

# Livingston County Addressing and Road Naming Authorities

April 2000



**SEMCOG** . . . *Local Governments Partnering For Progress*

Southeast Michigan Council of Governments

## **SEMCOG . . . Local Governments Partnering For Progress**

### **Mission**

SEMCOG's mission is solving regional planning problems — improving the efficiency and effectiveness of the region's local governments as well as the quality of life in Southeast Michigan. Essential functions are:

- providing a forum for addressing issues which extend beyond individual governmental boundaries by fostering collaborative regional planning and
- facilitating intergovernmental relations among local governments and state and federal agencies.

As a regional planning partnership in Southeast Michigan, SEMCOG is accountable to local governments who join as members. Membership is open to all counties, cities, villages, townships, intermediate school districts, community colleges and public universities in Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne Counties.

### **Responsibilities**

SEMCOG's principal activities support local planning through use of SEMCOG's technical, data and intergovernmental resources. In collaboration with local governments, SEMCOG has responsibility for adopting region-wide plans and policies for community and economic development, water and air quality, land use and transportation, including approval of state and federal transportation projects. Funding for SEMCOG is provided by federal and state grants, contracts and membership fees.

### **Policy decision making**

All SEMCOG policy decisions are made by local elected officials, ensuring that regional policies reflect the interests of member communities. Participants serve on one or both of the policy-making bodies — the General Assembly and the Executive Committee.

Prior to policy adoption, technical advisory councils provide the structure for gaining input on transportation, environment, community and economic development, data analysis and education. This deliberative process includes broad-based representation from local governments, the business community, environmental organizations and other special interest citizen groups.

# Livingston County Addressing and Road Naming Authorities

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Jennifer Wills, Aaron Burk

## Abstract

This document identifies the addressing and road naming authorities in Livingston County. It offers information about the methods and formulas used when assigning addresses and road names throughout Livingston County. Recommendations are made for implementing standards, improving information flow and refining data distribution and maintenance.

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## Table of Contents

<b>Page</b>	
iv	<b>Table of Data Displays</b>
1	<b>Executive Summary</b>
2	<b>Introduction</b>
3	<b>Addressing Authorities in Livingston County</b>
6	<b>Addressing Formulas</b>
6	Detroit Edison
6	Consumers Energy
7	<b>Livingston County Addressing and Road Naming Methods</b>
14	City of Brighton
15	Brighton Township
17	Village of Fowlerville
18	Hamburg Township
20	Howell Township
22	Howell City
23	Village of Pinckney
24	Unadilla Township
26	Tyrone Township
28	Deerfield Township
30	Cohoctah Township
32	<b>Addressing and Road Naming Recommendations</b>
32	Road Naming Recommendations
38	Addressing Recommendations

## Table of Data Displays

Page

### **Tables**

4	Table 1	Livingston County Addressing and Road Naming Authorities Database
9	Table 2	Address Patterns Based on Baseline and Meridian
12	Table 3	Sample of Livingston County Road Commission Road Name Inventory
13	Table 4	Road Name Changes at Political Boundaries within Livingston County
33	Table 5	Sample of Publication 28 of the United States Postal Service

### **Figures**

3	Figure 1	Addressing Authorities of Livingston County
6	Figure 2	Livingston County Addressing Formulas
8	Figure 3	Livingston County Addressing Baseline and Meridian
35	Figure 4	Current Road Naming Flow of Information
36	Figure 5	Ideal Road Naming Flow of Information
39	Figure 6	Current Addressing Flow of Information
40	Figure 7	Ideal Addressing Flow of Information

## Executive Summary

SEMCOG, the Southeast Michigan Council of Governments, and the Livingston County Geographic Information System (GIS) Management Department have together produced this report to provide detailed information about addressing and road naming. Local governments and Consumers Energy in Livingston County contributed information, which includes:

- the names of the addressing and road naming authorities,
- the formula used to derive a new address,
- detailed information about addresses and road names and
- the agencies/departments involved with the flow of this information.

SEMCOG and the Livingston County GIS Management Department reviewed input from the addressing and road naming authorities in the county to compile narrative descriptions, diagrams, maps, and tables on addressing and road naming. This process has revealed some concerns about the complex flow of addressing and road naming information. The major issues of concern include inconsistent procedures and data formats, lack of timely updates and lack of information sharing. Therefore, the Livingston County GIS Management Department and SEMCOG have offered recommendations to improve the flow of address and road information and to ensure its consistency and timeliness throughout Livingston County.

## **Introduction**

There are many practical reasons for discussing the issues of addressing, as it plays a role in public safety, prompt mail delivery, economic development and maintaining accurate legal documents such as voter registration. In response to the ever growing concern for quality addresses and road names, this document has been created to identify the addressing and road naming authorities and their methods.

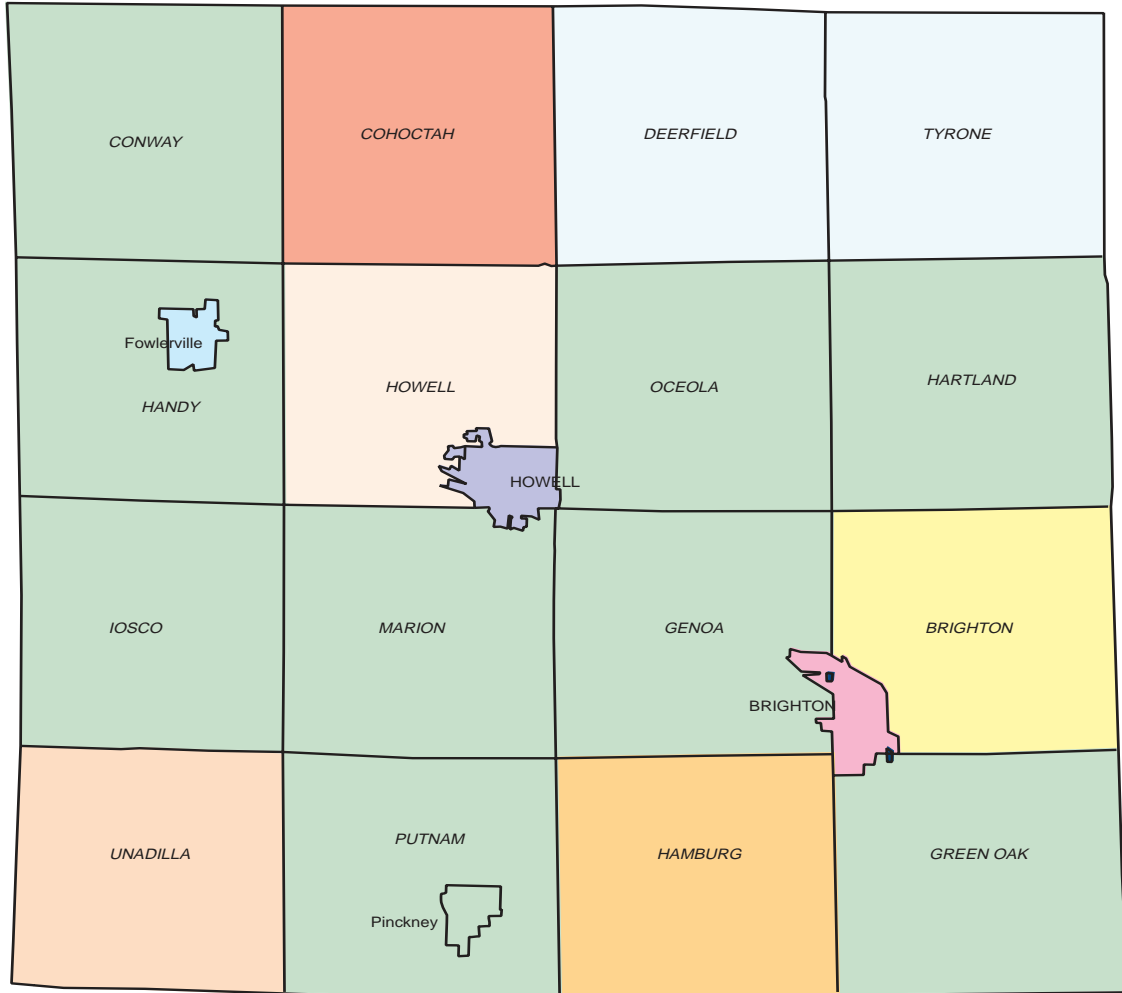
With much assistance from Livingston County local governments and Consumers Energy, SEMCOG and the Livingston County GIS Management Department have worked together to create this resource to provide agencies with complete addressing and road naming information. Local governments and Consumers Energy provided detailed addressing and road naming information to the Livingston County GIS Management Department and SEMCOG through telephone and in person interviews.

This information is intended to be used as a reference to identify the participants, what role they play, what guidelines are used to assign road names and addresses and where this information is available. It is hoped that this will improve communication and understanding of the flow of address information among all levels of governments and neighboring communities.

## Addressing Authorities in Livingston County

Throughout Livingston County there are many individuals who assign addresses, as Figure 1 displays. These individuals play an important role within the county; therefore, it is important to identify their position and methods in order to improve data sharing, eliminate duplication and create a better flow of information.

