

## ARTICLE 26

### ADDRESS & ROAD NAME ASSIGNMENTS

#### **SECTION 2600 – Intent**

The purpose of this article is to protect the safety and welfare of the general public by establishing and maintaining an effective system of numbering, for properties that have been developed into uses that are permitted by this ordinance. Such a system shall allow the 911 Emergency Service to identify properties that are in need of immediate assistance. A uniform numbering system shall also enhance the delivery of mail by the U.S. Postal Service, as well as the delivery of additional goods and services.

#### **SECTION 2605 – Administration**

The Planning Director or designee shall issue numbers to all primary structures that are located in unincorporated areas of Dearborn County. A number shall be assigned to a primary structure when a Zoning Permit is approved for that structure, and the number shall be assigned in a manner that is in conformance with this article. A list of all numbers that have been issued shall be maintained in a format that is easily accessible and categorized by the post office that is responsible for the mail delivery of that structure.

#### **SECTION 2610 – System of Numbering**

##### 1. Grid System

The method of numbering shall be based on the Purdue Grid System, which classifies the direction of roadways as being North-South, and East-West. The North-South grid shall be represented by horizontal lines, and the East-West grid shall be represented by vertical lines. Grid lines shall be separated at one (1) mile intervals creating a block, or “section,” that will be used to determine the range of numbers. The point at which the North-South grid begins at zero (0) is at the Ohio-Switzerland County Line; and the point at which the East-West grid begins at zero (0) is at the Indiana-Ohio State Line.

##### 2. Range of Numbers

The blocks that have been defined by the grid system shall represent intervals of 1000 numbers and shall be used to determine a range of numbers to be used when issuing addresses. The grid shall begin at the point defined as “zero” and increase by 1000 for each interval throughout the county.

### 3. Classifying the Roadway

The road, on which the number shall be assigned, is dependent upon the location of the driveway, or main access point. If there is more than one main access point, the address shall be assigned at the access point that is nearest the front of the property, based on the positioning of the structure. The road that the address will be assigned on shall be classified as North-South, or East-West depending on the overall direction of the street. Measure the road's distance horizontally and vertically from the point at which the road begins to the point at which the road ends. The road shall be classified as North-South, if the vertical distance is greater than the horizontal distance; and the road shall be classified as East-West, if the horizontal distance is greater than the vertical distance.

### 4. Assigning Numbers

Specific numbers shall be assigned based on the direction of the street, and the location of the structure within the defined grid. Each section of the grid shall have a defined minimum and maximum that each address must fall within. Within the range of numbers, the address shall correspond to its distance from the minimum and maximum. The specific number that is assigned shall be odd or even, depending on the direction of the road, and the side of the road that the structure is on. The determination of the type of number to be issued shall use the following requirements:

- a. If the address is being issued on the East side of a North-South road, the address shall be an Even number;
- b. If the address is being issued on the West side of a North-South road, the address shall be an Odd number;
- c. If the address is being issued on the North side of a East-West road, the address shall be an Even number;
- d. If the address is being issued on the South side of a East-West road, the address shall be an Odd number.

## **SECTION 2612 – Road Names / Private Access Names**

Names for new roads, both public and private, and private lanes shall be reviewed in accordance with this Section. Unique road names shall be required in all cases. Names which refer to local history, landmarks, locations / places, and natural features will be considered preferential—and in cases where County officials must make a road name determination shall be used wherever possible and practical. In no case shall any proposed road or lane name contain any punctuation marks, be abbreviated, or be phonetically similar to an existing road or private land name. **Lengthy road names shall be avoided; the length of all road names and their associated signage must be approved by the Dearborn County Technical Review Committee.** Once a road name has been approved for use by the appropriate authorities, it shall be added to the County's administrative records and be included in 911's Master Street Address Guide (MSAG).

For the purpose of providing consistent road name assignment and management of County records, suffixes for road and private lane names shall be displayed on transportation signage and for the purposes of data entry for public records **only** as indicated herein:

- **Road; Abbreviated Form – RD**
- **Lane; Abbreviated Form – LN**
- **Avenue; Abbreviated Form – AVE**
- **Drive; Abbreviated Form – DR**
- **Street; Abbreviated Form – ST**
- **Court; Abbreviated Form – CT**
- **Way; Abbreviated Form – WAY**
- **Ridge; Abbreviated Form – RDG**
- **Circle; Abbreviated Form – CIR**
- **Boulevard; Abbreviated Form – BLVD**
- **Point; Abbreviated Form – PT**
- **Parkway; Abbreviated Form – PKWY**
- **Place; Abbreviated Form – PL**
- **Trail; Abbreviated Form – TR**
- **Pike; Abbreviated Form – PK**
- **State Route; Abbreviated Form – SR**
- **State Road; Abbreviated Form – SR**
- **U.S.; Abbreviated Form – US**
- **Interstate; Abbreviated Form – I**

*Planned Development & Subdivisions: New Road Names*

Road names for planned developments or subdivisions shall be submitted to the Plan Commission by the developer for review and approval through the appropriate, prescribed process. The acceptability of proposed road names shall be evaluated by referencing the County's 911 MSAG, the County roadway inventory through the Department of Transportation and Engineering, and the Plan Commission's address database. If the proposed name(s) meet the provisions set forth in this Article, the proposed names will be utilized when final plans for a development are approved.

