

# **STREET NUMBERING**

**PROCEDURAL MANUAL FOR  
DEVELOPING AND MAINTAINING A HOUSE NUMBERING SYSTEM FOR  
CASS COUNTY, MICHIGAN**

Prepared by  
Cass County Planning Commission  
and Hughes Associates

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## **INTRODUCTION**

The need for a permanent county wide house numbering system in Cass County has long been recognized by a number of county officials, agencies, and private citizens. In 1975 the Cass County Planning Commission and a member of the Board of Commissioners conducted a number of meetings with interested groups and individuals in an effort to evaluate the numbering systems presently operating in the County and determine the County needs both now and in the future.

Until the development and implementation of this system a number of systems were in use within the County. Generally, the unincorporated areas of the County were served by rural route box numbers assigned by the various post offices. While these systems are suitable in stable farming areas, they are not adequate to accommodate the suburban and lake developments which have occurred in many areas of the county. Milton and Howard Townships are served by "an extension of the house numbering system from the Niles post office. After some investigation it was determined that this system does not have the capacity to accommodate the expected development on a county-wide basis and in some areas does not adequately serve existing densely populated developments.

Because of the known and anticipated deficiencies in expanding the existing numbering system it was decided to develop a new system which will satisfy all areas of the county both now and in the future. In order to develop the system, the Board of County Commissioners authorized the County Planning Commission to develop and implement the system.

## **PURPOSE**

The purpose of this manual is to document in detail the **method-**ology of assigning property numbers throughout the county and in maintaining the system in the future. The manual provides not only an historic record of the development of the system, but also a day-to-day guide to maintaining the system and assigning new numbers.

## **DESIGN OF THE NUMBERING SYSTEM**

In determining the number system most suitable for use in Cass County a number of systems were considered including:

1. Four-digit system originating from the perimeter of the County;
2. Four-digit system originating at the center of the County;
3. Four-digit extension of the Niles system in use in Howard and Milton Townships;
4. Five-digit system originating at the perimeter of the County.

After a study of all of the possibilities it was decided that the most appropriate system for Cass County would be a five-digit system originating at the perimeter of the County. Other systems were rejected because of their inability to accommodate existing or anticipated urban development or because of the excessive cost of implementation.

Base lines for the selected system are the Cass-Van Buren County line on the north and the Cass-St. Joseph County line on the east. These base lines will allow for the future extension of the Cass County system into these adjacent counties. Preliminary discussions with agencies in these counties indicate an interest in continuing the Cass County system.

As indicated on the accompanying map, east-west numbers range from 10000 at the St. Joseph County line to 34000 on the Berrien.

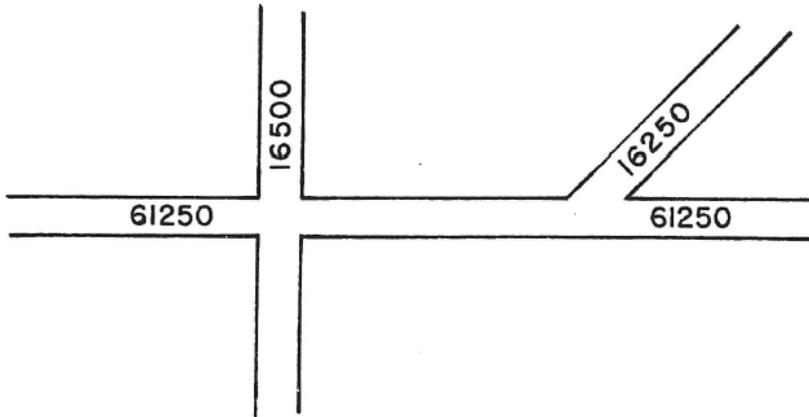
## **GENERAL CODING**

Each overlay sheet is coded with the township name and section number in the lower right-hand corner (example: PENN-36) and all section corners are coded with appropriate coordinate numbers.

## STREET INTERSECTIONS

The coordinates of all street intersections are recorded within each section.

**Example:**



## House Numbers

Using the grid sheet, house numbers are recorded on the overlay directly over each house or building. As outlined above, the houses are numbered according to the direction of the road on which they front. For example, a north-south street would include any street with an alignment not more than 45 degrees off of directly.

