

Chapter 703 – Lenox Township Street Number

Section 703.1 – Title

This Ordinance shall be known and cited as the “Lenox Township Street Number Ordinance.”

Section 703.2 – Intent

A Property Address Identification Ordinance to provide for the general health, safety, welfare, police, fire, and emergency medical protection for the Township of Lenox by requiring all developed property to have a property identification number or address visible from the roadway, and to provide a penalty for the violation of the provisions thereof.

Section 703.3 – Assignment of Building Numbers

The principal building, on each premise fronting on a street or road in Lenox Township, shall be assigned a street number by the Township Engineer or other individual as designated by the Township Board.

Section 703.4 – Duty of Owner, Occupant, or Agent in Charge

The owner, occupant, or agent in charge of any newly constructed or renovated principal building (for which a building permit is required) which fronts on a street or road shall install and maintain the assigned identifying number of such buildings as provided herein. In the case of a newly constructed or renovated principal building (for which a building permit is required) containing multiple dwelling units, or any newly constructed or renovated commercial or industrial development having multiple units, the owner, occupant, or agent in charge of such building shall install and maintain the assigned identifying numbers or letters as herein provided. Such address shall be installed and approved by the Township prior to a Certificate of Occupancy, or final inspection being granted.

Section 703.5 – Location of Building Number

A. Detached Single Family Dwelling

1. Said post shall be composed of a break-away material not to exceed four (4) inches in thickness and the assigned numbers shall be vertically affixed to the post. The numbers

shall be a minimum of four (4) inches in height, contrasting in color with the color of the post or background and be made of reflective material. The first number on the post shall be not more than forty-eight (48) inches above ground level and the last number shall be displayed not less than twenty-four (24) inches above ground level.

2. Numbers on the post shall be visible to traffic approaching from both directions on the street or road abutting the premises.
3. Mailboxes and mailbox posts may be utilized as a substitute for compliance with the Ordinance requirement, provided the numbering is in accordance with Sections 703.5(A) (1) and (2) above.

B. Multiple Residential Buildings

Multiple residential buildings shall be identified by one (1) placard affixed to each building displaying the assigned building number. The number or letter assigned to each unit within each building must be posted on or near the principal entrance of each building to clearly identify the location of each such unit. The placard shall be a color which contrasts with the color of the immediate background on which it is mounted and be visible from the abutting street. Buildings with two (3) or more units shall contain at least two (2) such placards place at opposite ends of the building which shall face the street or road abutting the premises upon which the building is located. A map locating and identifying by number or letter all units with each building shall be filed with the Township Clerk and each police, fire, and ambulance company having jurisdiction and/or servicing the building(s) and premises. In all cases, lettering shall not be less than six (6) inches in height and width.

C. Commercial and Industrial Buildings and Developments

All commercial and industrial buildings shall display the assigned street number. Assigned numbers shall be placed on the front and rear of all new and existing commercial and industrial buildings located on the premises which have frontage on two (2) parallel streets, or a parallel street or alley. In all cases lettering shall not be less than six (6) inches.

D. Addresses on Signage

Addresses shall meet the following requirements and shall not be included in sign area computations:

1. Numbers shall be between four (4) and six (6) inches and shall be of a contrasting color from the background. Numbers shall be in numerical block format.

2. Addresses shall be integrated with the structure on all monument signs and shall be clearly distinguishable from the sign face. For signs advertising more than one address, the range of addresses shall be on the sign.

Section 703.6 – Maintenance

The owner, occupant, or agent in charge of the principal building and premises shall maintain the post, placard, or numbers in good condition and free from visual obstructions.

Section 703.7 – Enforcement

The Lenox Township Building Official and the Lenox Township Code Enforcement Officer, or their designees, shall enforce this Ordinance. Issuance of an appearance ticket for the violation of the Ordinance shall be preceded by a Notice of Violation which affords the violator thirty (30) days to correct such violation. The Notice of Violation shall be served upon the owner, occupant, or person in charge of such building by first class mail.

Section 703.8 – Penalties

Any person who violates the provisions of this Ordinance shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed five hundred dollars (\$500.00) or by imprisonment in the County Jail not to exceed ninety (90) days, or both such fine and imprisonment.

