

**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.