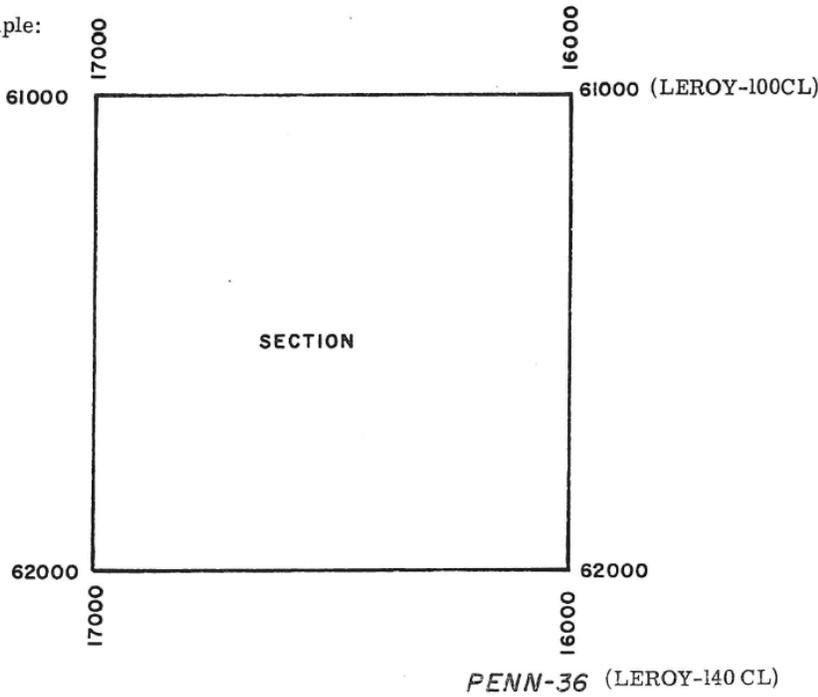
Deviations from the above general rule will be described in detail in the methodology section.

## **METHODOLOGY OF ASSIGNING NUMBERS**

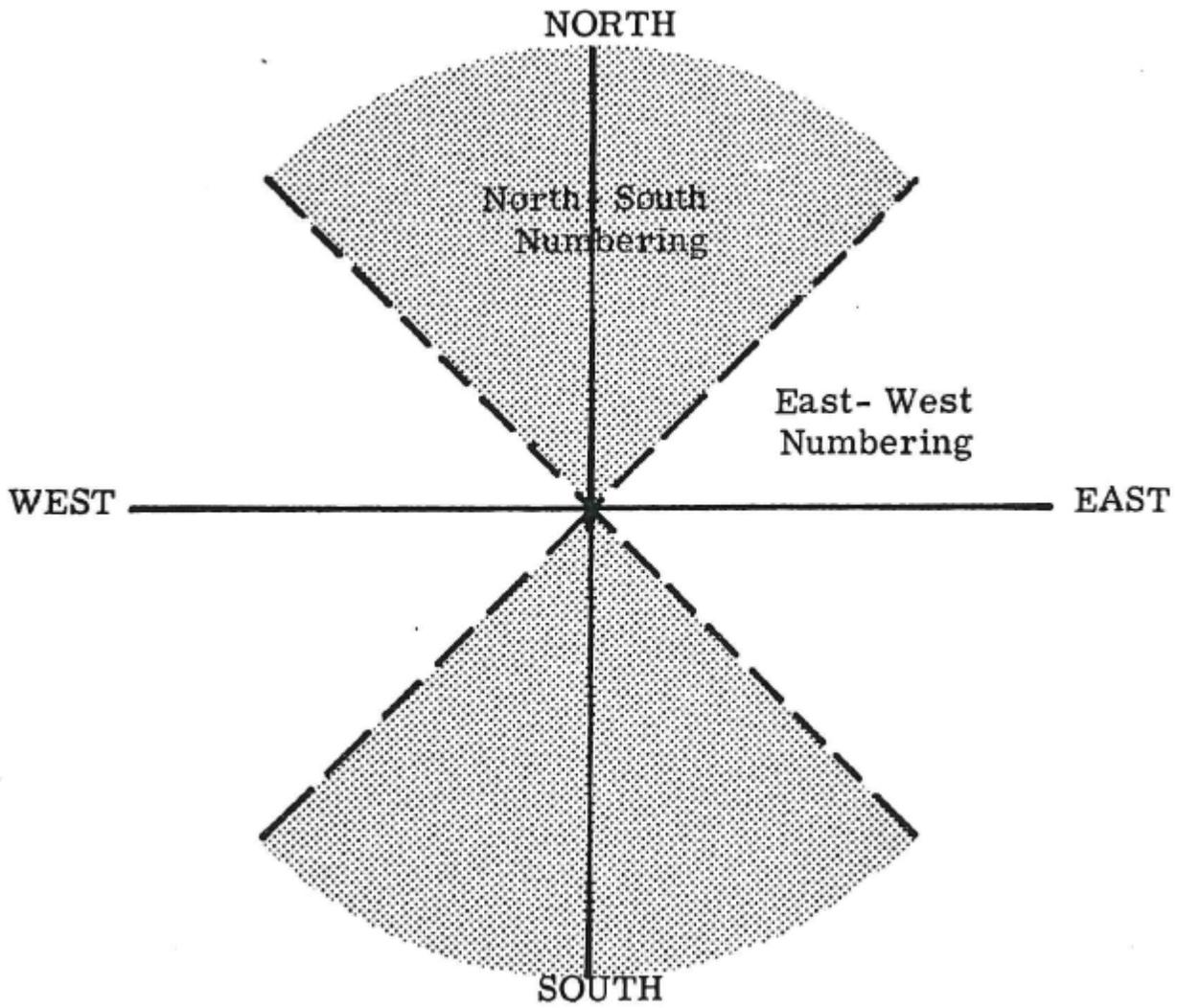
### Materials

House numbers are recorded on polyester (3 mil) material over-lays registered to the county's aerial photography (200 feet = 1 inch) and the property mapping. Numbers will be recorded using LEROY letterguide or a similar device. A grid has been designed at a scale of 200 feet = 1 inch covering one mile square to be used in assigning house numbers and street intersections. The grid indicates the precise location of every tenth number. A copy of the grid sheet has been provided to each township building department.