Figure 1  
Addressing Authorities of Livingston County



### Agency

- Livingston County Register of Deeds
- Brighton City
- Brighton Township
- Fowlerville Village
- Hamburg Township
- Howell Township
- Howell City
- Consumers Energy
- Consumers Energy
- Consumers Energy

### Address Assigner

- Bernie Gerecke
- Mike Butzke
- Donna Krips
- John Hyden
- Kathy Semenuk
- Merry Bering
- Richard Swanson
- Fred Lounds
- David McDaniel
- Fred Bond

**Table 1  
Livingston County Addressing and Road Naming Authorities**

Name	Title	Agency	Address1	Address2
Bernie Gerecke	Addressing Administrator	Livingston County Register of Deeds	Courthouse P.O. Box 332	
Penny Herman	Election Supervisor	Livingston County Clerk	200 E. Grand River Ave.	
Pat Strudgeon	Engineering Secretary	Livingston County Road Commission	3535 Grand Oaks Dr.	
Bernie Gerecke	Addressing Administrator	Conway Township	P.O. Box 1157	8015 N. Fowlerville Rd.
Bernie Gerecke	Addressing Administrator	Handy Township	P.O. Box 315	135 N. Grand Ave.
Bernie Gerecke	Addressing Administrator	Oceola Township	P.O. Box 406	1577 Latson Rd.
Bernie Gerecke	Addressing Administrator	Hartland Township	3191 Hartland Rd.	
Bernie Gerecke	Addressing Administrator	Iosco Township	P.O. Box 1079	2050 Bradley Rd. Webberville
Bernie Gerecke	Addressing Administrator	Marion Township	2877 W. Coon Lake Rd.	
Bernie Gerecke	Addressing Administrator	Genoa Township	2911 Door Rd.	
Bernie Gerecke	Addressing Administrator	Putnam Township	P.O. Box 46	131 S. Howell St.
Bernie Gerecke	Addressing Administrator	Green Oak Township	10789 Silver Lake Rd.	
Bernie Gerecke	Addressing Administrator	Village of Pinckney	P.O. Box 108	220 S. Howell St.
Mike Butzke	Building Official	City of Brighton	200 N. First St.	
Donna Krips	Administrative Coordinator	Brighton Township	4363 Buno Rd.	
John Hyden	Village Manager	Village of Fowlerville	P.O. Box 677	137 N. Grand St.
Kathy Semenuk	Zoning Assistant	Hamburg Township	10405 Merrill Rd. P.O. Box 157	
Merry Bering	Zoning Administrator	Howell Township	3525 Byron Rd.	
Richard Swanson	Zoning Administrator	City of Howell	611 E. Grand River Ave.	
Gaylord Curtis	Zoning Administrator	Village of Pinckney	P.O. Box 108	220 S. Howell St.
Fred Lounds	Customer Energy Specialist	Consumers Energy Unadilla Township	1955 W. Parnell Rd.	
David McDaniel	Customer Energy Specialist	Consumers Energy Tyrone Township Deerfield Township	P.O. Box 408	
Fred Bond	Customer Energy Specialist	Consumers Energy Cohoctah Township	1801 W. Main St.	

**Notes:**

The Livingston County Register of Deeds handles the addressing for 10 local governments.  
The Livingston County Road Commission handles all road naming for Livingston County.

**Definitions:**

**Assigner:** The entity assigns official road name and/or addresses for a specific geographic area.

**Houser:** The entity houses and maintains complete address information for a specific geographic area.

**User:** The entity uses complete address.

City	Zip Code	Phone Number	Fax Number	Email Address	Assigner	Houser	User	Level of Government
Howell	48843	(517) 546-0270	(517) 546-5966		Yes	Yes	Yes	County
Howell	48843	(517) 546-0500	(517) 546-4354		No	Yes	Yes	County
Howell	48843	(517) 546-4250	(517) 546-9628		Yes	Yes	Yes	County
Fowlerville	48836	(517) 223-0358	None		Yes	Yes	Yes	Local
Fowlerville	48836	(517) 223-3228	(517) 223-3983		Yes	Yes	Yes	Local
Howell	48844	(517) 546-3259	(517) 546-6697		Yes	Yes	Yes	Local
Hartland	48353	(810) 632-7498	(810) 632-6950		Yes	Yes	Yes	Local
Fowlerville	48836	(517) 223-9545	None		Yes	Yes	Yes	Local
Howell	48843	(517) 546-1588	(517) 546-6622		Yes	Yes	Yes	Local
Brighton	48116	(810) 227-5225	(810) 227 3420		Yes	Yes	Yes	Local
Pinckney	48169	(734) 878-3131	(734) 878-2545		Yes	Yes	Yes	Local
South Lyon	48178	(248) 437-1453	(248) 437-4404		Yes	Yes	Yes	Local
Pinckney	48169	(734) 878-6206	(734) 878-9749		Yes	Yes	Yes	Local
Brighton	48116	(810) 227-1911	(810) 227-6420	bldgoff@brightoncity.org	Yes	Yes	Yes	Local
Brighton	48116	(810) 229-0559	(810) 229-1778		Yes	Yes	Yes	Local
Fowlerville	48836	(517) 223-3771	(517) 223-7435		Yes	Yes	Yes	Local
Hamburg	48139	(810) 231-1000	(810) 231-4295	azuresee@mich.com	Yes	Yes	Yes	Local
Howell	48843	(517) 546-2817	(517) 546-1483		Yes	Yes	Yes	Local
Howell	48843	(517) 546-3861	(517) 546-6030	cohowell@htonline.com	Yes	Yes	Yes	Local
Pinckney	48169	(734) 878-6206	(734) 878-9749		No	Yes	Yes	Local
Jackson	49201	(517) 788-2922	(517) 783-0307		Yes	Yes	Yes	Private
Flint	48501	(810) 760-3326	(810) 760-3329	ddmcdaniel@cmsenergy.com	Yes	Yes	Yes	Private
Owosso	48867	(517) 729-3240	(517) 729-3246	frbond@cmsenrgy.com	Yes	Yes	Yes	Private

## Addressing Formulas

Every government within Livingston County follows the addressing system created by either Detroit Edison or Consumers Energy. As Figure 2 shows, the majority of the communities follow the formula created by Detroit Edison.

### Detroit Edison

The addressing starts at the baseline/meridian roads and increases at an increment of 1000 numbers per mile, main road or section corners. The county assigns actual addresses that are always whole numbers and uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) feet (+ -).

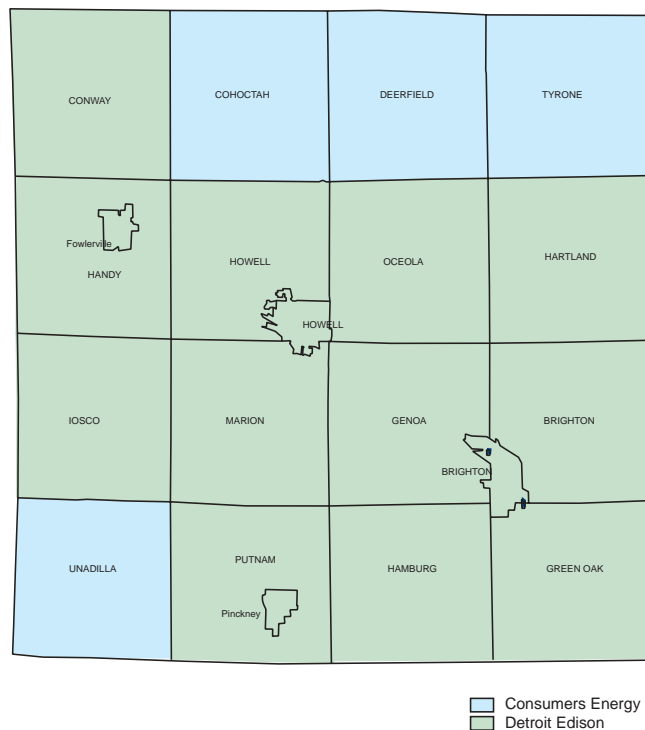
### Consumers Energy

Addresses are assigned according to the location of the building in relation to the “baselines” within the government area. To determine an address, the distance is measured from the center of the house to the nearest mile road or half-mile post. Use the house numbers per mile factor below and multiply this by the measurement.

$$\frac{1000 \text{ house numbers per mile}}{5280 \text{ feet per mile}} = .1893 \text{ house numbers} \times \text{feet from nearest mile road}$$

Add the result of this equation to the house number closest to the next mile road, thus resulting in the customer’s address.

Figure 2  
Livingston County Addressing Formulas



## Livingston County Addressing and Road Naming Methods

### Livingston County

#### County addressing authority

Bernie Gerecke  
 Addressing Administrator  
 Livingston County  
 Courthouse - P.O. Box 332  
 Howell, Michigan 48843  
 (517) 546-0270

#### County road naming authority

Pat Strudgeon  
 Engineering Secretary  
 Livingston County Road Commission  
 3535 Grand Oaks Dr.  
 Howell, Michigan 48843  
 (517) 546-4250

Livingston County Register of Deeds is the addressing authority for 10 of the local governments within the county. Their addressing system is based on a baseline/meridian structure. The county is divided into four quadrants based on the following roads: Oak Grove Road / Pinckney Road / Toma Road as the north/south divider and Mason Road / Golf Club Road / Commerce Road as the east/west divider. Figure 3 offers a visual interpretation of the baseline and meridian in Livingston County. Table 2 shows how these roads affect the direction addresses increase or decrease and which side of the road is addressed odd or even.

