 in) high in capital letters or eight inches (8 in) upper case letters with six inch (6 in) lower-case letters (Section 2D.38 MMUTCD).

For local roads with speed limits of 25 mph or less, the lettering height may be a minimum of four inches (4 in) (Section 2D.38 MMUTCD).

Supplementary lettering to indicate type of street (e.g., Street, Avenue, Road, etc.) or the section of the City (such as NW) may be in smaller lettering, at least three (3) inches high. Conventional abbreviations (see Section 1A.14 MMUTCD) may be used except for the street name itself (Section 2D.38 MMUTCD).

4. SIGN PLACEMENT

In business districts and on principal arterials, Street Name signs should be placed at least on diagonally opposite corners. In residential areas, at least one Street Name sign should be mounted at each intersection. Signs naming both streets should be erected at each intersection. They should be mounted with their faces parallel to the streets they name (Section 2D.38 MMUTCD).

C. STREET SIGN INSTALLATION AND MAINTENANCE

1. PUBLIC ROADS

The applicable public agency is responsible for all street signs on streets/roads designated as public.

2. PRIVATE ROADS

The property owners along private roads are responsible for installing street signs at the intersections of all private and public streets in compliance with this policy.

SECTION 8 DEFINITIONS

APARTMENT BUILDING

A single building comprised of three or more dwelling units used as rental property.

CONDOMINIUM

A building in which each individual unit is held in separate private ownership and all floor space, facilities and outdoor areas used in common by all tenants are owned, administered and maintained by a corporation created pursuant to the provisions of the appropriate statute.

An individual dwelling unit under individual ownership in a multiple unit development with common elements in which are owned by the owners on a proportional, undivided basis.

DUPLEX RESIDENCE

A building divided into two dwelling units each of which has an independent entrance either directly or through a common vestibule.

MANUFACTURED HOMES

A detached residential dwelling unit designed, after fabrication, for transportation on streets or highways on its own wheels or on flatbed or other trailers, and arriving at the site where it is to be occupied as a dwelling, complete and ready for occupancy except for minor and incidental unpacking and assembly operations, location on jacks or other temporary or permanent foundations.

SINGLE FAMILY RESIDENCE

A dwelling meant for occupation by a single family.

STRIP COMMERCIAL BUILDING

A single building with multiple accesses leased by square footage and allows interior business to vary in size.

TOWNHOUSES

A building comprised of more than one narrow, multi-story unit. Each unit has its own entrance. A townhouse may be part of an apartment building or a condominium.

APPENDIX A