Example:



County line and north-south numbers range from 50000 at the Van Buren County line to 71500 at the Indiana state line. The system will provide 1000 house numbers per mile with 500 - numbers on each side of the street. The five-digit system provides one house number for each 10.5 feet on north-south and east-west streets and one number for each 14 feet on diagonal streets. Even numbers will be placed on north and west sides of the road while odd numbers will be on the east and south. There will be no duplication of numbers on north-south and east-west roads.



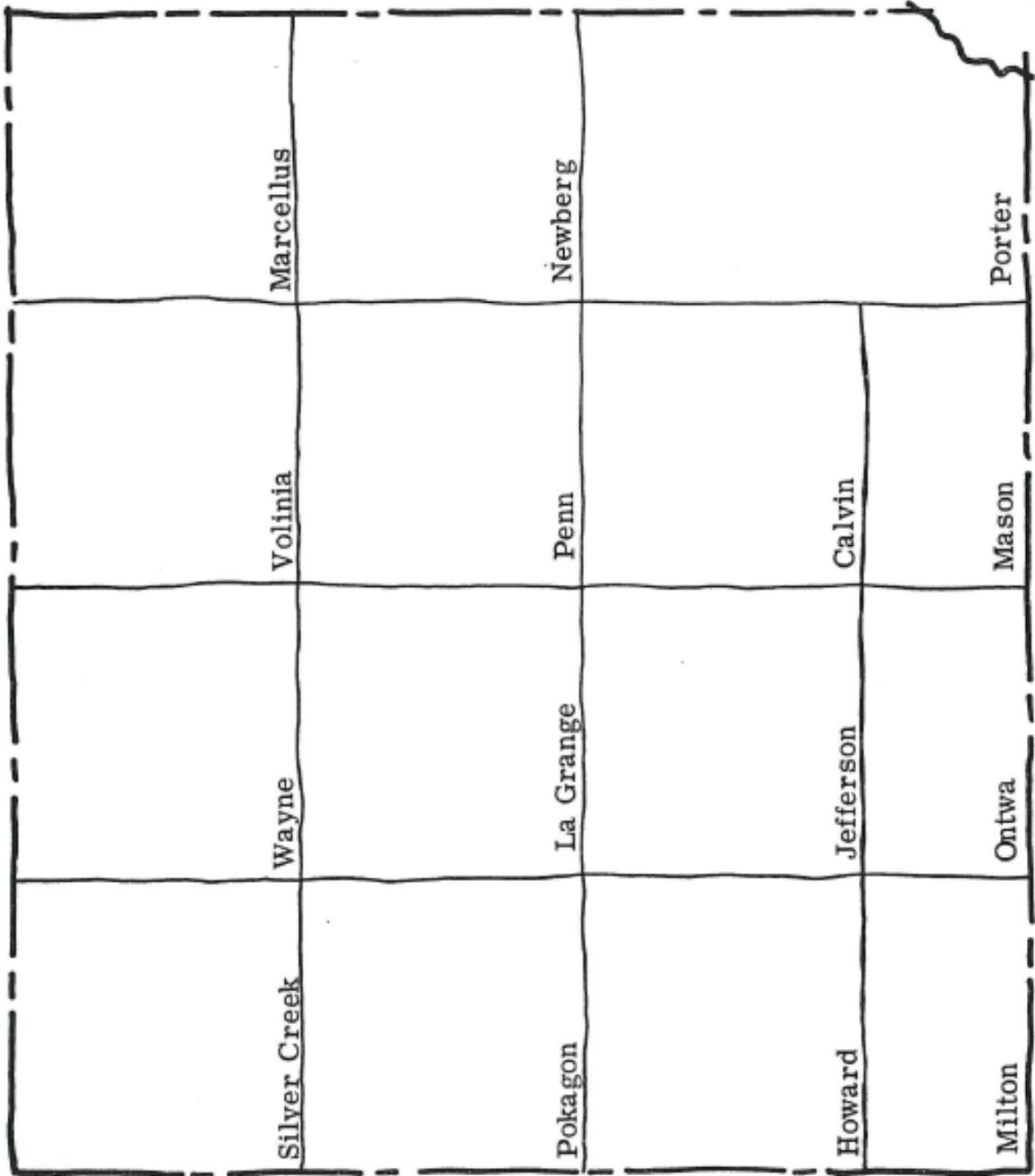
CASS COUNTY

10000  
(baseline)

50000 (baseline)

71500

34000



Numbers are assigned according to the location of the house and if possible, the front door. If the house is not readily visible from the street the number should be assigned at the **drive-** way location in order to facilitate emergency vehicles.

### STREET NAMES

At the present time there are duplicate street names in different areas of the county. In some cases, where duplicate names exist within one postal district it has been necessary to rename streets. Also, on some curved or loop streets where house numbers may be duplicated, streets will require renaming. These may require only a prefix or suffix such as East Lake Street and Lake Street-East. Street renaming has been recommended only when necessary to clarify the house numbering.