Figure 3  
Livingston County Addressing Baseline and Meridian



- Municipal Boundry
- Baseline
- Meridian
- Highway
- Major Road

Table 2  
**Address Patterns Based on Baseline and Meridian**

<p><b>Conway Township</b>            Increase south to north.            Increase east to west.            Odd is west and south.            Even is east and north.</p>	<p><b>Genoa Township</b>            Increase north to south.            Increase west to east.            Odd is east and north.            Even is west and south.</p>
<p><b>Green Oak Township</b>            Increase north to south.            Increase west to east.            Odd is east and north.            Even is west and south.</p>	<p><b>Handy Township</b>            Increase south to north.            Increase east to west.            Odd is west and south.            Even is east and north.</p>
<p><b>Hartland Township</b>            Increase south to north.            Increase west to east.            Odd is west and north.            Even is east and south.</p>	<p><b>Iosco Township</b>            Increase north to south.            Increase east to west.            Odd is east and south.            Even is west and north.</p>
<p><b>Marion Township</b>            Increase north to south.            From Pinckney Road,            addresses increase to the            east and west.            Odd is east and south.            Even is west and north.</p>	<p><b>Oceola Township</b>            Increase south to north.            Increase west to east.            Odd is west and north.            Even is east and south.</p>
<p><b>Pinckney Village</b>            Increase north to south.            From Pearl Street,            addresses increase to the            east and west.            Odd is east and south.            Even is west and north.</p>	<p><b>Putnam Township</b>            Increase north to south.            From Pinckney and Toma            Roads, addresses            increase to the east and            west.            Odd is east and south.            Even is west and north.</p>

The addressing starts at the baseline/meridian roads and increases at an increment of 1000 numbers per mile, main road or section corners. The county assigns actual addresses that are always whole numbers and uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) feet (+ -).

**Second residence on an existing site**

When a second structure needs an address on an occupied site, the county will assign a unique number four to eight digits away from the existing address.

**Exceptions to the county numbering system**

Throughout Livingston County there are a few cases when a road may be addressed incorrectly or addressed before the current system was in place. An example of that is Parshallville Road. It appears to have been addressed from south to north and east to west. The correct method for a meandering road would have been to pick an orientation, apply the appropriate numbering system and maintain it for the entire length of the road. Another exception to the county addressing is in Cohoctah Township where addressing is primarily handled by Consumers Energy. There are, however, residents that are serviced by Detroit Edison and, therefore, addressed by Livingston County Register of Deeds. There are only a few of these residences and most can be found in the southern part of Cohoctah Township.

**Diagonal and meandering roads**

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation has been established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Availability and format of addressing information**

The Register of Deeds continuously updates complete address information in a WordPerfect table and passes this addressing information along to Livingston County 911, Ameritech, townships, villages, and Post Offices.

**Road naming within Livingston County**

Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are then reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county. Livingston County Road Commission is the authority for road naming in all communities except the City of Brighton, the City of Howell, the Village of Pinckney and the Village of Fowlerville. The road naming for those cities and villages is handled at the local level.

**County line roads**

Road naming and numbering along a county line is handled in the same manner as other roads within the county, as long as there are not duplicate names. However, there are two exceptions to the numbering of a county line road. Dixboro Road uses the numbering system of Consumers Energy in Detroit Edison territory and Kane Road uses the numbering system of Ingham County.

**Directional prefixes for road names**

Livingston County Road Commission discourages the use of directional prefixes when naming roads.

**Road type standards**

Livingston County Road Commission does not follow any official standards when assigning road types such as Road, Avenue, Creek, Way.

**Naming state highways**

The State of Michigan is the naming authority for State Highways. Therefore, it is not the duty of Livingston County.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database as well as in a limited published book, which is updated annually in February. (see Table 3 for a sample.) The records kept by Livingston County Road Commission include primary name, but not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

Table 3  
**Sample of Livingston County Road Commission Road Name Inventory**

Road Name	Map Location	Township	Section	Road Status	Location	Beginning Termini	Ending Termini
Abalone Way		Putnam	16	Private	Putnam Meadows	South of Spears	W of Cedar Lake
Abbey Drive	8U, Q24	Brighton	28	Public	Greenfield Pointe	East off Kenicott	Arbour Dr.
Aberdeen Ct	U9	Brighton	21	Public	North of Aberdeen Lane off Buno		
Aberdeen Lane	U9	Brighton	21	Public	West Winds Estate	North off Buno	Winsted
Ablone Way	I4	Putnam	16	Private	Putnam Meadows	South of Spears	W of Cedar Lake
Abrams Fork	10U	Brighton	16	Public	Shenandoah Subn / E of Old 23, S of Hyne	Newfound Gap	Cul De Sac
Acacia Trail	I4	Putnam	16	Private	Putnam Meadows	South of Spears	W of Cedar Lake
Academy Dr	U6	Green Oak	04	Public	Off Grand River, W of Pleasant Valley	Grand River Ave	South

Source: Livingston County Road Commission, 1999.

### **Changes to existing road names**

In Livingston County, two or three public road names and five or six private road names are changed each year. These name changes are necessary for a variety of reasons including the road name may be a duplicate, one end of the road may be named differently than the other or a local alias may be more commonly known or used.

### **Name changes at political boundaries**

Throughout Livingston County there are few roads that change names when traveling through a city or village. Table 4 identifies which roads are affected by political boundaries.

Table 4  
**Road Name Changes at Political Boundaries within Livingston County**

<b>Outside</b>	<b>Inside</b>
<b>Village of Pinckney</b>	<b>Village of Pinckney</b>
Patterson Lake Rd.	Howell St.
Pinckney Rd. / Toma Rd.	Pearl St.
M-36 / Gregory Rd.	Main St.
Dexter Pinckney Rd.	Dexter St.
<b>Village of Fowlerville</b>	<b>Village of Fowlerville</b>
Fowlerville Rd.	Grand St.
<b>Brighton City</b>	<b>Brighton City</b>
Brighton Rd.	Main St.
<b>Howell City</b>	<b>Howell City</b>
Oak Grove Rd.	Michigan Ave.

**Exclusions from the county addressing system**

Brighton City, Brighton Township, Hamburg Township, Howell Township and Howell City all oversee addressing at the local level, and base their system on the Detroit Edison formula. In contrast, Unadilla Township, Tyrone Township, Deerfield Township and Cohoctah Township are all under the addressing authority of Consumers Energy.

## The City of Brighton

### **City addressing and road naming authority**

Mike Butzke  
Brighton City Building Official  
200 N. First St.  
Brighton, Michigan 48116  
(810) 227-1911

Addressing starts at the baseline/meridian roads of Grand River Avenue and Main Street and increases by the increment of 1000 numbers per mile, main road or section corners. The city assigns actual addresses that are always whole numbers and uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) feet (+ -). At Grand River Avenue and Main Street, addresses start at 100 and increase in all directions. Odd and even addresses also change at this intersection. When facing away from the intersection of Grand River Avenue and Main Street in any direction, the odd addresses will be on the left and the even addresses on the right.

### **Second residence on an existing site**

In Brighton City, all condominiums and apartments are assigned a unique address.

### **Exceptions to Brighton City numbering system**

There are very few, nonspecific exceptions to addressing in Brighton City.

### **Annexations**

In the case of an annexation, the existing name and number remain with the land and does not change.

### **Diagonal and meandering roads**

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation is established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

### **Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

### **Road naming in Brighton City**

Brighton City assigns road names based on the site plans they receive from developers. The city will approve the road name if it does not duplicate an existing road within the city.

### **Changes to existing road names and addresses**

When a change is made, it is at the request of the public or because of demolition. When a building is taken down and a new building is put up, the new building gets a new address different from the address of the demolished building.

### **Availability and format of addressing and road naming information**

The City of Brighton Assessing Department continuously updates complete address information in a database and paper records. This information is passed along to the Police Department, the Fire Department, utilities, Brighton City Department of Public Works and Detroit Edison. In addition, the information is used for multiple local government operations.

## **Brighton Township**

### **Township addressing authority**

Donna Krips  
Brighton Township  
Administrative Coordinator  
1580 S. Old U.S. 23  
Brighton, Michigan 48114  
(810) 229-0559

### **Township road naming authority**

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843  
(517) 546-4250

Addressing starts at the baseline/meridian roads and increases at an increment of 1000 numbers per mile, main road or section corners. The county assigns actual addresses that are always whole numbers and uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) feet (+ -).

### **North - south roads**

Addresses increase from north (100) to south (6000) with odd addresses on the east and even addresses on the west side of a north/south directional road.

### **East - west roads**

Addresses increase from west (8000) to east (14000) with odd addresses on the north and even addresses on the south side of an east/west directional road.

### **Second residence on an existing site**

When a second structure needs an address on an occupied site, the township will assign a unique number to the new structure.

### **Exceptions to the township numbering system**

There are some exceptions to the existing addressing system. When they are discovered, they are noted and changed as the opportunity arises.

