

TOWNSHIP OF SCHOOLCRAFT
COUNTY OF KALAMAZOO, STATE OF MICHIGAN
SCHOOLCRAFT TOWNSHIP ORDINANCE NO. 260

ADOPTED: December 10, 2013

EFFECTIVE: January 16, 2014

SCHOOLCRAFT TOWNSHIP PROPERTY ADDRESS ORDINANCE

An Ordinance to protect the health, safety and general welfare of persons and property within the Township by requiring the address for all premises and buildings be assigned by the Township or its designee in accordance with a system established by the Kalamazoo County Engineer; and by requiring the assigned address to be conspicuously displayed so as to be readily identifiable to emergency services providers, mail and other delivery service providers, and for the convenience of members of the general public having a need to determine or describe the location of premises/buildings; and by requiring private road name signs and otherwise regulating the use of private road names for address purposes.

THE TOWNSHIP OF SCHOOLCRAFT
COUNTY OF KALAMAZOO

ORDAINS:

SECTION 1

TITLE

This Ordinance shall be known and may be cited as the Schoolcraft Township Property Address Ordinance.

SECTION 2

ADDRESS REQUIREMENT

- A. No person shall take any of the following actions with respect to any premises in Schoolcraft Township without first obtaining a street address identification number for such premises pursuant to this Ordinance:
1. Cause or allow any public or private utility service to be furnished to the premises.
 2. Cause or allow an application for a building permit or other construction permit for a building or structure upon the premises.

3. Cause or allow any building or structure to be constructed or erected upon the premises.
- B. In determining and assigning an address identification number the Township shall utilize numerical calculations, constants and formulae established by the Kalamazoo County Engineer, and maps with proper grids and ranges as utilized throughout Kalamazoo County (herein identified as the "address numbering system"). The Township shall also use a uniform system to determine any identifier letters or numbers assigned to individual buildings or building units pursuant to subsections C. and D. below.
 - C. Where premises have more than one principal building, such as premises with multiple apartment buildings or commercial buildings, each separate building shall also be assigned an appropriate identifier letter in addition to the assigned street address identification number; unless a separate street address identification number for each separate building is assigned pursuant to the address numbering system required by this Ordinance.
 - D. Where premises have a building with multiple separately owned or leased dwelling units or commercial units, such as an apartment building with multiple dwelling units, or an office building with separate office suites, each separate unit shall also be assigned an individual identifier letter or internal number; unless a separate street address identification number is assigned for such units/suites pursuant to the address numbering system required by this Ordinance.
 - E. All address identification numbers assigned pursuant to this ordinance shall be based on the public street providing primary access to the premises; except where the assigned address identification number is part of a private road address as required by Section 6 of this Ordinance.

SECTION 3

APPLICATION FOR ADDRESS IDENTIFICATION NUMBER

- A. The owner of any premises requiring an address identification number or other identifier pursuant to this Ordinance shall make application for same by submitting the following information to the Township office:
 1. A completed application form (if the Township has an application form available for this purpose).
 2. A survey or other complete diagram of the site upon which the building or structure or utility service is to be located, including accurate measurements from both side lot lines to the edge of the driveway(s) or other means of ingress and egress.

3. A deed, land contract or memorandum of land contract, or other legally recorded document showing the front footage and/or complete dimensions of the premises.
4. An application fee as established by the Township Board pursuant to Section 5 of this Ordinance.

SECTION 4

DISPLAY OF ADDRESS IDENTIFICATION NUMBER

- A. All premises shall display the correct address identification number (and, where applicable, the letter) assigned pursuant to this Ordinance, or previously assigned for the premises at any time prior to the effective date of this Ordinance.
- B. All address identification numbers shall be displayed in such a manner as to be conspicuous and easily readable at all times from the public street or private road providing access to the subject premises.
- C. All building or building unit identifier letters shall be displayed in such a manner as to be conspicuous and easily readable at all times from the exterior of the building or separate unit to which the letter pertains.
- D. No person shall use an address identification number for any premises other than the address identification number assigned pursuant to this Ordinance (or predating this Ordinance) as part of the official address for the premises for mail or other purposes.
- E. Notwithstanding any other provision of this Section, where the administrator of this Ordinance determines any address identifier assigned pursuant to this Ordinance, or any address predating this Ordinance, is not the correct address identifier determined pursuant to the address numbering system required by this Ordinance, the Administrator shall issue a written notice/order to the owner of such premises, according to the records of the Township, requiring display and use of only the correct address identifier as determined pursuant to this Ordinance. The Administrator shall send such notice/order by regular first class mail, or by such other method as the Township Board may require for such notices/orders.

SECTION 5

APPLICATION FEE

- A. The Township Board is hereby authorized to establish by resolution or motion an application fee not exceeding the variable actual costs incurred

by the Township with respect to determining and assigning an address identification number/letter pursuant to each application under this Ordinance; or, in the alternative, an application fee reasonably related to the average costs of determining and assigning an address identification number/letter pursuant to an application under this Ordinance, and the costs incurred by the Township to generally administer this Ordinance.

- B. The Township Board may by resolution or motion from time to time change an application fee established pursuant to the preceding paragraph of this section.

