

**GENESEE COUNTY ROAD COMMISSION  
ADDRESSING POLICY**

**SECTION A: INTRODUCTION**

In accordance with the Genesee County Board of County Commissioners' Addressing Ordinance No. 19-O1 adopted on May 22, 2019, the Genesee County Road Commission is establishing standards and requirements for assigning house numbers on public and private roads on unincorporated parcels within Townships in Genesee County.

Prior to the County Ordinance effective date, parcels on private roads within Townships were addressed by Consumers Energy. This data and subsequent records shall be maintained by Consumers Energy. The Genesee County Road Commission is not accepting authority or responsibility of this past information.

The Genesee County Road Commission will not be tasked with approving road names on private roads within Genesee County. The Townships have that responsibility per the County Ordinance.

No policy can anticipate every condition or circumstance and the Genesee County Road Commission reserves the right to revise or rescind any policy portion as it deems appropriate.

**SECTION B: RESPONSIBILITY**

The Addressing Policy shall apply to and govern unincorporated parcels within Townships in Genesee County regardless of public or private road jurisdiction.

The Genesee County Road Commission shall assign addresses to unaddressed parcels and shall process address change requests within Townships in Genesee County.

The following entities are responsible for addressing within their boundaries:

City of Burton	City of Grand Blanc	Village of Gaines
City of Clio	City of Linden	Village of Goodrich
City of Davison	City of Montrose	Village of Lennon
City of Fenton	City of Mt. Morris	Village of Otisville
City of Flint	City of Swartz Creek	Village of Otter Lake
City of Flushing		

## SECTION C: REQUIREMENTS

The following will be required at the time of application for an address:

1. Applicant name, current address, phone number and email address.
2. Township and Tax Parcel Identification Number of the address request location.
3. Road name(s) that the address request will be associated with.
4. Subdivision name and Lot Number, if applicable.
5. Closest existing address(es) near the property to be addressed, if known.
6. A fee for each address requested.

### Subdivision Requests

In addition to the above requirements, the applicant will have to provide:

1. A 11" x 17" site plan with lot number, road names, road frontage dimensions, etc. in a legible font and orientation for ease of reference and use.
2. If the road(s) is proposed to be public, the Road Commission construction plan must be approved, all applicable construction fees must be paid and the addressing fee must be paid prior to receipt of addresses.

If the address request location cannot be found/verified using available resources of the Genesee County Road Commission, additional documentation may be required of the applicant. These may include plot plans, recorded survey documents, etc.

If the address request location is on a private road and dedicated rights-of-way is not able to be determined, a copy of the recorded rights-of-way with a drawing showing the location may be required. If no suitable documentation is provided, we will be unable to process an address request at that location.

If the address request location is within an easement, a copy of the recorded ingress and egress easement with a drawing showing the easement location in relation to the request location will be required. The easement language shall grant a perpetual, non-exclusive easement for ingress and egress. If no suitable documentation is provided, we will be unable to process an address request at that location.

## SECTION D: ASSIGNMENT

The address number will be set at the front door/center of structure or the center of the driveway at the access road.

The applicant will be provided with a numerical number for the provided street name and location – which for the purposes of this policy is considered an address. The applicant will be responsible to establish the mailing information (city, state & zip code) from the nearest applicable United States Post Office. The applicant will be responsible to provide the address to the Township, Post Office, utility companies, etc.

For subdivision address requests, a copy of the site plan with the address numbers will be provided to the Township, United States Post Office, 911 agency, utility companies, etc.

#### SECTION E: CHANGE OF HOUSE NUMBER

If necessary, an address change can be requested but will require the same requirements as if it was a new request.

#### SECTION E: FEE

The fee to be collected is itemized in Appendix A. Payment will need to occur prior to furnishing of the address number.

#### SECTION F: EFFECTIVE DATE

This policy shall become effective on September 25, 2019.

Adopted: September 24, 2019

APPENDIX A

**GENESEE COUNTY ROAD COMMISSION  
ADDRESSING POLICY  
FEE**

Accepted payment methods are cash, personal check, business check or certified check.

- |                        |           |
|------------------------|-----------|
| 1. Residential Address | \$20/Each |
| 2. Commercial Address  | \$20/Each |
| 3. Subdivision Address | \$20/Each |

APPENDIX B

**COPY OF  
GENESEE COUNTY BOARD OF COMMISSIONERS'  
GENESEE COUNTY ADDRESSING ORDINANCE**

Genesee County Addressing Ordinance

The Genesee County Board of Commissioners, pursuant to authority granted by MCL 46.11 (j) hereby adopts the following ordinance:

Section 1.01 – Title

This Ordinance shall be known as the Genesee County Addressing Ordinance.

Section 1.02 – Purpose

The purpose of this Ordinance is to establish a system of assigning addresses to property and buildings/facilities in order to protect the public health and safety by enabling an orderly response for emergency services; to provide for more efficient delivery of County services; and to provide for efficient parcel and mail delivery in Genesee County.

This Ordinance is designed to consolidate the addressing efforts on public and private roads within Townships, and to assign the task solely to the Genesee County Road Commission.

Section 1.03 – Authority

This Ordinance is enacted pursuant to Section 11 of Michigan Public Act 156 of 1851, as amended, being Michigan Compiled Law 46.11.

Section 1.04 – Addressing Responsibility

This Ordinance shall apply to and govern unincorporated parcels within Townships in Genesee County regardless of public or private road jurisdiction.

The Genesee County Road Commission shall assign addresses to unaddressed parcels and shall process address change requests within Townships in Genesee County.

The following entities are responsible for addressing within their boundaries:

- |                  |                      |                       |
|------------------|----------------------|-----------------------|
| City of Burton   | City of Grand Blanc  | Village of Gaines     |
| City of Clio     | City of Linden       | Village of Goodrich   |
| City of Davison  | City of Montrose     | Village of Lennon     |
| City of Fenton   | City of Mt. Morris   | Village of Otisville  |
| City of Flint    | City of Swartz Creek | Village of Otter Lake |
| City of Flushing |                      |                       |

Section 1.05 – Administration Limitation

Attachment: Genesee County Addressing Ordinance (006) (RES-2019-258 : Approve a Genesee County Addressing Ordinance)

Prior to the ordinance effective date, parcels on private roads within Townships were addressed by Consumers Energy. This data and the subsequent records shall be maintained by Consumers Energy. The Genesee County Road Commission is not accepting authority or responsibility for this past information.

The Genesee County Road Commission will not be tasked with approving road names on private roads within the County. The Townships have the responsibility of approving new road names.

#### Section 1.06 – Effective Date

This Ordinance will take effect when notice of its adoption is published in a newspaper of general circulation in Genesee County. This Ordinance shall be reviewed and amended as necessary by the Genesee County Board of Commissioners.

**PUBLIC NOTICE**

Notice is hereby given that, on May 22, 2019, the Genesee County Board of County Commissioners enacted the Genesee County Addressing Ordinance by its adoption of 2019 Ordinance no. 19-O1, a copy of which is on file with, and may be reviewed by any member of the public at, the office of the County Clerk-Vitals/Election Division, located on the second floor of the Genesee County Court House, 900 South Saginaw Street, Room 201 East, Flint, Michigan 48502. The office hours of the Clerk's Office-Vitals/Election Division are 8:00 a.m. to 4:15 p.m. on normal business days.

Dated: May 22, 2019

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John J. Gleason,  
Genesee County Clerk/Register