### **IMPLEMENTING THE SYSTEM**

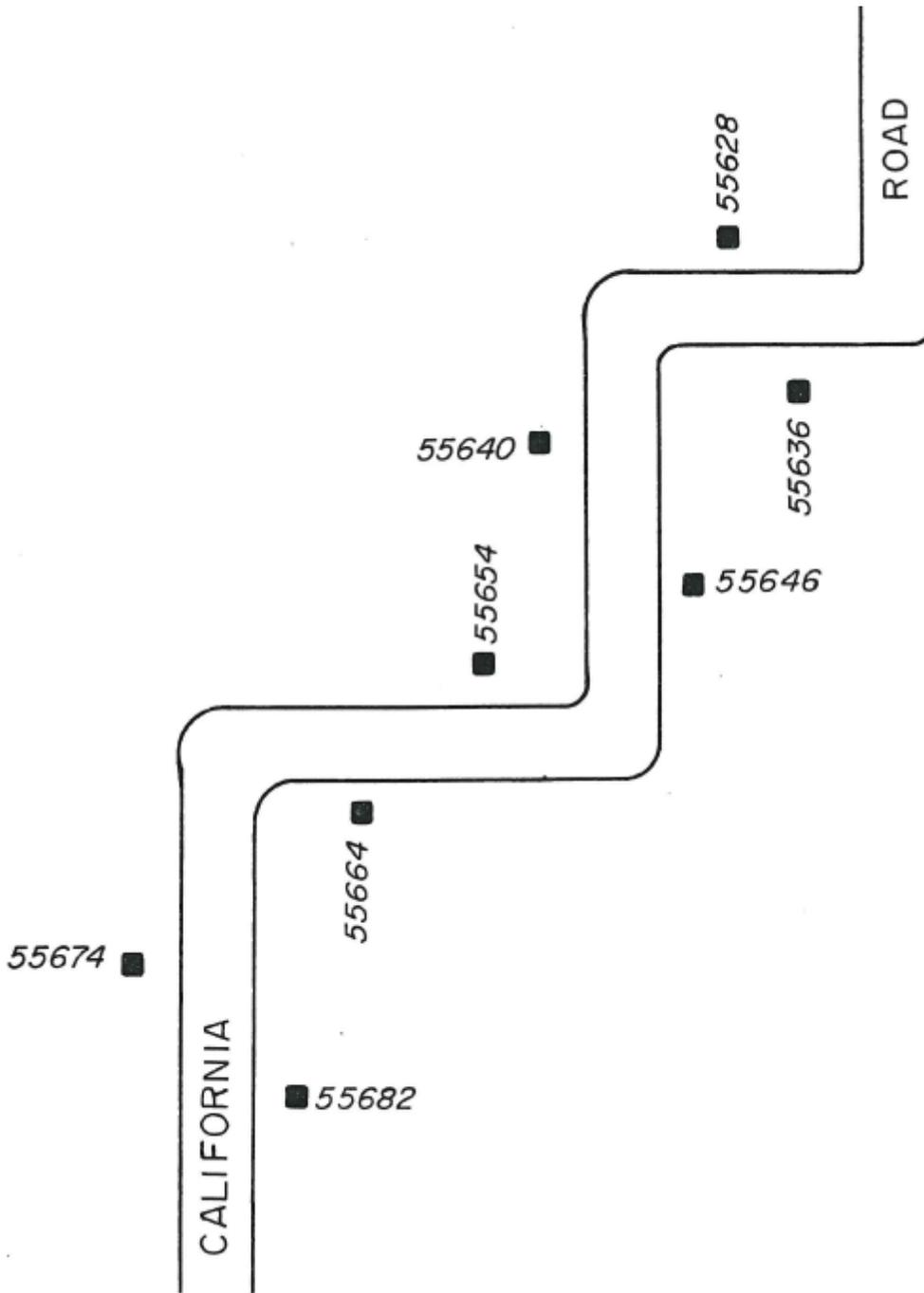
After all numbers have been assigned a composite print of the aerial photograph, property map and numbering overlay are prepared. The post office department has correlated the new numbers with existing box numbers and through the use of a form notice has notified each patron of their new address. Residents will be allowed thirty days in which to attach the new numbers to the mailbox and the building. Approximately one year will be required for the complete conversion to the new system. Omissions or errors in the numbering will be noted on the aerials as the system is implemented by the post offices.

