

CITY OF MUNCIE UNIFIED HOUSE NUMBERING SYSTEM

(Taken from the City of Muncie General Code; Chapter 156)

SECTION 156.01: UNIFORM NUMBERING SYSTEM

A plan for the orderly and systematic numbering and renumbering of houses and structures located within the corporate limits of the city is enacted. Any and all ordinances previously adopted by the common council regarding the numbering and renumbering of houses and structures are deemed repealed. (Ord. 385-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78).

SECTION 156.02: AUTHORITY

The power to regulate properties within its municipal limits is reserved to the city by state law. The power for this projects should be exercised only under the supervisory control of the elected representatives of the residents of the city sitting on the common council. The common council assigns the task of making all the necessary preliminary surveys and proposed number designations to the staff on the Delaware-Muncie Metropolitan Plan Commission. The Commission shall serve as the administrative office referred to herein. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78). Powers of cities to regulate buildings, see IC 18-1-1.5-10.

SECTION 156.03: RELATION TO HEALTH AND WELFARE

The numbering of houses and other structures in an orderly and systematic manner will make the location of such houses and structures more expeditious in case of fire emergencies, in situations involving immediate need for medical attention for members of a family or occupants of a building, and in instances where police protection may be required with haste. The numbering of houses and other structures in an orderly and systematic manner will enhance the delivery of goods and performance of services and will increase the efficiency of operations such as postal delivery. (Ord. 56-74, passed 12-2-74; amend. Ord. 385-78, passed 7-12-78)

SECTION 156.04: CONFORMITY

From the effective date of this chapter, the numbering of all houses and structures located on lots or parcels of land fronting on public streets within the corporate limits of the city shall be accomplished in conformity with the uniform house numbering system as herein described. At the time of the issuance of any permit for the construction of a house or structure, a number shall be assigned by the administrative office to the house or structures. The number shall be incorporated on the permit. No permit authorizing the occupancy of a building for a house or structure shall be issued, and no final inspection of a building performed for the purpose of permitting its occupancy shall be deemed complete, unless such house or structure displays at the time of the inspection, the officially assigned number, in full compliance with the standards of chapter. (Ord. 56-74, passed 12-2-74; amend. Ord. 385-78, passed 7-12-78) Penalty, see SECTION 156-99 (A)

SECTION 156.05: AXIS AND PROGRESSION

- A. Walnut Street, also known as Center Pike, and Main Street, also known as Division Road, shall be the axis for the uniform numbering system. Numbers shall be assigned in all directions beginning with the intersection of Walnut Street and Main Street, and shall increase in denomination in accordance with the provisions of this chapter
- B. The first numbers on Walnut Street at Main Street shall be in the 100 series and shall increase to the north and south therefrom but shall not exceed 100 numbers to each block; 16 blocks to the mile, or approximately 330 feet per block. The first numbers on Main Street at Walnut Street shall be in the 100

series and shall increase to the east and west therefrom but shall not exceed 100 numbers to each block; 16 blocks to the mile, or approximately 330 feet per block. Whenever a block is not 330 feet the block series for this segment shall be established at local intervals as the case may require.

- C. All streets or sections of streets, regardless of name type, running north and south and being north of Main Street shall be designated by the prefix "North". All streets or sections of streets, regardless of name type, running north and south and being south of Main Street shall be designated by the prefix "South". All streets or sections of streets, regardless of name type, running east and west and being west of Walnut Street shall be designated by the prefix "West". All streets or sections of streets, regardless of name type, running east and west and being east of Walnut Street shall be designated by the prefix "East".
- D. Any diagonal or curved street or section of street running in a general directional angle of 45 degrees or less, shall be treated as a north-south street and shall be assigned the applicable directional prefix depending on its location in relation to the east-west axis street. Any diagonal or curved street or section of street, running in a general directional angle of greater than 44 degrees shall be treated as an east-west street and shall be assigned the applicable directional prefix depending on its location in relation to the north-south axis street.
- E. Odd numbers shall be used on the south side of the streets regarded as east-west and on the west side of streets regarded as north-south streets. Even numbers shall be used on the north side of streets regarded as east-west streets and on the east side of streets regarded as north-south streets.
- F. Any street which does not extend to or through an axis street shall be assigned the same relative numbers and directional prefix as if the streets did extend to or through an axis street. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78) Penalty, see SECTION 156.99