**Diagonal and meandering roads**

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation is established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Brighton Township**

Brighton Township road naming is handled by Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book updated annually in February. (See Table 3.) The records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

Situations arise that result in an address change. One situation that occurs in Brighton Township is where a property is addressed on the main road and the house is located on a private road; in this case, sometimes the address needs to be changed to reflect the road name and address range of the private road.

**Availability and format of addressing information**

The Brighton Township Assessing Department maintains complete address information in a database and paper records that are updated monthly. This information is passed along to the Fire Department and post office; the information is also used for multiple local government operations.

## Village of Fowlerville

### **Village addressing and road naming authority**

John Hyden  
Village Manager  
P.O. Box 677  
137 N. Grand St.  
Fowlerville, Michigan 48836  
(517) 223-3771

Addressing starts at the baseline/meridian roads of Grand Street and Grand River Road and increases at the increment of 1000 numbers per mile, main road or section corners. The village assigns actual addresses that are usually whole numbers and uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) feet (+ -).

At Grand Street and Grand River Road, addresses start at 100 and increase in all directions. Odd and even addresses also change at this intersection. When facing away from the intersection of Grand Street and Grand River Road in any direction, the odd addresses will be on the left and the even addresses on the right.

### **Second residence on an existing site**

When a new structure is constructed on an existing site and is in need of an address, the village will split the parcel and assign a unique address to the new structure.

### **Exceptions to the village numbering system**

At this time, the village is not aware of any exceptions to their addressing system.

### **Annexations**

If the situation arises where Fowlerville Village acquires land, the existing addresses on that land will be changed to fit the system used by the village.

### **Diagonal and meandering roads**

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation has been established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

### **Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

### **Road naming within Fowlerville Village**

Fowlerville Village assigns road names based on the site plans they receive from developers. The village will approve the road name if it does not duplicate an existing road within the village.

### **Changes to existing road names and addresses**

At this point, Fowlerville Village has made no changes to their existing road names and addresses.

### **Availability and format of addressing and road naming information**

The Village Manager's Office maintains a map and a paper card index system that contain complete address information. This information is updated continuously and is passed along to Handy Township, the post office and Livingston County Building Department; the information is also used for multiple local government operations.

## **Hamburg Township**

### **Township addressing authority**

Kathy Semenuk  
Hamburg Township Zoning Assistant  
10405 Merrill Rd.  
P.O. Box 157  
Hamburg, Michigan 48139  
(810) 231-1000 Ext. 221

### **Township road naming authority**

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843  
(517) 546-4250

Hamburg Township assigns addresses based on the Detroit Edison formula, but with some slight differences. By using a Hamburg Township map, the area that is being addressed is located to determine what address range it falls between. The amount of numbers that are available to work with is determined by taking the higher grid reference number and subtracting from it the lower grid reference number. This number is then divided by the total number of lots. This gives the number to be used in order to evenly space the addresses across the number of lots.

To address a vacant lot, the township section map is examined to determine the surrounding property's addresses. The next closest addresses are used to subtract the lower address number from the higher address number. That number is divided by the total number of lots. This number is always rounded to the nearest whole number. This gives the number to be used in order to evenly space the addresses across the number of lots.

### **North - south roads**

Addresses increase from north (6000) to south (12000) with odd addresses on the east and even addresses on the west side of a north/south directional road.

**East - west roads**

Addresses increase from west (2000) to east (8000) with odd addresses on the north and even addresses on the south side of an east/west directional road.

**Second residence on an existing site**

Hamburg Township no longer allows a second residence on an existing site, but there are cases that exist from the previous addressing system.

**Exceptions to the township numbering system**

At times Hamburg Township Zoning Department will discover an error that occurred in past addressing; consequently this may result in an exception to the current numbering system.

**Diagonal and meandering roads**

As long as the diagonal road keeps the same name, the addressing will stay consistent with the original range based on the orientation of the road. However, if the road changes names at each directional change, the addressing will change according to the address pattern in that particular direction.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Hamburg Township**

Hamburg Township road naming is handled by the Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book, updated annually in February. (See Table 3.) Records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

If Hamburg Township discovers a mistake in the addressing, it could be readdressed if necessary.

**Availability and format of addressing information**

The Hamburg Township Zoning Department maintains complete address information in a database, hard copies, maps and a filing system. It is the responsibility of the developer

or landowner to notify Detroit Edison, Ameritech, U.S. Postal Service and the Hamburg Township Fire and Police. If an address is being changed by the township, a copy of the change needs to be given to the Township Clerk's office, Township Assessing office, Township GIS Department and homeowner; a copy is kept for the Township Zoning Department's filing system.

## **Howell Township**

### **Township addressing authority**

Merry Bering  
Zoning Administrator  
Township Manager  
3525 Bryon Rd.  
Howell, Michigan 48843  
(517) 546-2817

### **Township road naming authority**

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843  
(517) 546-4250

Addressing starts at the baseline/meridian road increases at the increment of 1000 numbers per mile, main road or section corners. The township assigns actual addresses that are usually whole numbers and uses a formula developed by Detroit Edison. Addresses are generally based on 1000 address numbers per mile. When divided by 5280 feet per mile, this calculates to one address number for each five (5) feet (+ -)

### **North - south roads**

Addresses increase from south (100) to north (6000) with odd addresses on the west and even addresses on the east side of a north/south directional road.

### **East - west roads**

Oak Grove Road functions as the divider for east - west roads. Addresses increase from 100 to 2000 to the east with odd addresses on the north and even addresses on the south. Also at Oak Grove Road, addresses increase from 100 to 6000 to the west with odd addresses on the south and even addresses on the north.

### **Second residence on an existing site**

When an additional building needs to be addressed to an existing site, the parcel will be split so each building will be assigned a unique address.

### **Exceptions to the township numbering system**

Throughout Howell Township there are very few exceptions to the numbering system. One known exception is a residence addressed 2770 Warner Road among the 3100 - 3266 range.

**Diagonal and meandering roads**

As long as the diagonal road keeps the same name, the addressing will stay consistent with the original range based on the orientation of the road. However, if the road changes names at each directional change, the addressing will change as well according to the address pattern in that particular direction.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Howell Township**

Howell Township road naming is handled by Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book, updated annually in February. (See Table 3.) Records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

There are few situations that arise in Howell Township that would result in an address change. If a circumstance does occur, a change would be made only with the agreement of the property owner.

**Availability and format of addressing information**

The Howell Township Zoning Department maintains complete address information in paper records. This information is passed along to the Livingston County Sheriff Department, City of Howell Fire Department, Ameritech, Detroit Edison and 911 Central Dispatch.

## Howell City

### **City addressing and road naming authority**

Richard Swanson  
Zoning Administrator  
611 E. Grand River Ave.  
Howell, Michigan 48843  
(517) 546-3861

Addressing starts at the baseline/meridian roads of Michigan Avenue and Grand River Avenue and increases at the increment of 1400 numbers per mile, main road or section corners on average. The city assigns actual addresses that are usually whole numbers. This method of addressing is a variation of the Detroit Edison formula used in the city when Detroit Edison assigned addresses. Railroad and other utility facilities with electricity are assigned addresses based on the nearest road. This represents a special circumstance that occurs in the City of Howell.

At Michigan Avenue and Grand River Avenue, addresses start at 100 and increase in all directions. Addresses generally follow the pattern of even addresses on the west and odd addresses on the east side. East/west road addresses generally follow the pattern of even addresses on the north and odd addresses on the south side.

### **Second residence on an existing site**

When a second structure on an occupied site needs an address, the city will assign a unique number to the new structure that is typically two numbers greater or two numbers less than the existing address.

### **Exceptions to the city numbering system**

Howell City Building Department will occasionally discover an error that occurred in past addressing; consequently, this may result in an exception to the current numbering system.

### **Annexations**

In the case of an annexation, the existing naming and numbering system remains with the land and does not change.

### **Diagonal and meandering roads**

As long as the diagonal road keeps the same name, addressing will stay consistent with the original range based on the orientation of the road. However, the road will change names at each directional change, and addressing will change as well according to the address pattern in that particular direction.

### **Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

### **Road naming within Howell City**

Howell City assigns road names based on the site plans they receive from developers. The city will approve the road name if it does not duplicate an existing road and if the proposed road name does not sound the same as an existing road name within the city. As well, the city requires developers to acquire approval on road names from the Livingston County Road Commission.

### **Changes to existing road names and addresses**

In Howell City, address and road name changes seldom occur; however, changes are made in unusual situations when there is confusion with the United States Postal Service or utility companies.

### **Availability and format of addressing and road naming information**

Howell City Building and Engineering Department maintains complete address information in paper records. This information is passed along to Livingston County Sheriff Department, City of Howell Fire Department, Ameritech, Detroit Edison and 911 Central Dispatch. In addition, the information is used for multiple local government operations.

## **Village of Pinckney**

### **Village road naming authority**

Gaylord Curtis  
 Zoning Administrator  
 220 S. Howell St.  
 Pinckney, Michigan  
 Mailing Address:  
 P.O. Box 108  
 Pinckney, Michigan 48169  
 (734) 878-6206

Addressing for the Village of Pinckney is handled through Livingston County.

### **Road naming within the Village of Pinckney**

Pinckney Village assigns road names based on the site plans received from developers. The village will approve the road name if it does not duplicate an existing road name within the village.