### **MAINTENANCE OF THE SYSTEM**

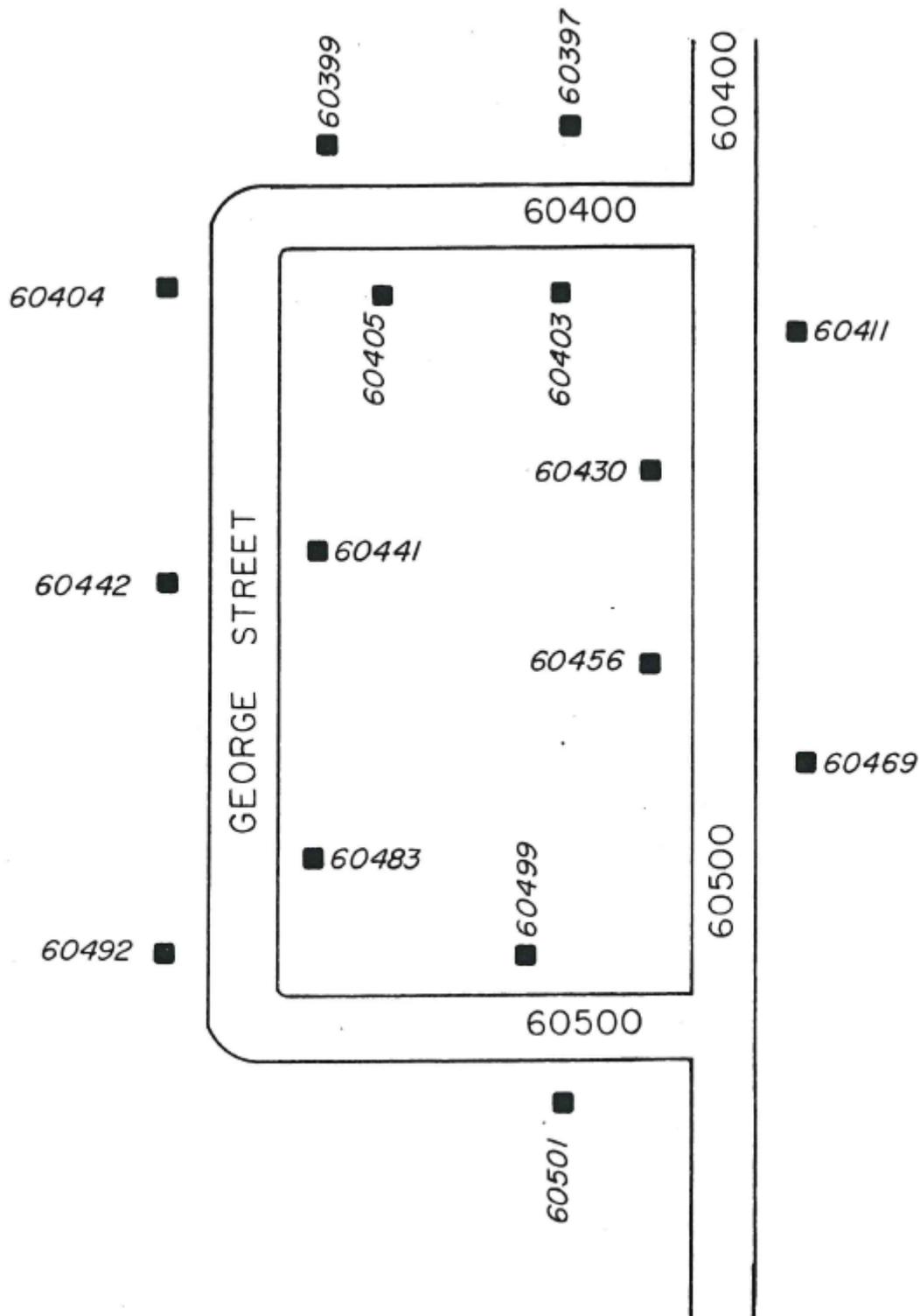
After all existing buildings have been numbered and notified, the master set of overlays will be corrected and maintained in the office of the County Planning Department. Prints of the final house numbering will be prepared and distributed to each Township Building Inspector or Supervisor for maintenance. As building permits are issued and new addresses are assigned, they will be recorded in the location of the building on the prints by the township official.

Annually, the prints will be returned to the courthouse in order to update the master set of overlays. Building additions or deletions will be recorded on the aerial photograph and addresses will be added to the master set. Prints will then be returned to the townships for continued maintenance.