SECTION 6

PRIVATE ROAD ADDRESSES AND SIGNS

- A. Existing private roads. Premises with frontage on any of the following established private roads (as designated in Section 27.8.3 of the Schoolcraft Township Zoning Ordinance and on the Zoning Map) shall be assigned an address that includes the name of the private road, rather than the public street intersecting the private road:

- | | |
|----------------------|---|
| 1. Pine View Lane | 10. Reed's Lane |
| 2. Mission Drive | 11. Baur (Bauer) Lane |
| 3. Morley Drive | 12. Fisherman Lane |
| 4. Fishing Pole Lane | 13. Hildebrand Drive |
| 5. Poplar Lane | 14. Gourdneck Lake Drive |
| 6. East Kimble | 15. Redd Oakes |
| 7. West Kimble | 16. Hager Road |
| 8. Railton Lane | 17. Rustic Lane |
| 9. Rawson Lane | 18. North Barton Lake Drive
(southerly of intersection with Barton Road) |

- B. New private roads. Premises with frontage on a new private road (a road, easement, or right-of-way not listed in preceding subsection A. and not dedicated to public use, that is intended to be used to provide access to two or more premises under different ownership) shall be assigned an address that includes the name of the private road, rather the public street intersecting the private road, if all the following requirements are met:

- 1. The premises and the new private road are lawfully established in accordance with all ordinances, as applicable, including the Schoolcraft Township Zoning Ordinance (Ordinance No. 137, as amended), the Schoolcraft Township Subdivision Development Ordinance (Ordinance No. 224, as amended), and the Schoolcraft Township Land Division Ordinance (Ordinance No. 244, as

amended), as any of same may be further amended or replaced by a subsequent ordinance. Note: nothing in this Property Address Ordinance is intended to imply any right to create a new private road where/if not allowed by any applicable ordinance.

2. The address is assigned by the Township pursuant to the address numbering system, adapted as necessary to the context and circumstances of the private road.
3. The name of the private road has been approved by the Township Board, and by such other governmental entity as may be required by any applicable ordinance or statute.
4. All of the provisions of subsection C. below have been met.

C. Private road name signs. The name of each private road intersecting a public street (or intersecting another private road that intersects a public street) shall only be displayed on an official sign located adjacent to the intersection with the public street. Any such official private road name sign shall be of a size and reflective design comparable to the size and design of official public street signs, but distinguishable from official public street signs by the color of the sign and/or the inclusion of the word "Private" or the abbreviation "PVT" on the sign. An official private road sign shall be erected at Township expense after the Township Board and, where applicable the Kalamazoo County Road Commission, have approved all of the following with respect to any such sign:

1. The name of the private road.
2. The size of the sign.
3. The color of the sign.
4. The reflective lettering on the sign.
5. The specific location adjacent to the intersecting public street at which the sign shall be erected.

No person or other entity shall erect any unofficial/unapproved private road sign within or adjacent to the right-of-way of an intersecting public street, or within or adjacent to a private road right-of-way/easement. The Township and/or Kalamazoo County Road Commission may remove and dispose of any such sign, without notice.

SECTION 7

ADMINISTRATION; VIOLATIONS AND ENFORCEMENT

- A. This Ordinance shall be administered by the Assessor of Schoolcraft Township or the Assessor's designee, and/or by such other person or persons as the Township Board may designate.
- B. Any person or entity who violates, disobeys, neglects or refuses to comply with any provision of this Ordinance, or any order issued under the Ordinance, including any conditions imposed thereon, or who causes, allows, consents to, or aids or abets any of same, shall be deemed to be responsible for a violation of this Ordinance.
- C. Any person or entity responsible for a violation of this Ordinance, whether as an occupant, owner (by deed or land contract), lessee, licensee, agent, contractor, servant, employee, or otherwise, shall be liable as a principal. Each day that a violation exists shall constitute a separate offense for enforcement purposes.
- D. Any violation of this Ordinance is hereby declared to constitute a public nuisance, and shall constitute a basis for such judgment, writ or order necessary to compel compliance with the Ordinance and/or to restrain and prohibit continuation of the violation, or other appropriate relief in any court of competent jurisdiction, in addition to any other relief or sanction herein set forth or allowed by law.
- E. A violation of this Ordinance is a municipal civil infraction as defined by Michigan statute and shall be punishable by a civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
--- 1st offense	\$ 150.00	---
--- 2nd offense	\$ 325.00	---
--- 3rd or subsequent offense	\$ 500.00	---

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township has incurred in connection with the municipal civil infraction.

- F. This Ordinance shall be enforced by the Ordinance Enforcement Officer(s) of Schoolcraft Township, and by such other person or persons as the Township Board may designate.

SECTION 8

EFFECTIVE DATE; NON-REPEAL OF ORDINANCES

This Ordinance shall take effect thirty days after publication. This Ordinance is intended to complement but not repeal the provisions of any ordinance addressing the same subject matter as any part of this Ordinance, including, for example, provisions of the Subdivision Development Ordinance (Ordinance No. 224, as amended) relating to streets in plats.

Virginia Mongreig
Schoolcraft Township Clerk