### *Road Name Changes*

In the event that a road name or private lane name is identified to be problematic for the purposes of providing adequate emergency services, postal delivery, or another concern or threat to the health, safety, and / or general welfare of the public, the Planning Director or designee will forward a recommendation regarding a change to the Board of County Commissioners—to be reviewed at a public hearing. Proposed road or private lane name change recommendations shall be made *only after* consultation and coordination with the following Dearborn County entities: 911, the Department of Transportation & Engineering, the Department of Planning & Zoning, the Assessor's Office, the Surveyor's Office, the Auditor's Office, the GIS Coordinator, the affected post office, and a representative of the County Commissioners. The Plan Commission will notify any property owner directly impacted or affected by a proposed road name change of the date, time, and place of the County Commissioner meeting where the recommended name change will be discussed—at least 10 days prior to the date of the public hearing. If a road name change is approved by the Board of Commissioners, it shall be added to the County's records and be included in 911's Master Street Address Guide (MSAG).

### **SECTION 2615 – Private Lanes**

A common driveway that is used to access two (2) or more primary structures which are located more than 100 feet from, or are not visible from, the county maintained roadway that is used to access the structures, shall be assigned a lane name that is approved by the Planning Director, or designee. Landowners that use the private lane shall have the option of proposing a lane name that will be used by the county. If a name cannot be decided upon, the Planning Director, or designee, shall assign an appropriate name. All private lanes shall use the suffix of "Lane." No private lane name shall be permitted which uses a first, personal name; and, no private lane name shall be the same as, or similar to, an existing lane name.

Private lane names may be given to any common driveway that is used to access two (2) or more primary structures, if the Planning Director, or designee, considers it necessary to avoid confusion.

## **SECTION 2618 – Private Street and Private Lane Sign Standards**

All private street and private lane signs must adhere to the standards set forth in this Section, unless specified otherwise by the County Engineer or designee:

1. The sign must be 8” in height;
2. The sign must have a brown background;
3. Roadway name lettering shall be series C or D, mixed lettering. The first letter shall be 6” uppercase in height followed by 4.5” lowercase height—all lettering white in color.
4. The sign background and lettering shall be retro reflective;
5. The length of the sign is to be determined by the approved road name;
6. The corners of the sign shall be rounded;
7. The sign must be made out of 0.8mm gauge aluminum;
8. The sign must be installed on the right side of the road and perpendicular to the road that is being intersected;
9. The sign must be installed on a breakaway post. The post can be type A or B u-channel post; with a maximum 2.5” round post with 12-gauge wall thickness and either a minimum 2.25” square post with 12-gauge wall thickness or 4” x 4” wood post.
10. Sign posts shall be imbedded into the ground a minimum of 42 inches;
11. The sign must be installed at a height of 5.5 to 7 feet (measured from the edge of pavement to the bottom of sign. If a road name sign is installed in conjunction with a stop sign, the bottom of the stop sign shall be installed at a height of 5 feet.
12. The lateral offset from both edges of pavement shall be a minimum of 6 feet. A 12-foot offset is recommended.
13. It is the property owner’s or site developer’s responsibility to ensure that private road or private lane signage is installed and maintained at all times. As the retroreflective elements of a sign deteriorates over time, all signs should be replaced approximately once every ten (10) years;
14. Signage that does not meet the specifications set forth in this Section, including “homemade” signs, will NOT be permitted.

\*These signage requirements are based on the 2009 Manual of Uniform Traffic Control Devices (MUTCD), Section 2D.43 and Indiana Department of Transportation (INDOT) standards.

## **SECTION 2620 – Display of Address**

### 1. Location

All addresses that are issued by the Dearborn County Plan Commission shall be posted in a conspicuous location that can be identified from the county roadway that is used to access the structure. The number may be posted in any prominent place, including on the structure itself, an outside light post, or a similar location. It may be displayed on a mailbox if it is according to postal regulations.

All structures that are located more than 100 feet off the county roadway used to access the structure, not visible from the county roadway, or located on a private lane, shall display the number at the entrance of the driveway, or private lane, in addition to a prominent location on, or near, the structure.

### 2. Size

Residential addresses shall be displayed with numbers that are a minimum of three (3) inches in height, made of a durable, weatherproof material, and shall contrast in color from their background for easy visibility. Addresses for commercial, institutional, and industrial uses shall be a minimum of six (6) inches in height and meet all other specifications set forth in this Section.

## **SECTION 2625 – Re-Numbering**

The Planning Director, or designee, has the authority to re-number any structure in order to comply with the Uniform Numbering System. The owner of any property that is re-numbered, shall be notified of the change and the reasons for the change. All changes must be reflected within **two (2) weeks**.

### **SECTION 2630 – Notification of Local Agencies**

All new and changed addresses shall be reported on a regular basis to local groups and agencies that are directly involved in the implementation of the Uniform Numbering System, including, but not limited to: 911, the Department of Planning & Zoning, the Assessor's Office, the Auditor's Office, and the affected post office and phone company. The groups and agencies shall be notified in a timely manner, in order to prepare for any measures that may be necessary to reflect the changes. Upon request of the Dearborn County Commissioners, a current status report of the implementation of the Uniform Numbering System, shall be provided.

### **SECTION 2635 – Violation**

Any property owner that fails to display, or maintain, the assigned number as required by this article, shall be held responsible for violating the provisions of this ordinance. A fine of not less than \$10.00 and not more than \$25.00 shall be charged for each offense. Each day that the violation exists shall constitute a separate offense.

### **SECTION 2640 – Enforcement**

The Board of Commissioners may institute a suit for injunction in the courts of Dearborn County to restrain any person, firm, or corporation who shall remove, alter, deface, destroy or conceal any number assigned to, or place upon, any building in compliance with this ordinance. A suit for injunction may also be filed against any person who places, or permits to place, any improper number that is not in compliance with this ordinance. The Board of Commissioners may institute a suit for mandatory injunction directing a person, firm, or corporation to correct any violation of the provisions of this ordinance, or to bring about compliance with the provisions of this ordinance. If the Board of Commissioners is successful in any such suit, the defendant, or respondent, shall bear the cost of the action, including reasonable attorney's fees.