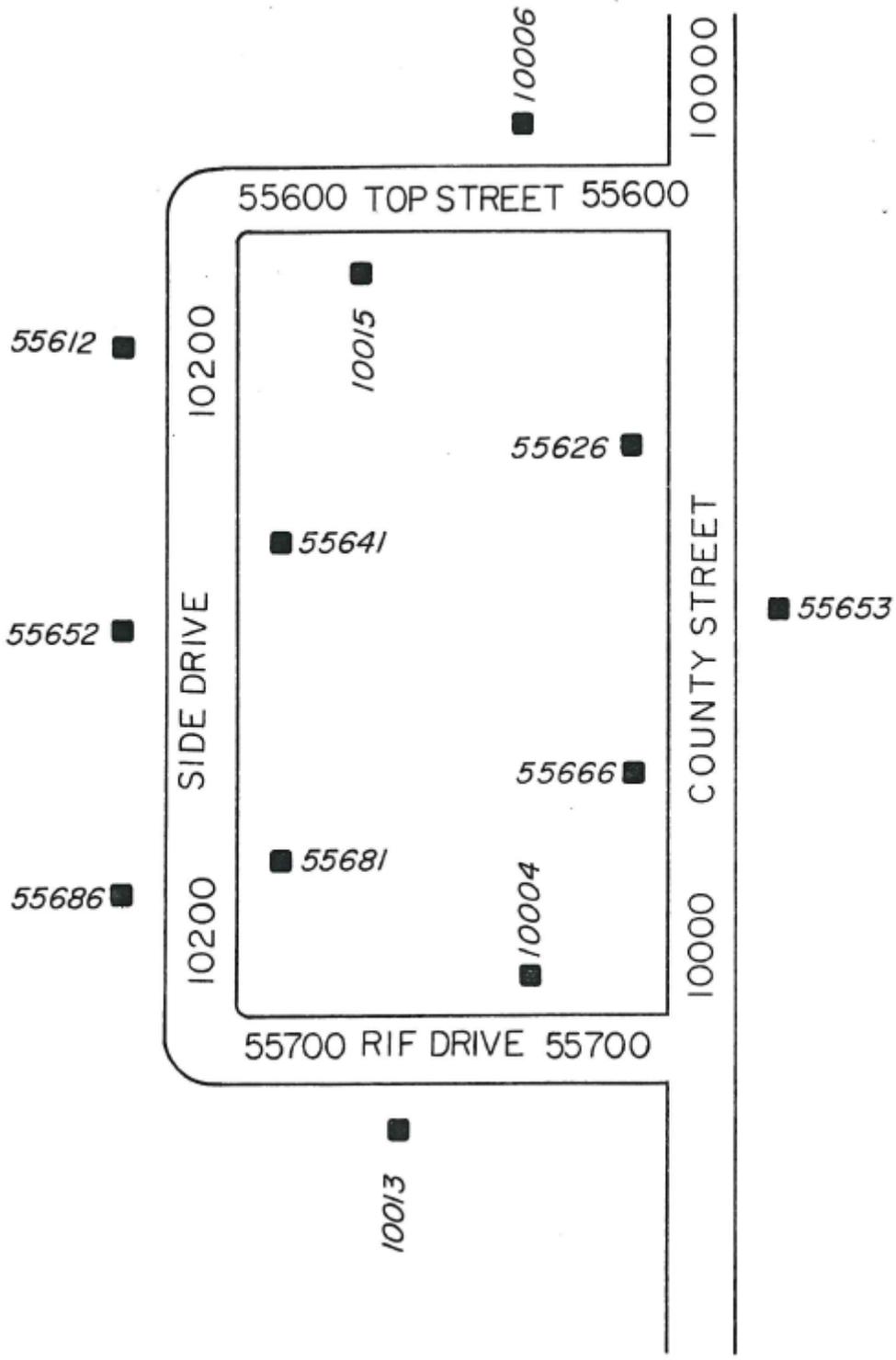
### **EXAMPLES OF UNIQUE NUMBERING SITUATIONS**



Streets which change direction several times but keep the same generalized direction will have addresses which are assigned from the basic direction of the street.



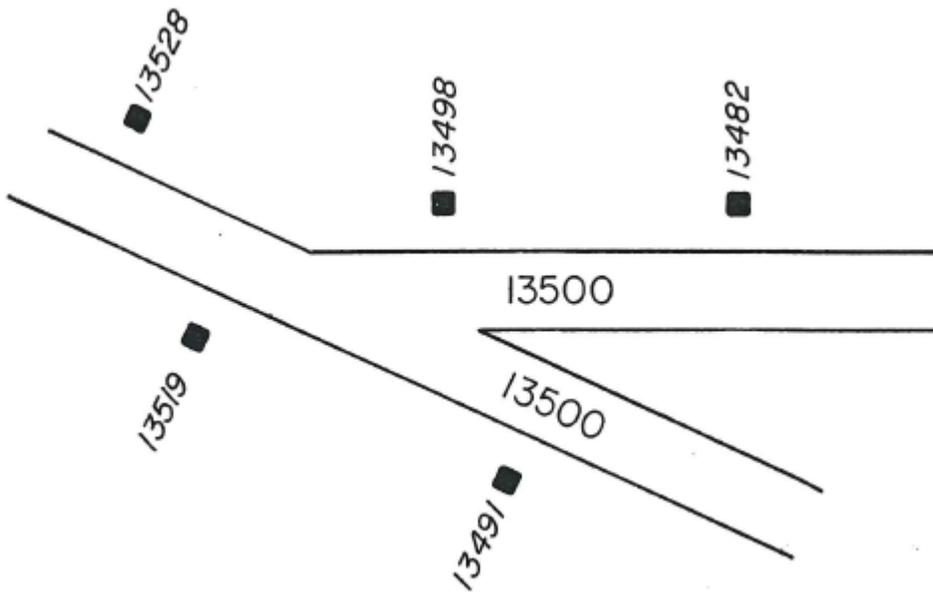
A street which loops off another and has the same name will be treated as if it were one directional . House numbers will all be chosen according to the predominant direction of the looped street.