SECTION 156.06: RENUMBERING OF HOUSES AND STRUCTURES

Houses and structures numbered prior to the effective date of this chapter may be renumbered in order that the same may comply with the uniform numbering system, and so that numerical harmony throughout an area or areas is substantially achieved. The administrative office as designated in this chapter shall authorize such changes. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78) Penalty, see SECTION 156.99 (B)

SECTION 156.07: NUMBERING OTHER THAN ON PUBLIC STREETS

The administrative office as designated in this chapter may, if it deems proper and necessary to the implementation of the uniform numbering system, agree to assign new numbers to houses or structures situated on private streets, or issue numbers to such houses and structures which may be constructed after the effective date of this chapter. This shall include houses and structures located along unmapped private streets in a condominium or apartment complexes, mobile home courts, planned unit developments, lanes in rural areas, or similar situations. Such an agreement shall be between the owner or owners of properties and may require only routine exchange in written communications between the administrative office and the owner or owners. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78) Penalty, see SECTION 156.99

SECTION 156.08: STANDARDS; POSTING

The owner or occupant of a house or structure located within the corporate limits of the city shall post officially assigned numbers in a location providing easy identification from the abutting street or streets. Such numbers may be located above the front door, on a house column, attached to the mailbox, on a decorative stone, post or outdoor light, or in an other prominent place on the house or structure or in their immediate proximity. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78) Penalty, see SECTION 156.99

SECTION 156.09: ADMINISTRATIVE OFFICE

The Delaware-Muncie Metropolitan Plan Commission, subject to the supervision of the common council, shall act as the administrative office in charge of issuing numbers to houses or structures in compliance with the provisions of this chapter. The administrative official shall issue numbers to all new houses or structures, renumber houses and structures whenever it becomes necessary to do so in the implementation of the uniform numbering system, and cause the numbering of all existing houses or structures which are not numbered to be numbered in accordance with the provisions of this chapter. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78)

SECTION 159.10: NOTIFICATION OF LOCAL AGENCIES.

The administrative office as designated in this chapter shall provide a uniform system of notification of the issuance of numbers or the renumbering of houses and structures. Notification shall be made reasonably far ahead of impending changes so as to allow major interested groups and agencies to plan and prepare for proposed changes. The administrative office shall keep accurate records and shall from time to time, prepare and make available to the common council a report on the state of the uniform numbering system. In performing its functions, the administrative office shall use its best judgment, shall carefully consider and evaluate all contingencies, and shall, in the context of the sensitive job assigned to it, be considerate of the citizens of the city. (Ord. 56-74, passed 12-3-74; amend. Ord. 385-78, passed 7-12-78)

SECTION 159.99: PENALTY

- A. The owners or occupants of houses or structures being erected, or which may be erected after the enactment of this chapter, within the corporate limits of the city, who shall fail to number such houses or structures as herein provided for within 30 days after the same shall number any house or structure otherwise than in conformity with the provisions of this chapter, may be fined not more than \$1000. Each and every day the infraction remains shall be considered an separate offense and may carry an additional fine of not more than \$1000 per day until the infraction is corrected.
- B. The owner or the occupants of houses or structures presently erected within the corporate limits of the city may be required to renumber such houses or structures in conformity with the provisions of this chapter. Any owner or occupant of a house or structure presently erected who shall fail to renumber such house or structure within 30 days after he shall have been notified of the renumbering of the house or structure, may be fined not more than \$1000 . Each and every day the infraction remains shall be considered an separate offense and may carry an additional fine of not more than \$1000 per day until the infraction is corrected.