### **Availability and format of road naming information**

Pinckney Village maintains a paper list of road names available through the village office.

## Unadilla Township

### Township addressing authority

Fred Lounds  
Customer Energy Specialist  
1955 W. Parnell Rd.  
Jackson, MI 49201  
(517) 788-2922

### Township road naming authority

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843  
(517) 546-4250

Unadilla Township is under the addressing authority of Consumers Energy. Therefore, a different method is used to determine addresses, compared to the majority of the county. To determine an address, the distance is measured from the center of the house to the nearest mile road or half-mile post. Use the house numbers per mile factor below to multiply this by the measurement.

$$\frac{1000 \text{ house numbers per mile}}{5280 \text{ feet per mile}} = .1893 \text{ house numbers X feet from nearest mile road}$$

Add the result of this equation to the house number closest to the next mile road, thus resulting in the customer's address.

### North - south roads

Addresses increase from south (13000) to north (19000) with odd addresses on the east and even addresses on the west side of a north/south directional road.

### East - west roads

Addresses increase from west (16000) to east (22000) with odd addresses on the south and even addresses on the north side of an east/west directional road.

### Second residence on an existing site

The standard for a pole barn or second residence on an existing site is to address the new structure two numbers greater or two numbers less than the adjacent structure (greater if farther from the baseline, less if nearer).

### Exceptions to the township numbering system

Currently, the township is not aware of any exceptions to their numbering system. However, the numbering system for the township is different from the remainder of Livingston County.

### Diagonal and meandering roads

As long as the diagonal road keeps the same name, addressing will stay consistent with the original range based on the orientation of the road. However, if the road changes names at each directional change, addressing will change according to the address pattern in that particular direction.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Unadilla Township**

Unadilla Township road naming is handled by the Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book, updated annually in February. (See Table 3.) Records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

There are few situations that arise in Unadilla Township that would result in an address or road name would change.

**Availability and format of addressing information**

Consumers Energy maintains an internal database and uses complete address information for mailings and billing purposes. This information is passed along to homeowners. However, no information is passed along to any government agencies.

## Tyrone Township

### Township addressing authority

David McDaniel  
Customer Energy Specialist  
P.O. Box 408  
Flint, Michigan 48501  
(810) 760-3326

### Township road naming authority

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843  
(517) 546-4250

Tyrone Township is under the addressing authority of Consumers Energy. Therefore, a different method is used to determine addresses, compared to the majority of the county. To determine an address, measure from the center of the house to the nearest mile road or half-mile post. Use the house numbers per mile factor below to multiply this by the measurement.

$$\frac{1000 \text{ house numbers per mile}}{5280 \text{ feet per mile}} = .1893 \text{ house numbers } \times \text{ feet from nearest mile road}$$

Add the result of this equation to the house number closest to the next mile road, thus resulting in the customer's address.

### North - south roads

Addresses increase from south (6000) to north (12000) with odd addresses on the west and even addresses on the east side of a north/south directional road.

### East - west roads

Addresses increase from west (8000) to east (14000) with odd addresses on the north and even addresses on the south side of an east/west directional road.

### Second residence on an existing site

The standard for a pole barn or second residence on an existing site is to address the new structure two numbers greater or two numbers less than the adjacent structure (greater if farther from the baseline, less if nearer).

### Exceptions to the township numbering system

One exception to the Tyrone Township addressing system is Tipsico Lake Road, the border with Oakland County. This road is addressed under two different addressing systems and, at times, an exception to the standard must occur in order to make the numbers fit into an existing system.

### Diagonal and meandering roads

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation has been established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Tyrone Township**

Tyrone Township road naming is handled by the Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/ builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no any duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book, updated annually in February. (See Table 3.) The records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

There are situations that would result in an address change. One situation that occurs in Tyrone Township is when the frontage of a corner lot changes and the address may have to change for mail delivery purposes.

**Availability and format of addressing information**

Consumers Energy maintains an internal database and uses complete address information for mailings and billing purposes. This information is passed along to homeowners. However, no information is passed along to any government agencies.

## Deerfield Township

### Township addressing authority

David McDaniel  
Customer Energy Specialist  
P.O. Box 408  
Flint, Michigan 48501  
(810) 760-3326

### Township road naming authority

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843

Deerfield Township is under the addressing authority of Consumers Energy. Therefore, a different method is used to determine addresses, compared to the majority of the county. To determine an address, measure from the center of the house to the nearest mile road or half-mile post. Use the house numbers per mile factor below to multiply this by the measurement.

$$\frac{1000 \text{ house numbers per mile}}{5280 \text{ feet per mile}} = .1893 \text{ house numbers X feet from nearest mile road}$$

Add the result of this equation to the house number closest to the next mile road, thus resulting in the customer's address.

### North - south roads

Addresses increase from south (6000) to north (12000) with odd addresses in the west, and even addresses on the east side of a north/south directional road.

### East - west roads

Addresses increase from west (2000) to east (8000), with odd addresses on the north and even addresses on the south side of east/west directional road.

### Second residence on an existing site

The standard for a second residence on an existing site is to address the new structure two numbers greater or two numbers less than the adjacent structure (greater if farther from the baseline, less if nearer).

### Exceptions to the township numbering system

One exception to the Deerfield Township addressing system is Lovejoy Road, the border with Genesee County. This road is addressed under two different addressing systems and, at times, an exception to the standard must occur in order to make the numbers fit into an existing system.

### Diagonal and meandering roads

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation has been established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Deerfield Township**

Deerfield Township road naming is handled by the Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book, updated annually in February. (See Table 3.) The records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

There are situations that would result in an address change. One situation that occurs in Tyrone Township is when the frontage of a corner lot changes and the address may have to change for mail delivery purposes.

**Availability and format of addressing information**

Consumers Energy maintains an internal database and uses complete address information for mailings and billing purposes. This information is passed along to homeowners. However, no information is passed along to any government agencies.

## Cohoctah Township

### Township addressing authority

Fred Bond  
Customer Energy Specialist  
1801 W. Main St.  
Owosso, Michigan 48867  
(517) 729-3240

### Township road naming authority

Pat Strudgeon  
Engineering Secretary  
Livingston County Road Commission  
3535 Grand Oaks Dr.  
Howell, Michigan 48843  
(517) 546-4250

Cohoctah Township is under the addressing authority of Consumers Energy. Therefore, a different method is used to determine addresses, compared to the majority of the county. To determine an address, measure from the center of the house driveway to the nearest mile road or half-mile post. Use the house numbers per mile factor below to multiply this by the measurement.

$$\frac{1000 \text{ house numbers per mile}}{5280 \text{ feet per mile}} = .1893 \text{ house numbers X feet from nearest mile road}$$

Add the result of this equation to the house number closest to the next mile road, thus resulting in the customer's address.

### North - south roads

Addresses increase from south (6000) to north (12000) with odd addresses on the west and even addresses on the east side of a north/south directional road.

### East - west roads

Oak Grove Road serves as the divider for east/west roads. At Oak Grove Road, addresses increase from 100 to 2000 to the east with odd addresses on the north and even addresses on the south side of an east/west directional road. Also, at Oak Grove Road, addresses increase from 100 to 6000 to the west with odd addresses on the south and even addresses on the north side of an east/west directional road.

### Second residence on an existing site

The standard is to assign the same address to the second structure and add the letter "b" to the address.

### Exceptions to the township numbering system

In Cohoctah Township, there are an increasing number of private drives. These private drives can cause a problem with the addressing system due to the location of the house as well as the number of homes that can be located on the private drive. At times, addresses will need to be changed to reflect the main road instead of a private drive. Another exception to the standard address is cable television amplifiers, which are assigned a 5/8 fraction as part of their whole number address.

**Diagonal and meandering roads**

Roads that are diagonal or meandering are named and addressed based on their orientation. Once an orientation has been established, the appropriate numbering system and name is applied and maintained for the entire length of the road.

**Cul-de-sacs**

Cul-de-sacs are addressed from where they intersect with the main road, with odd/even addresses assigned to the appropriate side.

**Road naming within Cohoctah Township**

Cohoctah Township road naming is handled by the Livingston County Road Commission. Road naming is based on building permits submitted to the Livingston County Road Commission by the developer/builder. These permits are reviewed by the Livingston County Road Commission and accepted if there are no duplicate road names within the 16 townships in the county.

**Availability and format of road naming information**

Livingston County Road Commission's information on road names is available in a database and in a limited published book, updated annually in February. (See Table 3.) The records kept by Livingston County Road Commission include primary name, not the alias name nor the secondary name. The database also includes location of the road on the county map, township name, section number, road status (private vs. public) and descriptive location of the road.

**Changes to existing addresses**

In Cohoctah Township, Consumers Energy will only make changes to an existing address when a special situation arises.

**Availability and format of addressing information**

Consumers Energy maintains an internal database and uses complete address information for mailings and billing purposes. This information is passed along to homeowners. However, no information is passed along to any government agencies.