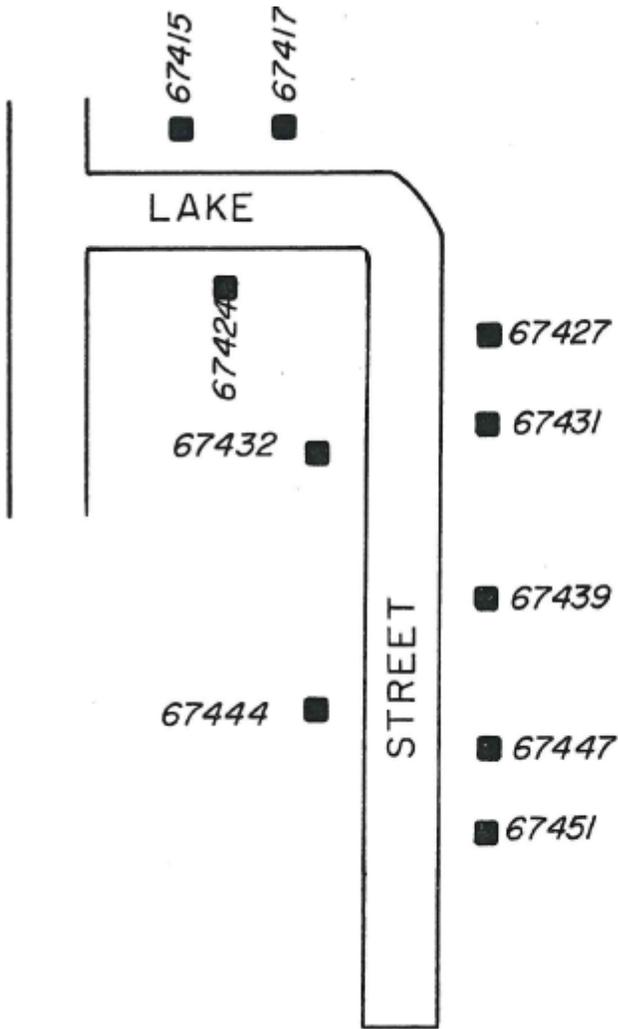
Several streets, each having their own names, that form a loop off another major street, will have house numbers that reflect the direction of each street.



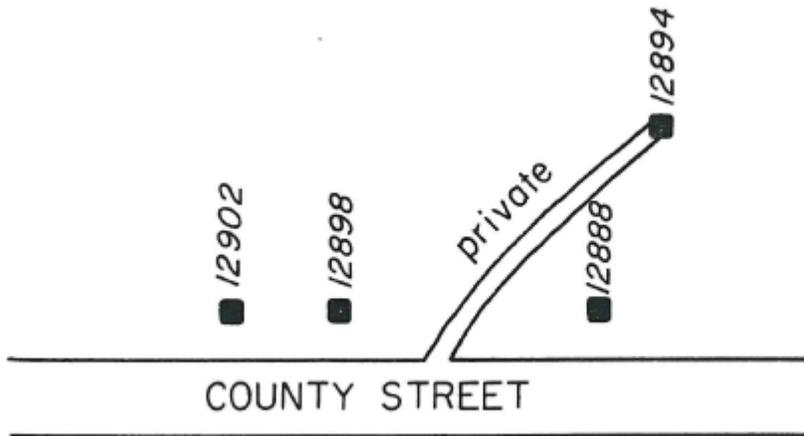
When a street of the same name forms a symmetrical "L" between two other perpendicular streets, the addresses will reflect the direction of each leg of the street.



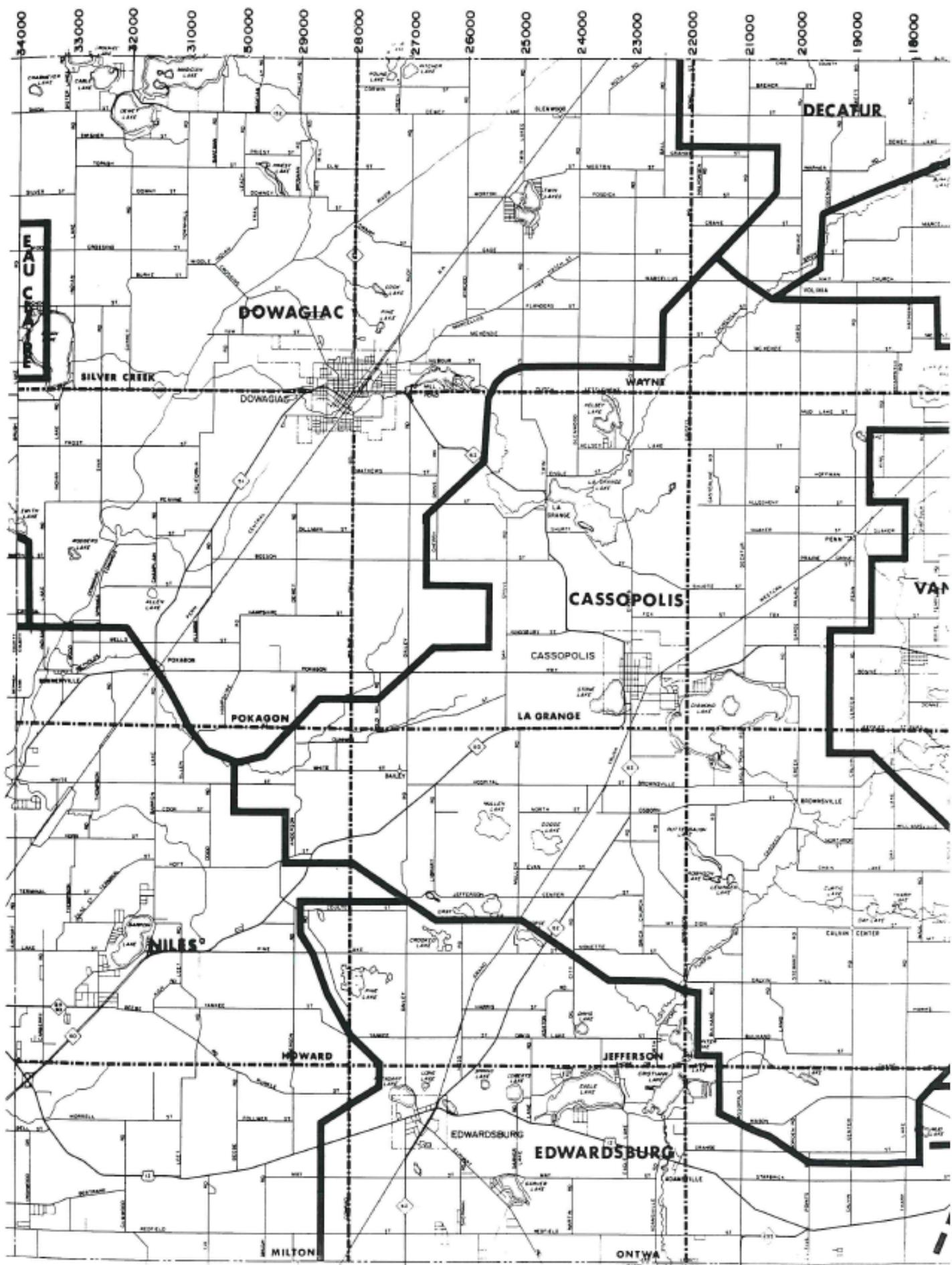
Assignment of the intersection numbers depends upon the direction of the streets. If the streets are east-west, the intersection number will be derived by following the perpendicular from the point of intersection to the top baseline.

