

DISPLAY OF ADDRESS

§ 154.145 PURPOSE.

The county recognizes the importance of improved properties displaying their county-assigned address number for various services, including, but not limited to, delivering accurate emergency assistance to the public. Consistent with this recognition, the County Board hereby adopts this subchapter regulating 911 address number display.

(Prior Code, 8 TCC 5-1)

§ 154.146 911 ADDRESS NUMBER SIGNS REQUIRED.

- (A) Owners of improved property, as defined under § [157.005](#), within the unincorporated areas of the county shall post that property's address number(s), as assigned by the county, on a principal building or structure, as defined under § [157.005](#), at or near the main entrance of said principal building or structure, but not further than 80 feet from the centerline of any right-of-way to which the structure faces. Whenever possible, address numbers shall be posted upon planes parallel to said right-of-way, between four feet and nine feet above the first floor (above grade) level.
- (B) In the event a property owner cannot meet the requirements in division (A) above, owners shall post the property's address numbers on a sign not further than 80 feet from the centerline of the right-of-way to which the principal building or structure faces. The size of the sign shall not exceed the area of address numbers by more than four inches around the perimeter of said numbers. These postings shall not otherwise be subject to county sign regulations or any village or city regulation to the extent possible under state law.
- (C) Prior to the placement of any sign support used to meet the requirements under division (B) above, a property owner shall have the proposed location of the post inspected and marked by Julie, Inc., or any successor company thereto that serves a like function and purpose. Further, any sign support used to meet the requirements under division (B) above within the right-of-way shall not be placed absent initial approval from the governing authority of said right-of-way. Numbers on signs posted under division (B) above shall be posted between 30 inches and 60 inches above grade.
- (D) All numbers used for the postings requirements of divisions (A) and (B) above shall be permanently affixed and shall be clearly visible from the street, and at all times free of visual obstructions. No numbers shall be posted on doors, windows, or any moveable component or temporary structure. The minimum height of each number shall be four inches to meet the requirements under division (A) above and three inches to meet the requirements under division (B) above, and the maximum height shall be 12 inches to meet the requirements under both divisions (A) and (B) above. Numbers shall be Arabic, uniform in height, color, and style with no fractions or decimals allowed. To the extent allowed under the county's zoning ordinance, the Community Development Administrator is authorized to issue warnings to advise a property owner of the illegible nature of any posting and provide that owner with 30 days to remedy the illegibility.
- (E) A mailbox or mailbox post shall constitute a sufficient posting of address numbers under this subchapter if the height and style requirements of this subchapter are met and said structure is singularly located in the right-of-way near the main entrance to the property, or in case of corner parcels, located at a place most viewable to emergency responders. The numbers shall be a minimum of three inches in height and visible when driving on the roadway from both directions.
- (F) On certain properties that have principal buildings or structures with multiple addresses (including, but not limited to, apartments, condominiums, offices, and the like), each unit with a separate address shall have the corresponding address numbers permanently affixed at or near its main entrance.
- (G) For properties with a common shared lane, driveway, or other similar access point, owners may use one posting to show the range of address numbers for the principal buildings or structures along said shared entrance. However, property owners shall further adhere to the requirements of this subchapter at the entrance of their individual properties.
- (H) Commercial buildings and schools, as defined under § [157.005](#), which have multiple entrances and/or exits shall not only adhere to the posting requirements of this subchapter, but also indicate each individual entry/exit point, both interior and exterior, with a successive Alpha character posting identifying each entry/exit point.

- (I) Principal buildings or structures under construction shall have a temporary posting containing the address number for the property reasonably consistent with the requirements of this subchapter. No occupancy permit for any structure under construction shall be issued until the requirements of this subchapter are met.

(Prior Code, 8 TCC 5-2)

§ 154.147 EFFECTIVE DATE.

A certified copy of this subchapter shall be filed with the County Clerk, and this subchapter shall be in full force and in effect on August 1, 2013.

(Prior Code, 8 TCC 5-5)

§ 154.999 PENALTY.

- (A) (1) The violation of the terms of this chapter or any of the codes adopted herein by reference is hereby declared to be a petty offense, solely punishable by a fine not to exceed \$500 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.
- (2) The removal or defacing of any notice of violation posted pursuant to § [154.009](#) by any person other than the Community Development Administrator or his or her designee is hereby declared to be a petty offense punishable by a fine not to exceed \$200.
- (B) (1) No notice of violation shall be issued under §§ [154.145](#) through [154.147](#) for the first 90 days after its effective date to allow property owners to come into compliance. At the expiration of that 90-day period, the county's Community Development Department ("Department") shall begin to issue notice of violations to property owners and/or occupants under §§ [154.145](#) through [154.147](#). All notice of violations shall be sent to the property owner(s) and occupant(s), as required.
- (2) The first notice of violation notification issued by the Department as to a particular property shall not levy any monetary penalty. It shall require the property owner(s) to bring his, her, or their property into compliance with §§ [154.145](#) through [154.147](#) within 30 days of the issuance of the notification. If the property owner(s) have not complied with §§ [154.145](#) through [154.147](#) by the date noted in the first notice of violation, the Department is authorized to issue a subsequent, second notice of violation.
- (3) Any second notice of violation issued by the Department may institute fines at the rate of \$25 per week until the property owners demonstrate compliance with §§ [154.145](#) through [154.147](#).
- (4) The Department is also authorized to issue a formal notice to appear before the County Hearing Officer with a second notice of violation if non-compliance occurs for longer than the 30-day deadline established in the first notice of violation. The notice shall issue to the owners and/or occupants of said property. For the purposes of this section, any notification requirement to property owners and/or occupants of the property is met by showing proof of delivery that such notification was sent via certified United States Postal Service. In the event property owners and/or occupants do not accept said certified mail, personal delivery shall be sufficient notice.

(Prior Code, 7 TCC 5-1(f); Prior Code, 8 TCC 5-3)