## **Addressing and Road Naming Recommendations**

The continuing rapid growth in Livingston County brings forth the need to share location information in a timely and consistent format. SEMCOG and the Livingston County GIS Management Department recommend county-wide coordination of road names and addresses which will allow the county to accurately record information based on a unique identification of addresses. Creation of a database of address and road naming information will allow for consistency across several government applications ranging from emergency dispatch to voting precincts. The following recommendations are divided into two primary sections addressing and road naming. While addressing and road naming work together to provide location information, the process for assigning and distributing the two types of information is very different.

### **Road Naming Recommendations**

Primary recommendations for road naming focuses on four factors: 1) naming standards, 2) information flow, 3) private roads and 4) data distribution policies and maintenance procedures. These factors, combined with their subcategories, provide recommendations on procedures and policies.

### **Naming Standards**

There are several government agencies that name roads in Livingston County. All these different agencies have their own procedures regarding road naming. However, these procedures are not standardized. The major points to be considered when road naming are:

- prefix,
- suffix,
- public or private road,
- names sound alike and
- same name in local government unit.

Prefixes and suffixes are usually abbreviated such as N for North or Ave for Avenue. There are several different types of suffixes and prefixes. These different types create the potential for the same word to be abbreviated several ways, e.g., Ave. or Ave or Av. This is a small example of the inconsistencies created by lack of standards. The Livingston County GIS Management Department is using the United States Postal Service (USPS) standards for the recently created street centerline map and recommends that road naming authorities within the county follow the USPS standards as well. These standards are from Publication 28 of the U.S. Postal Services. (See Table 5.) This would be an appropriate standard for all Livingston County roads.

Road naming agencies have essentially the same procedures for naming public and private roads. However, there are several different ways of dealing with special situations by the road naming agencies. Some allow roads that sound the same and are spelled differently; others prohibit such naming. These types of practices make it possible for a duplicate road name to occur in a community. When this situation is present, the concept of a unique

address is no longer valid. This lack of standardized procedures and the issue of when a private road should be named are discussed in the following sections related to information flow and private roads.

Table 5  
Sample of Publication 28 of United States Postal Service

### Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service Standard Suffix Abbreviations.

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation	Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation	
ALLEY	ALLEE	ALY	BLUFF	BLF	BLF	
	ALLEY			BLUF		
	ALLY			BLUFF		
	ALY		BLUFFS	BLFS		
ANNEX	ANEX	ANX	BOTTOM	BOT	BTM	
	ANNEX		ETM			
	ANNX		EOTTM			
	ANX		EOTTOM			
ARCADE	ARC	ARC	BOULEVARD	BLVD	BLVD	
	ARCADE			EOUL		
AVENUE	AV	AVE		BOULEVARD		EOULEVARD
	AVE			EOULV		
	AVEN		BRANCH	BR	BR	
	AVENU			BRNCH		
	AVENUE			BRANCH		
	AVN		BRIDGE	BRDGE	BRG	
	AVNUE			BRG		
BAYOU	BAYOO	BYU	BROOK	BRK	BRK	
	BAYOJ			BROOK		
BEACH	BCH	BCH	BROOKS	BROOKS	BRKS	
	BEACH		BURG	BURG	BG	
BEND	BEND	BND	BURGS	BURGS	BGS	
	BND					

Source: United States Postal Service, 1997

### Information flow

The current flow of information related to road naming is illustrated in Figure 4. This chart shows relationships between those who assign road names and those who use and house road name information. Major issues related to the current information flow include inconsistent procedures and data formats, lack of timely information updates and lack of inter and intra-county information sharing.

As Livingston County continues to grow, these issues will become more prevalent if not remedied. A possible solution to the current state of road naming is shown in Figure 5. The flow of information shown in this chart ensures consistency and timeliness throughout Livingston County. The four major components to implement the ideal information flow process are:

- standard road naming procedure,
- central database,
- road name assignment routing procedure and
- published documentation describing the road naming procedures for developers and government agencies.

These four components need to work together for the ideal information flow model to work properly. A naming standard begins the process by providing format consistency throughout the county. The creation of a central database (or, road naming address “warehouse”) will be necessary to gather, store and distribute the standardized road naming data. Without a centralized database, there is a potential for a data flow breakdown due to changes or inconsistencies from the vast number of assigners. A routing procedure and routing slip would allow all adjacent address assigners and the central database to review any potential conflicts, such as Forest Road in Pinckney being near a different Forest Road in Putnam Township. The routing slip may not be necessary if all road name assigners have a live link to the central database. In an effort to promote the road naming standards and processes, documentation must be created and distributed to all involved. This will greatly reduce any misinterpretation of the standards or the road naming process.

Figure 4  
Current Road Naming Flow of Information

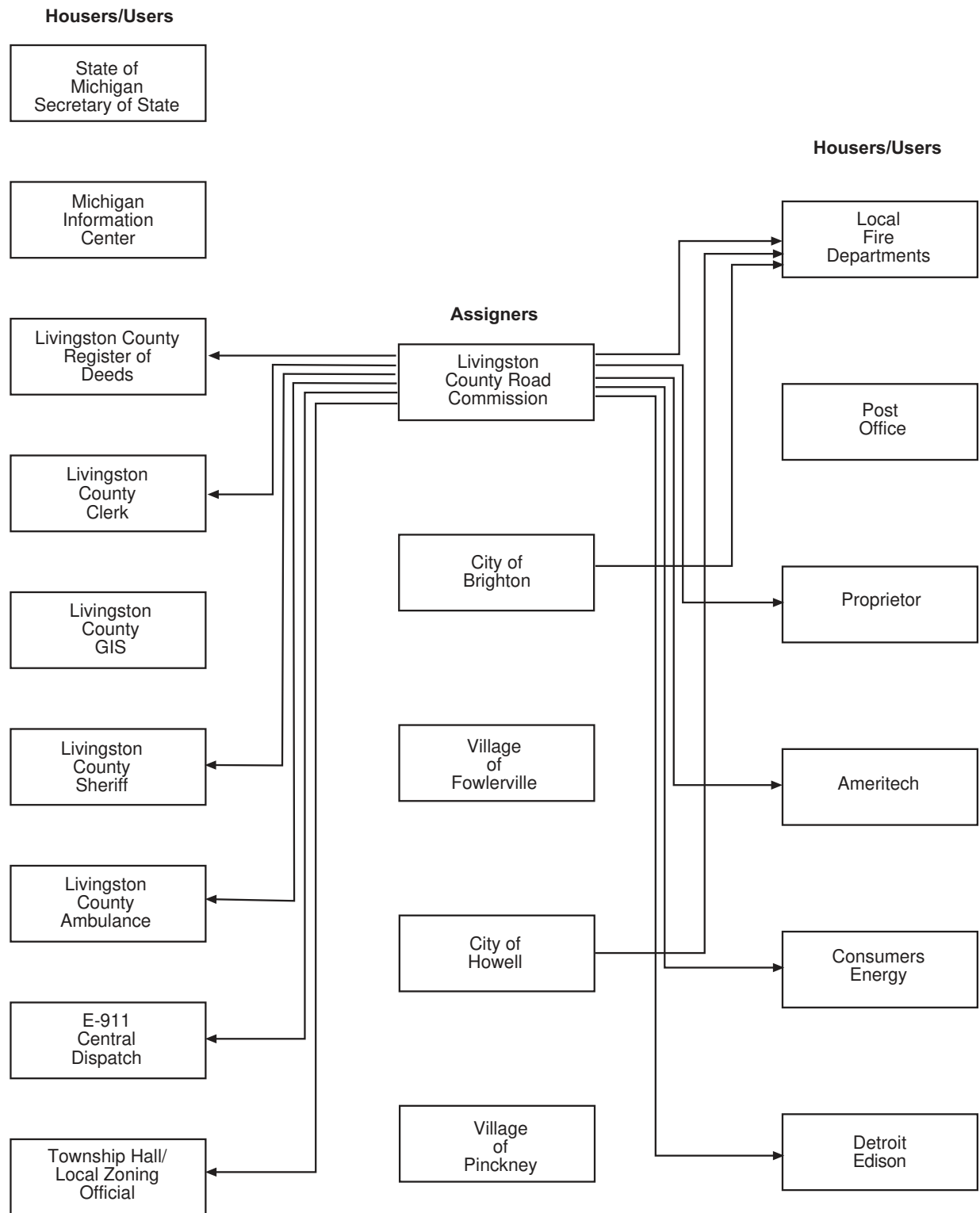
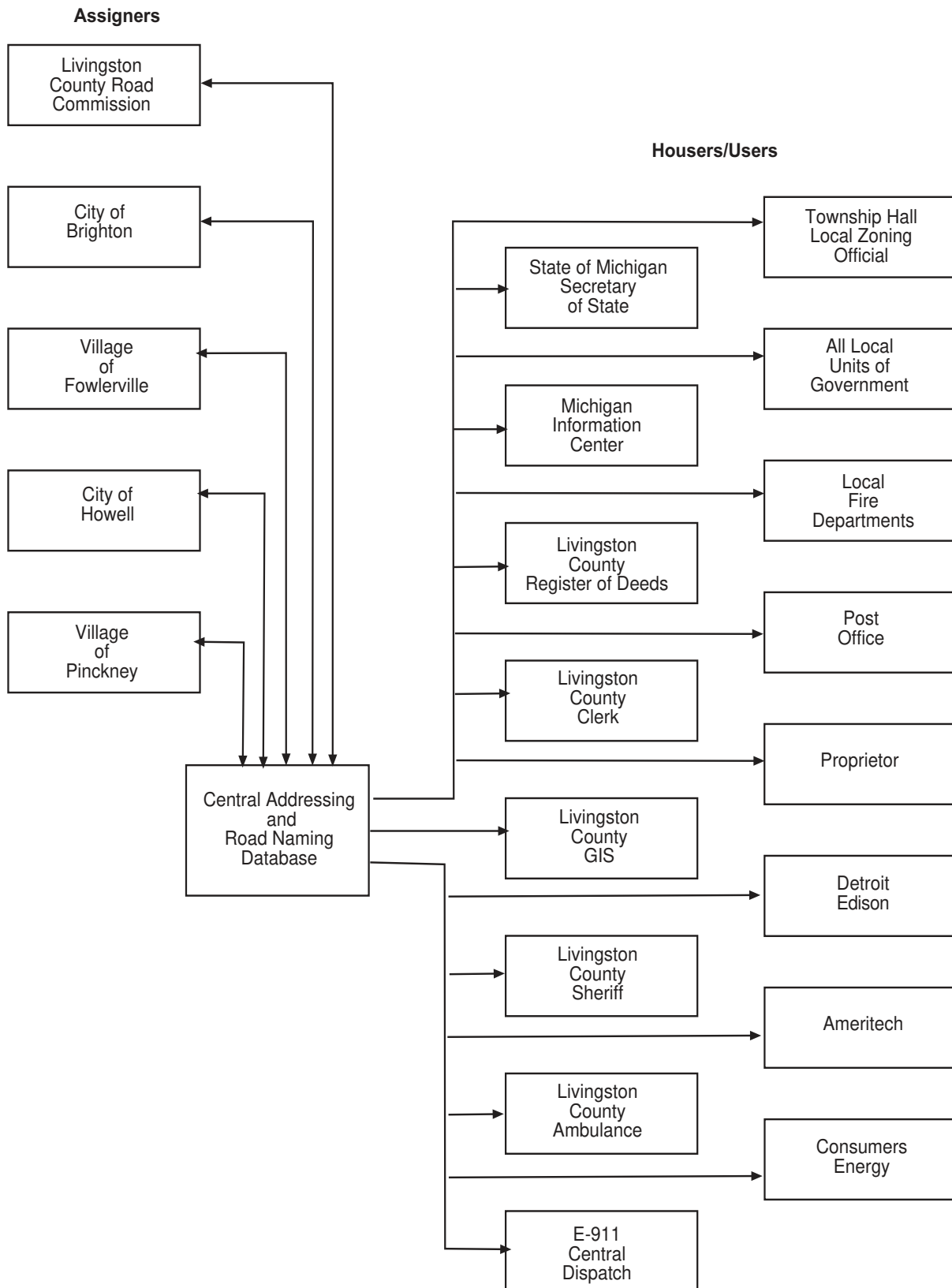


