

**AN ORDINANCE OF THE COUNTY OF ADAMS PROVIDING FOR THE
ESTABLISHMENT OF A COUNTY-WIDE ADDRESSING SYSTEM**

BE IT ORDAINED BY THE COUNTY BOARD OF ADAMS COUNTY, ILLINOIS:

Section 1. Adoption -- Purposes. There is hereby established for Adams County, a system of address numbering for all residences, businesses or other main buildings in the County.

It is the purpose of the address numbering to:

- 1) facilitate the rendering of fire and police protection and assistance and the giving of medical aid in case of accident or other need, thus promoting the public health, safety and general welfare of the citizens of the County; and
- 2) expedite the delivery of merchandise, fuel and mail and the servicing and repair of farm, business and home utilities and equipment; and
- 3) make possible the gradual development of more efficient methods of keeping business and public records relating to property, residents and business.

Section 2. Explanation of Addressing Systems. Three different types of addressing systems shall be used in the County:

- 1) a system for the rural portions of the County, including rural subdivisions, but excluding the corporate limits of incorporated villages and the Townships of Melrose, Ellington, Riverside and Quincy; and
- 2) a system for Quincy and the surrounding Townships of Riverside, Ellington and Melrose (collectively known as the Tri-Townships) and based on the existing Quincy numbering system; and
- 3) individual systems for each incorporated village outside Quincy and the Tri-Townships based on platted street names and, where applicable, existing address systems.

Section 3. Establishing Baselines and Grid Systems. Reference baselines for numbering houses shall be established for each system as follows:

- 1) *Rural System*
 - a. The south County line shall be designated as a zero baseline from which all parallel east-west public land survey section lines shall establish, for reference, a grid system indicating a relative distance North from the immediately

aforementioned zero baseline and/or section lines.

- b. The North-South public land survey section line nearest and West of the Westernmost boundary point of the County shall be designated as the zero baseline from which all parallel North-South section lines shall establish, for reference, a grid system indicating a distance East from the immediately aforementioned zero base line and/or section lines.

2) *Quincy System*

- a. A baseline established in part by Maine Street from Front Street to 48th Street in Quincy and then extending as an imaginary line East from 48th Street in Quincy to the Burton Township line, shall establish for reference a grid system indicating a relative distance either Northward to the North boundary of Riverside and Ellington Townships or Southward to the South boundary of Melrose Township from the aforementioned baseline.
- b. The North-South public land survey section line forming the common boundary of sections 34 and 35, Township 2 South, Range 9 West and extending Northward to the North boundary of Riverside Township shall be designated as the baseline from which all parallel North-South section lines shall establish for reference a grid system indicating a distance East or West from the immediately aforementioned baseline and/or section lines.

3) *Village System*

- a. For incorporated villages with existing address systems, East-West and North-South baselines will continue to be those already established. For incorporated villages without existing address systems, Village Administrators shall establish baselines.
- b. For unincorporated villages, baselines will be the same as those for the County's rural system.

Section 4. Street Naming Conventions.

1) *Rural System*

- a. All Township roads and County Highways outside incorporated limits and rural subdivisions shall have a street name constructed as follows: street prefix + street number + street type. The naming convention incorporates most of the existing field reference designations.
 - 1) For predominantly East-West oriented roads, the street prefix shall be 'North' since it is parallel to and North of the South baseline. The street number shall be determined by multiplying the distance in miles from the South baseline by 100. The street type shall be 'Avenue'. For example, the township road 20 miles North of the South County line would be named

'North 2000th Avenue' and would be abbreviated as 'N 2000th Ave'.

