

**RICHMOND TOWNSHIP
34900 SCHOOL SECTION
RICHMOND, MI 48062
(586) 727-8998
Fax: (586) 727-8997**

APPLICATION FOR NEW ADDRESS ASSIGNMENT

Date Received: _____

PERSON REQUESTING ADDRESS:

Name: _____ Phone No. _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

PROPERTY LOCATION:

Parcel Number: _____

Road: _____

Section: _____ Between _____ & _____

On the _____ side of the road.

PLEASE SUBMIT:

Proof of Ownership (Deed)

Legal Description of the Property

Site Plan

Address Assigned: _____

Fee paid: _____

Called: _____

Put on computer: _____

Application Fee is \$10.00 made payable to Richmond Township

TOWNSHIP OF RICHMOND

MACOMB COUNTY, MICHIGAN

ORDINANCE NO. 01-05

RICHMOND TOWNSHIP STREET NUMBER ORDINANCE

TITLE

AN ORDINANCE providing for the numbering and identification of all principal buildings and premises within the Township of Richmond by the posting of street numbers upon the premises or on said buildings and repealing all ordinances or resolutions in conflict therewith.

THE TOWNSHIP BOARD OF THE TOWNSHIP OF RICHMOND, COUNTY OF MACOMB, MICHIGAN,
ORDAINS:

SECTION 1. SHORT TITLE

This Ordinance shall be known and cited as the "Richmond Township Street Number Ordinance."

SECTION 2. ASSIGNMENT OF BUILDING NUMBERS

The principal building on each premises fronting on a street or road in Richmond Township shall be assigned a street number by the Township Clerk or their designee. The street number for a new principal building hereafter constructed shall be assigned by the Clerk coincidental with issuance of the building permit.

SECTION 3. DUTY OF OWNER, OCCUPANT OR AGENT IN CHARGE

The owner, occupant or agent in charge of any newly constructed or renovated principal building (for which a building permit is required) which fronts on each premise fronting on a street or road shall install and maintain the assigned identifying number of such building as provided herein. In the case of any newly constructed or renovated principal building (for which a building permit is required) containing multiple dwelling units, or any newly constructed or renovated commercial or industrial development having multiple units within each principal building, or multiple buildings, the owner, occupant or agent in charge of such building shall install and maintain assigned identifying numbers or letters as herein provided. Such address shall be installed and approved by the Township prior to a Certificate of Occupancy or final inspection being granted.

SECTION 4. LOCATION OF BUILDING NUMBER

A. DETACHED SINGLE FAMILY DWELLINGS.

A post shall be located not more than twenty (20') feet from the road right-of-way and not more than ten (10') feet from the vehicular entrance or drive to the principal building and shall be installed to conform with the following requirements.

1. Said post shall be composed of a break-away material not to exceed four (4") inches in thickness and the assigned numbers shall be vertically affixed to the post. The numbers shall be a minimum of four (4") inches in height, contrasting in color with the color of the post or background and be made of reflective material. The first number on the post shall not be more than forty-eight (48") inches above ground level and the last number shall be displayed not less than twenty-four (24") inches above ground level.
2. Number on the post shall be visible to traffic approaching from both directions on the street or road abutting the premises.
3. Mailboxes and mailbox post may be utilized as a substitute for compliance with this Ordinance requirement, provided the numbering is in accordance with 4.A.(1) and (2) above.

B. MULTIPLE RESIDENTIAL BUILDINGS.

Multiple residential buildings shall be identified by one (1) placard affixed to each building displaying the assigned building number. The number or letter assigned to each unit within each building must be posted on or near the principal entrance of each building so as to clearly identify the location of each such unit. The placard shall be a color which contrasts with the color of the immediate background on which it is mounted and be visible from the abutting street. Buildings with two (2) or more units shall contain at least two (2)

such placards placed at opposite ends of the building which shall face the street or road abutting the premises upon which the building is located. A map locating and identifying by number or letter all units within each building shall be filed with the Township Clerk and each and every police, fire and ambulance company having jurisdiction and/or servicing the building (s) and premises. In all cases, lettering shall not be less than six (6") inches.

C. COMMERCIAL AND INDUSTRIAL BUILDINGS AND DEVELOPMENTS.

All commercial and industrial buildings shall display the assigned street number. Assigned numbers shall be placed on the front and rear of all new and existing commercial and industrial buildings located on the premises which have frontage on two (2) parallel streets or a parallel street and alley. The numbers displayed on the rear of the building shall be not less than five (5') feet nor more than twelve (12') feet above ground level so as to be clearly visible from a vehicle operated on the abutting street or alley. In all cases lettering shall not be less than six (6") inches.

