

## 5.01 NUMBERING OF HOUSES

(1) There is hereby established a uniform system of numbering houses and buildings fronting on all streets, avenues and public ways in the Village of Hilbert. All houses and buildings shall be numbered in accordance with the provisions of this ordinance.

(2) Highway "114", Main Street and County Trunk "Z" shall constitute the base line for numbering along all streets running North and South, and an imaginary line 316 feet East of the centerline of First Street shall constitute the base line for numbering along all streets running East and West.

(3) (a) The numbering for each street shall begin at the base line. The numbers within the first block shall be from 1 to 99 and the numbers in each succeeding block shall increase from the base line in units of 100, namely, the first block shall be 1 to 99, the second block shall be 100 to 199, the third block shall be 200 to 299, etc. There shall be assigned 100 numbers to each block, square or space that would be one block or square, if streets each way were so extended as to intersect each other, and one number shall be assigned to each 15 feet of frontage.

(b) In outlying areas where intersecting streets do not exist, the grid is based upon a North-South hundred number interval of 466 feet and an East-West hundred interval of 316 feet. Therefore it is necessary to observe the number of "Hundred Number" intervals between the house and the next intersecting street and multiply this by 466 for North-South streets and by 316 for East-West streets. Subtract this from the total footage and the remainder can be then applied to the Number Selection Chart as stated above.

(4) All lots and houses on the North and East side of all streets shall be numbered with even numbers, each commencing with the hundred assigned to that block, and shall increase from the base line, one number of each 15 feet of frontage or fraction thereof, except as provided in Section 3. Where any building has more than one door serving separate occupants, a separate number shall be assigned to each door serving a separate occupant, providing the building is 15 feet or more in width. If the building is not 15 feet or more in width and the entrances are not that far apart, then next consecutive number shall be marked fractional. Buildings fronting on two or more streets shall have a number assigned only to the main entrance, unless other entrances serve different occupants.

(5) All streets not extending through to the base line shall be assigned the same relative numbers as if the said street had extended to the said base line.

(6) (a) Such number or numbers shall be placed within 60 days after the assigning of the proper number if it is an existing building. If the building is a new construction, then such number or numbers shall be placed within 60 days after the completion of construction of the building. The cost of the number or numbers shall be paid for by the property owner. Replacements of the

numbers shall be procured and paid for by the owner. The numbers used shall not be less than three (3) inches in height.

(b) The numbers shall be placed under at least one of the following options:

1. Conspicuously placed immediately above, on or at the side of the door on the street address side of each building so that the number can be seen plainly from the street. The house door shall be less than 50' from the street line. If the door is located more than 50' from the street line, you may still place the house number by the door but you must also place an additional house number under number 2 below.

2. A sign or pillar provided that the height of the numbers are at least three (3) inches and such sign or pillar is located near the driveway entrance. Placing of house numbers on mailboxes shall not be allowed.

3. If the property is located on a corner lot, the house number must be placed on the street address side of the building. An additional house number matching the street address house number may be placed by the driveway side of the building.

(7) Where only one number can be assigned to any house or building, the owner of such house or building, who shall desire distinctive numbers for the upper and lower portion of any such house or building, fronting on any street, such owner shall use the suffix "A", "B", "C", etc., or "1", "2", "3", etc., as may be required.

(8) For the purpose of facilitating a correct numbering, a record showing the proper numbers of all lots or houses fronting upon all streets, avenues, or highways shall be kept on file in the office of the village clerk.

(9) It shall be the duty of the village clerk to inform any party applying therefore of the number or numbers belonging or embraced within the limits of said lot or property as provided in this ordinance. In case of doubt as to the proper number to be assigned to any lot or building, the clerk shall determine the number of such lot or building.

(10) Whenever any house, building or structure shall be erected or located in the Village of Hilbert, it shall be the duty of the owner to procure the correct number or numbers as designated from the village clerk for the said property and to immediately fasten the said number or numbers so assigned as outlined in this ordinance. No building permit shall be issued for any house, building or structure until the owner has procured from the clerk the official number of the premises.

(11) It shall be the duty of the Director of Public Works of the Village of Hilbert to report violations of any provision of this ordinance.

(12) If the owner of any building required to be numbered by this ordinance shall neglect for the period of 60 days to duly attach and maintain the proper number on such building, the street superintendent shall serve upon him a notice requiring such owner to properly number the same, and if he

neglects to do so for ten days after the service of such notice, he shall be deemed to have violated this ordinance. Upon conviction thereof, he shall forfeit not less than \$10.00 nor more than \$50.00 together with the costs of prosecution and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the county jail until said forfeiture and costs are paid, but not to exceed 30 days for each violation. Each day that a violation continues to exist shall constitute a separate offense.