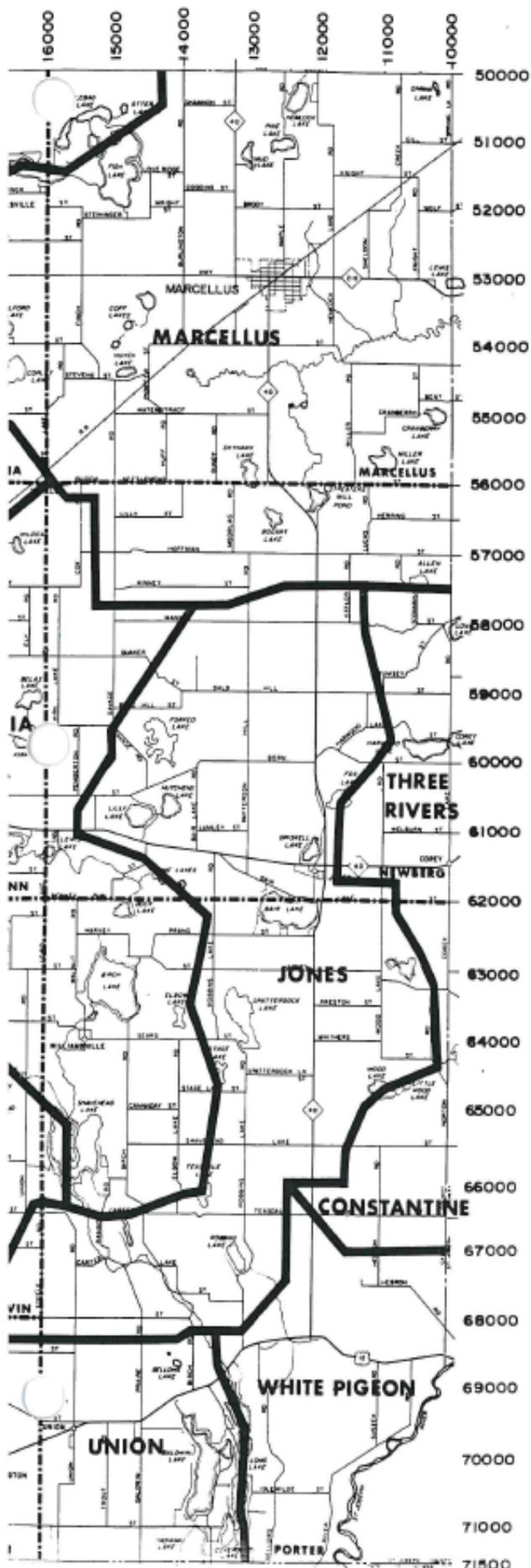


Buildings which are positioned along a street which has segments north-south and east-west will have addresses which are reflective of the direction of the longest segment.



A building set far back at the end of a long, curved driveway will be given an address which is derived from the point of intersection between the driveway and the street.





# CASS COUNTY HOUSE NUMBERING SYSTEM

## GENERALIZED POSTAL DISTRICT MAP

- Township Boundaries
- Postal District Boundaries
- - - Sub-District Boundary
- 50000 Section Line Coordinates

prepared by:  
Cass County Planning Commission  
and Hughes Associates 1977