D. ADDRESSES ON SIGNAGE.

Addresses shall meet the following requirements and shall not be included in sign area computations:

- 1, Numbers shall be between four (4") and six (6") inches and shall be of a contrasting reflective color from the background. Numbers shall be in numerical block format.
2. Addresses shall be integrated with the structure on all monument signs and shall be clearly distinguishable from the sign face. For signs advertising more than one address, the range of addresses shall be on the sign.

SECTION 5. MAINTENANCE

The owner, occupant or agent in charge of the principal building and premises shall maintain the post, placard or numbers, as the case may be, in good condition and free from visual obstructions.

SECTION 6. ENFORCEMENT

The Richmond Township Building Official and the Richmond Township Code Enforcement Officer, or their designees, shall enforce this Ordinance. Issuance of an appearance ticket for violation of the Ordinance shall be preceded by a Notice of Violation which affords the violator thirty (30) days to correct such violation. The Notice of Violation shall be served upon the owner, occupant or person in charge of such building by first class mail.

SECTION 7. PENALTIES

Any person who violates the provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed Five Hundred (\$500.00) Dollars or by imprisonment in the County Jail not to exceed ninety (90) days, or both such fine and imprisonment.

SECTION 8. REPEAL OF CONFLICTING PROVISIONS

All resolutions or ordinances or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict, hereby repealed.

SECTION 9. SEVERABILITY

If any section, paragraph, clause or provision of this Ordinance is for any reason held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 10. PUBLICATION

A true copy of this Ordinance or a summary thereof shall be published in The Voice, a newspaper of general circulation in the Township of Richmond, within thirty (30) days after its adoption.

SECTION 11. EFFECTIVE DATE

This Ordinance shall take effect thirty (30) days from and after the date of publication of a true copy or a summary thereof in a newspaper circulating within the Township of Richmond as heretofore provided in Section 10.

WE HAVE A PROBLEM - IT'S YOUR MAILBOX!

A hazard is just about anything along our roadway system that can cause damage or injury when struck by a moving vehicle. To minimize these hazards and reduce damages, the Michigan Department of Transportation has developed standards to be used for roadway signing. Sign posts are designed to break away. Similarly, guardrail sections are designed to reduce impact. These standards apply to everything necessary to traffic control, signal and light posts, barricades, etc.

These standards also apply to your mailbox. Some mailbox supports, such as concrete pillars or stone aggregate, decorative timbers, and steel supports, all lend themselves to hazards. These hazards threaten motorists' safety.

THE STATISTICS

One state highway department reported in 1987 that 725 accidents involved mailboxes. Injuries resulted from 144 of these accidents, and two were fatalities.

This could have serious repercussions for a homeowner. In a legal sense, a mailbox that is a hazard and fails to meet regulations and specifications may constitute a nuisance. The owner may be liable for personal injury or property damage resulting from accidents involving a mailbox.

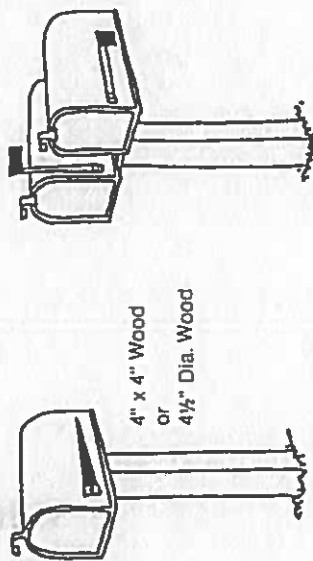
THE STANDARDS

There are several alternative methods for installing single or multiple mailboxes.

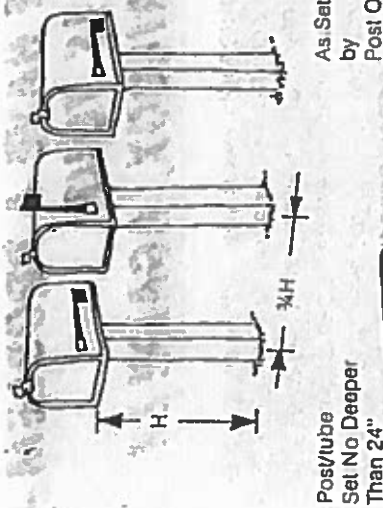
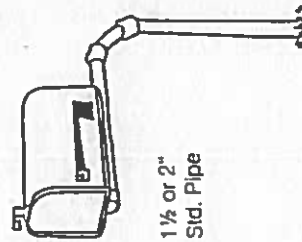
Single mailboxes. An acceptable support for a mailbox includes wood posts 4" x 4" square or 4.5" in diameter. Soft metal conduits which are 1.5" to 2.0" in diameter are also acceptable. These supports should be embedded no more than 24" into the ground.

There are additional support systems which allow the mailbox to swing if struck.