Figure 5  
**Ideal Road Naming Flow of Information**



### **Private roads**

Private roads in Livingston County present very complex issues regarding road naming and addressing. This section focuses primarily on road naming; addressing will be discussed in more detail in the addressing recommendations section. There are several different policies and approaches to the naming of private roads in Livingston County. Several communities have ordinances pertaining to constructing and naming private roads. The key variable in determining if a roadway is a private road or a driveway is often the number of houses located on the roadway. These policies vary throughout local governments within Livingston County. The private road issue often presents problems for residents, as well as government agencies providing services. Examples of these problems include obtaining utility services, and timely response of emergency services. There are also many areas where residents give a “vanity” name to a driveway and post it on a street sign which gives the appearance of a private road. This can be misleading because the property is actually addressed to the primary access road and not to the “vanity” named driveway.

Since there are several policies in place regarding when a roadway is a private drive or when it becomes a private road, recommendations regarding standardization of the procedures and processes must be carefully researched. Due to the amount of research and existing policies regarding private roads, it is recommended that this process begin with a committee representing all impacted by such policies. This committee can work together to create a reasonable standard for road naming and addressing private roads.

### **Data distribution policies and maintenance procedures**

One of the most important and often overlooked portions of a large-scale information collection effort are the policies that need to be in place to properly distribute and maintain the information. Data distribution for road naming is shown in the ideal information flow chart (Figure 5). This chart shows how information should flow freely and consistently to those agencies which currently house and use the information. However, as this accurate and consistent information becomes available, it will also be in demand by other public and private sector agencies. This creates a need to determine distribution policies. Options range from information sharing agreements, to the Freedom of Information Act and Enhanced Access legislation. These and other policy decisions will need to be discussed by policy makers and advisors. Regardless of what policies are decided upon a decision should be made as to what agency distributes the information to all who request it, and only that agency will provide the information. This procedure aids in the elimination of inconsistencies within county and local government.

Once the information is collected, maintenance is essential to providing quality service to those who use and house the information. There must be rigid procedures in place to ensure that all information is properly collected and maintained. This includes long-term planning for resources and coordination when initiating the project.

## Addressing Recommendations

The primary recommendations for addressing focus on six factors: 1) assigning addresses 2) information flow, 3) future addressing responsibilities, 4) future addressing methodology, 5) private roads and 6) data distribution policies and maintenance procedures. These factors, combined with subcategories, provide recommendations on procedures and policies.

### Assigning addresses

Livingston County is addressed based on the Consumers Energy and Detroit Edison formulas, explained in detail in previous chapters. These formulas have remained the basis for addressing throughout the county. The Detroit Edison formula has been improved upon by the county, and several communities have assumed the responsibility of addressing, but the base formula is relatively unchanged. It is recommended that these two formulas (with occasional modification) should provide for consistent addressing throughout the county. In an effort to simplify the addressing process, another recommendation is to assign a potential address range to a new street at the same time the name is assigned. As the area grows and new developments need addresses, the potential for those areas to be assigned addresses that conflict with the existing grid is eliminated. It is also recommended that at the time a new address is assigned, the property owner can purchase an address sign to be posted near the road. This will help in the recommendation to require all property owners to properly display their address so emergency response personnel can quickly and adequately locate the home or business. The specifics of this recommendation will be discussed by policy makers and advisors.

### Information flow

As with road naming, addressing information flow is also a critical issue. The current addressing information flow diagram (figure 6) demonstrates the amount of effort necessary by several agencies to share address information. The primary issue is not the actual assigning of addresses, but conveying address information to the agencies who house and use address information. The current state of address information flow promotes a lack of standardization. If current practices are continued, the housers, users and assigners will continue to expend considerable time and resources trying to ensure that complete address information is administered in a timely manner.

A central database (road naming and addressing “warehouse”) is an effective method to ensure that data are complete and timely. The central database would accept address information in a standard format. This format would allow for consistent data entry and data distribution throughout Livingston County. The ideal addressing information flow chart is an example of how information may be effectively collected and disseminated throughout Livingston County. (See Figure 7.) There are many issues to be resolved before such a process could occur. Implementing the recommendations made in this section would be the first step toward an effective information flow.

