

8.12 - UNIFORM ADDRESS SYSTEM.

- (1) **ESTABLISHMENT.** There is hereby established a uniform system of numbering properties fronting on all streets, highways and rights-of-way in the Village; and all existing residences and places of business which are hereafter constructed shall be numbered in accordance with the provisions of this section.
- (2) **BASE LINES.** The east-west base line shall be used for numbering along all streets running north and south. This base line shall be a continuation of the east-west base line used in the Village. Its numerical designation shall be N96. The north-south base line shall be used for numbering along all streets running in a westerly direction. This base line shall be W124.
 - (a) Each property north of the east-west base line and facing a street running in a northerly direction shall carry an address indicating its position west of the north-south base line and its position north of the east-west base line.
 - (b) Each property west of the north-south base line and facing a street running in a westerly direction shall carry an address indicating its position north of the east-west base line and its position west of the north-south base line.
 - (c) Properties on diagonal or curvilinear streets shall be numbered the same as or similar to properties on northerly or southerly streets if the diagonal or curvilinear streets run more from north to south. The same shall hold for diagonal or curvilinear streets which run more from the east to the west in that properties on such streets shall be numbered the same as or similarly to properties on westerly streets.
 - (d) Where the general direction of a diagonal or curvilinear street has a deviation of exactly 45 degrees, the direction of the street shall be considered as being northerly to southerly.
- (3) **CONTROL GRID.** A system of invisible rectangular blocks shall be established as a control grid in the following manner in conformity with the recommended uniform address system.
 - (a) The established section lines shall form a basis for the block system and in a westerly direction from the eastern boundary. The Village shall be divided into 16 blocks per section. These invisible block lines shall have numerical designations of from W124 at the east Village line to W220 at the west Village line.
 - (b) In a northerly direction from the Village line, the sections shall be divided into 8 blocks. These invisible block lines shall have numerical designations of from N96 at the south Village line to N144 at the north Village line.
- (4) **NUMBERING.** One hundred numbers shall be assigned to each invisible block, regardless of discrepancies in block sizes. Properties on the north and east sides of the streets shall bear even numbers and properties on the south and west sides of the streets shall bear odd numbers.
 - (a)

The number assigned to each property shall be composed of 2 parts. The first part, or street designation, shall be composed of a directional letter, "N" or "W", followed by the number of the appropriate block line.

- (b) The second part of the property number, the block and house designation, shall be composed of a directional letter followed by the appropriate block line plus 2 additional digits indicating the relative position of the property in the block.
 - (c) For a block which lies north of the east-west base line, the designation of the block shall be by the clock line numbers of its south and east boundaries.
 - (d) Properties and street intersections contained within any block shall bear numbers and directional letters related to the point of intersection of the block boundary lines stipulated in the paragraph next above.
- (5) **ASSIGNMENT OF NUMBER.** The point from which any property shall be assigned its proper number shall be determined as follows:
- (a) Where land has been subdivided or platted into lots, the center point of the existing main dwelling of each parcel shall be the point of determination.
 - (b) In cases of farm residences or other residences or business places situated on large acreages or away from other development, the point of determination shall be the intersection of the center line of the principal driveway with the street or highway right-of-way line.
 - (c) The proper number shall be determined and assigned by the Assessor and/or Building Inspector.
- (6) **STREET NAMES.**
- (a) Compilation of Names. A list shall be compiled by the Village Clerk and/or Building Inspector of all existing street names in the Village, and no future street shall be given a name which duplicates or approximates an existing name. Village officials shall seek to cooperate with the municipalities in the County to ensure minimal duplication of street names.
 - (b) Streets Continuing to Other Municipalities. The Village shall cooperate with neighboring municipalities to the end that streets which are continuous from one municipality to another municipality may be assigned one name when such single name would be desirable.
 - (c) New Street Names. The Village Board may accept or reject the proposed names of new streets and, where there is clearly a conflict or duplication in existing names, may direct the changing of one or more such names to minimize such conflict or duplication. The Board may hold public hearings at which interested property owners may express their views concerning the naming or renaming of a street or streets.
- (7) **PLAT BOOK WITH RESPECT TO NUMBERS.** To facilitate the establishment and the continuing workability of a uniform address system in the Village, a plat book showing the proper addresses of all residences and places of business within the Village shall be prepared and kept on file in the office of the Village Clerk. The Clerk shall inform any person applying therefor of the number or

numbers and approved street names belonging to a lot or property. In case of doubt as to the proper address belonging to any property, the Clerk and/or Building Inspector shall make the final determination.

(8) **SUBDIVISIONS; ASSIGNED NUMBERS.** Within 30 days after final approval of any subdivision or other division of land, the Assessor and/or Building Inspector shall assign addresses to each new building site. Records shall be kept of the assignments and a copy shall be provided for the developer at his request.

(9) **FURNISHING AND AFFIXING NUMBERS.** (Rep. & Recr. Ord. #1-93)

(a) Upon completion of the necessary survey and each residence and place of business has been assigned its respective number, the owner, occupant or agent shall install or cause to be installed in a conspicuous place upon the premises occupied by each house or place of business controlled by him the number or numbers assigned under the uniform address system provided herein. When a residence or place of business is located a distance more than the established minimum setback requirements, the number shall be placed in a prominent location clearly visible and identifiable from the street, as follows: (Am. Ord. #13-04)

1. The number shall be made of a reflective material that shall be visible by the human eye, with the use or artificial illumination if necessary, from such distance as shall permit unobstructed visibility from a vehicle on the abutting public roadway.
2. The number shall be displayed at a height of between 36 inches and 60 inches above ground, on a post or stanchion that is securely anchored in the ground.
3. The post or stanchion shall be located as close to the following location as is practicable, given the individual terrain of the property:
 - a. Not more than 15 feet off of the property line abutting the public road or right-of-way fronting the property; and
 - b. Between 5 feet and 10 feet off to either side of the driveway servicing the property.

(b) Commercial and industrial properties shall have their address numbers centered in a prominent manner on the building facing the street of address and they shall be kept clearly identifiable. Multitenant buildings shall have their address numbers clearly displayed on the back doors as well. (Am. Ord. #1-98)

(c) The owner, occupant or agent shall install the assigned number within 30 days from date of assignment or from the date of initial occupancy.

(d) The Village Clerk and/or Building Inspector shall supply the assigned numbers, but the owner shall pay the actual cost thereof.

(10) **NUMBERS FOR NEW BUILDINGS.** The owner of any building hereafter erected in the Village shall, at the time of obtaining a building permit, procure the correct number and street from the Village Clerk and/or Building Inspector and, within 30 days thereafter, install the number on the building

or premises as provided in subsection (9) above.

- (11) **PENALTY FOR FAILURE TO PROCURE AND ATTACH NUMBERS.** Any owner or occupant of any building required to be numbered who neglects or fails to comply with this section in respect to attaching and maintaining the proper number on such building shall be notified by the Building Inspector in writing to comply with the terms of this section. If the owner or occupant neglects to so comply for 10 days after service of such notice, he shall be subject to forfeiture of not less than \$5.00 nor more than \$10.00, together with the costs of the prosecution and, in default of payment of such forfeiture and costs, shall be imprisoned in the County jail until such costs and forfeitures are paid, but not to exceed 15 days for each violation. Each day that a violation continues to exist shall constitute a separate offense.