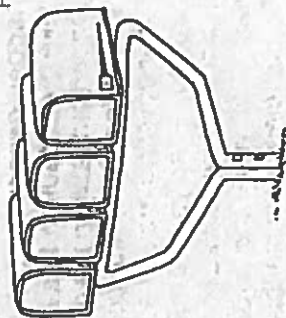
On either of these two types of supports, one or two mailboxes may be mounted.



Set no Deeper Than 24"



Post/Tube Set No Deeper Than 24" As Set by Post Office



Note: MCRC has specifications on requirements to attach mailbox to support. Should you have any questions, please call. For location along the roadway contact the MCRC.

Also, there are commercially available multiple mailbox units. If you choose one of these, make sure it carries the AASHTO (American Association of State Highway and Transportation Officers) seal of approval.

For specific information please call the Macomb County Road Commission at 463-8671 or 1-800-462-1474.

DOES ALL THIS REALLY MATTER?

You bet it does. Not only will you meet the required highway standards and possibly save a life, you may also eliminate a liability on your insurance, should there ever be an accident. It makes good sense to follow these standards.

Multiple mailbox installation. Multiple mailbox installations involve more than two units. The recommendations are that additional boxes be placed on independent supports and spaced at a safe distance from each other. Standards suggest that supports be spaced apart at a distance equal to at least 75% of the height of the box and support - for instance, if the mailbox is 46" off the ground, the supports should be 34" apart.

When supports are separated in this fashion, the mailbox shouldn't pile up in front of a vehicle that strays off the road - and the driver

WE HAVE A PROBLEM - IT IS YOUR MAILBOX, AGAIN!!

Regrettably, each year, either during the active construction season, or more often, during winter maintenance (snow removal), our equipment inadvertently knocks down a number of mailboxes - maybe even your own. This seems to happen despite the fact that our operators take great caution to avoid these problems. Understandably in the middle of the night, in a snow storm, or in the course of precarious maneuvering around a construction site, it happens - and you are out a mailbox.

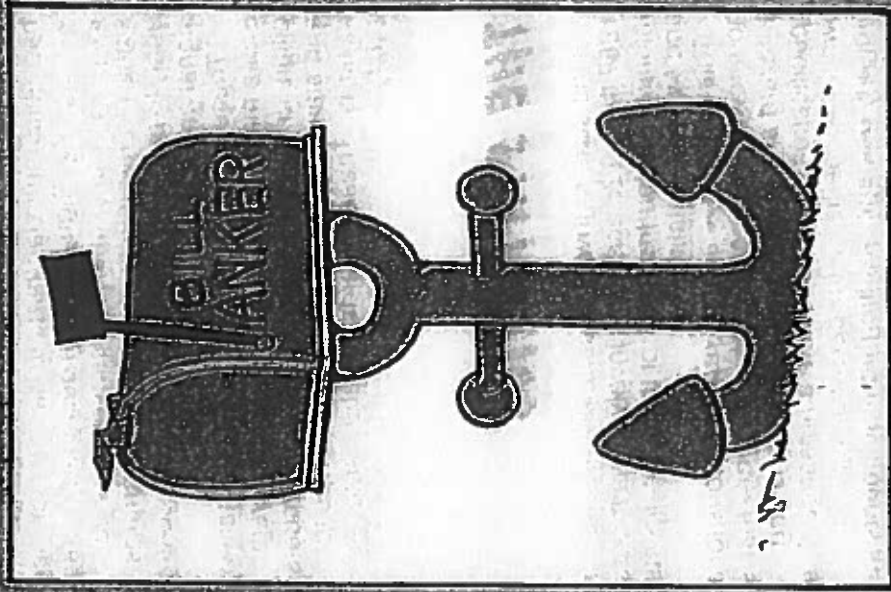
We most sincerely regret causing anyone a problem, least of all you - the taxpayer - our employer. Nonetheless, your mailbox sits in the road right-of-way, property specifically established for roadway travel purposes and property which includes shoulder areas and water drainage facilities (ditches) for those purposes.

In the course of maintaining travel, we must be able to move snow, or restore ditches and shoulders. Unfortunately, Act 51 funds used for road services do not allow us to restore mailboxes.

And, again, we remind you that installing a new mailbox must conform to safe standards.



Macomb County Road Commission
115 Groesbeck Highway
Mount Clemens, Michigan 48043



HOWEVER



A Public Service Message Issued By
The Macomb County Road Commission

ATTENTION PERMIT APPLICANTS
ALL ADDRESSES

MUST

BE POSTED ON SITE
IF THE ADDRESS IS NOT POSTED
NO INSPECTION WILL BE MADE

\$25.00 WILL BE DEDUCTED

FROM THE BOND
FOR THE SECOND TRIP.