Figure 6  
Current Addressing Flow of Information

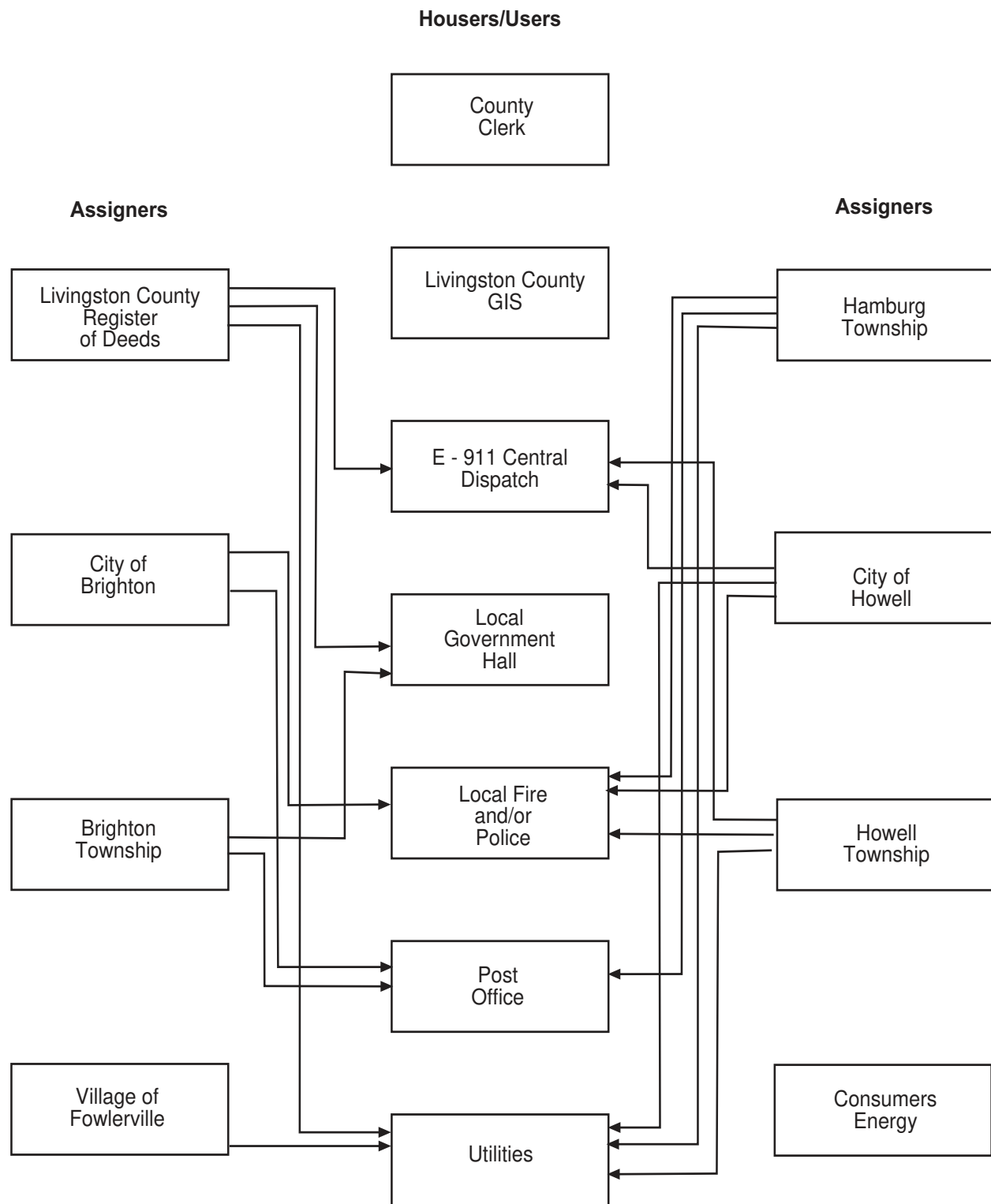
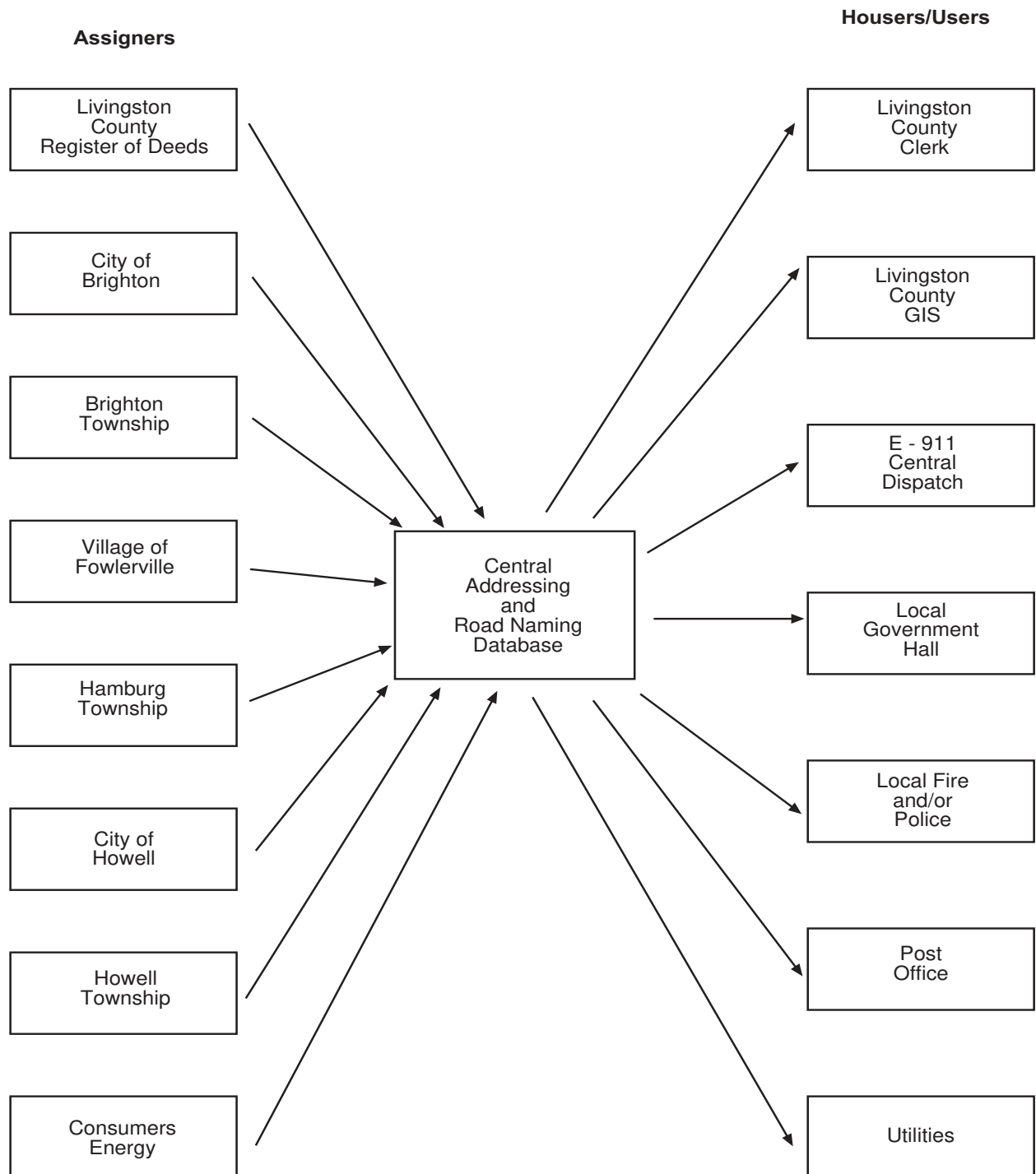


Figure 7  
Ideal Addressing Flow of Information



### **Future addressing responsibilities**

Consumers Energy is responsible for addressing four townships in Livingston County. Tyrone and Deerfield townships are addressed through the Flint office, Cohoctah Township is addressed through the Owosso office and Unadilla Township is addressed through the Jackson office. As shown in the current addressing information flow, Consumers Energy does not distribute addressing information. During discussion between Consumers Energy and the Livingston County GIS Management Department, address assigners stated they would be willing to discontinue their addressing responsibilities in these townships if a government agency would assume the responsibility.

Due to the lack of information sharing by Consumers Energy and their willingness to relinquish responsibility, Livingston County should give serious consideration to an alternative address assigner for these townships. A government agency will be more likely to follow address standards and share information with the necessary county departments in a timely manner.

### **Future addressing methodology**

A methodology for future addressing will need to be developed over time. The methodology will be dependent on the four primary factors:

- addressing formula,
- available data and technology,
- addressing agencies and
- addressing standards.

These four primary factors will encompass most issues that arise when determining the appropriate methodology.

The addressing formula is an issue due to the use of two primary formulas -- one for Consumers Energy and one for Detroit Edison. Many communities have also enhanced the Detroit Edison formula to fit their particular needs. These factors combined may bring forth the need to either reevaluate current formulas and standardize, or account for the several formulas by geographic area when assigning addresses. Further inquiry and input from those involved will determine the appropriate approach.

The introduction of GIS and a central road naming and addressing database provides the potential for an automated address assignment and record maintenance application. Implementation of this type of application is currently conceptual in nature, but is feasible with an accurate street centerline map, digital orthophotographs and appropriate addressing standards.

**Private roads**

Addresses of a private road are often assigned when the road is established; however, if the road is new, original structures may still be addressed to the primary access road. Therefore, assigning addresses to a private road is complicated when a roadway is converted from a driveway to an official road. When existing residences on a private driveway are addressed to the primary access road and the number of residences increase on the private driveway, the private driveway then becomes an official private road. Accordingly, all the residences need to be addressed to the new private road.

This type of addressing practice presents considerable problems in a growing community. If a house is addressed to a primary public road and is located on a private road without an adequate sign, locating the residence is difficult in an emergency situation. As development continues, it is also possible that all potential numbers for a given road will be utilized before the entire road is fully developed. If this occurs, inconsistent addressing practices may arise. Inconsistent practices may include duplicate addresses and addresses that are not in the proper sequence.

Since there are many different situations throughout the county regarding addresses on private drives, recommendations regarding standardization of the procedures and processes must be carefully researched. It is recommended that this process begin with a committee representing all impacted by such policies. This committee can work together to create a reasonable standard for addressing and naming private roads.

**Data distribution policies and maintenance procedures**

As stated in the road naming recommendations, one of the main goals of this effort is to properly disseminate consistent, accurate information to the appropriate agencies. The ideal addressing information flow chart shows a model of how information would flow through a central address and road naming database. (See Figure 7.) The scenario shown in the ideal addressing information flow promotes a standard and efficient distribution of address information.

As this accurate and consistent information becomes available, it will also be in demand by other public and private sector agencies. This creates a need to determine distribution policies. Options for distribution range from information sharing agreements, to the Freedom of Information Act and Enhanced Access legislation. These and other policy decisions will need to be discussed by policy makers and advisors. Regardless of what policies are decided upon, a decision should be made as to what agency distributes the information to all who request it, and only that agency will provide the information. This procedure aids in the elimination of redundant processes within county and local government.

Maintaining information is essential to providing quality services to those who use and house the addressing information. There must be standardized procedures in place to ensure that all information is properly collected and maintained. This includes long-term planning for resources and coordination at the initiation of the project.

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