- 2) For predominantly North-South oriented roads, the street prefix shall be 'East' since it is parallel to and East of the West baseline. The street number shall be determined by multiplying the distance in miles from the West baseline by 100. The street type shall be 'Street'. For example, the County Highway 23 miles East of the West baseline would be named 'East 2300th Street' and would be abbreviated as 'E 2300th St'.
 - 3) For predominantly diagonal or curved roads, the street prefix will be either 'North' or 'East' depending on the current field reference designation; the street number shall also be determined by the current field reference number and the number shall always end in '3' to indicate a diagonal or curved road. The street type shall be 'Lane', also indicating a diagonal or curved road.. For example, the Township road with field reference designation of '803 N' shall become 'North 803rd Lane' and would be abbreviated as 'N 803rd Ln'.
 - 4) For side roads that depart from a main Township road or County Highway and then return to the original road, the road name shall be the same as the adjacent main road except that the street type shall be 'Loop'.
 - 5) Dead-end roads less than a mile but greater than 300 feet in length shall be assigned a name corresponding to its location within the rural grid system. The street type shall be 'Place', also indicating a dead end road.
- b. Rural subdivision streets shall be assigned names as designated on the official plat for the subdivision.
 - c. State and US highways shall retain current highway names (e.g., 'State Highway 96'). For those highways comprised of both East-West oriented as well as North-South oriented sections, a street suffix of 'North' for east-west sections or 'East' for North-South sections shall be added to the existing highway name to more easily comply with the proposed rural addressing system.

2) *Quincy System*

- a. All city streets, township roads and county highways within the Quincy system limits shall have a street name constructed as follows: street prefix + street name or number + street type. Some roads may have an additional street suffix attached as explained below.
 - 1) For predominantly East-West oriented roads and diagonal or curved roads, the street name shall consist of either an official, platted name (where available) or, for unplatted roads, a historical or commonly known name approved by the City Administrator. Roads extending to the West of the West baseline for the Quincy System shall have the street prefix 'West' preceding the street name. Roads on the North and South boundaries of the Tri-townships shall be named and addressed according to the Quincy system.

- 2) For predominantly North-South oriented roads, street names shall consist of numeric street names with Maine Street as the baseline which divides the streets into North and South parts. Numeric street names shall be applied to all streets, including roads on the East boundary of the Tri-townships, except where historical or commonly known names are already established and approved by the City Administrator.
- b. The portion of State Highway 96 North of US 24 shall retain the name of State Highway 96 North. The Portion South of US 24 to State Street shall retain the name of Twenty-fourth Street, the portion from Twenty-fourth Street to Thirty-sixth Street shall retain the name of State Street, the Portion from State Street to Payson Road shall retain the name Thirty-sixth Street and the portion East of Thirty-sixth Street shall be called Payson Road. Also, the portion of State Highway 96 Southeast of Payson Road shall be called State Highway 96 South. In addition, US Highway 24 shall retain its name within the Quincy system with the street suffix 'North' added to the segment from Gardner Park Road North to the intersection with Boy Scout Road. From this point Eastward to the Gilmer Township line, the street suffix shall change to 'East'. State Highway 57 shall be named Gardner Expressway from York Street South to the South line of Melrose Township. State Highway 104 shall be named Broadway along its entirety within the Quincy system.

3) *Village System*

- a. Platted street names shall be used for all incorporated or unincorporated villages. Unincorporated villages without platted street names shall be assigned a street name in accordance with the rural system naming convention. Incorporated villages without street names shall either have the Village Administrator assign names or adopt a name based on the rural system.

Section 5. Numbering Systems. The following rules shall govern the assignment of numbers to be used for principal buildings, driveways and potential land division:

1) *Rural System*

- a. All rural numbers, including those within rural subdivisions, shall be assigned according to the rural system grid. One hundred (100) numbers, consisting of 50 odd (1 through 99) and 50 even (0 through 98) numbers, shall be available for assignment and use within each section of land or mile along any road. For roads that vary in length from 5280 feet, a proration factor shall be applied to normalize the length of road to 5280 feet.
- b. Addresses shall be assigned according to distance from baseline plus distance from section line grid. For example, a house located on North 2600th Avenue halfway between East 1000th Street and East 1100th Street shall be assigned an address of 1050 North 2600th Avenue. The address of 1050 indicates it is 10.5 miles East of the West baseline for the County while the street name indicates it is 26 miles North of the South County line.

- c. Diagonal or curved Township roads and County Highways with 'North' street prefixes shall be assigned addresses based on distances from the West baseline while roads with 'East' street prefixes shall be assigned addresses based on distances from the South baseline. Addresses for State and US highways shall be determined by the street suffix assigned to any given highway segment.
- d. Assuming that all roads point either Eastward or Northward, then odd numbers shall always be on the left and even numbers on the right.

2) *Quincy System*

- a. For streets and roads currently without addresses in the Quincy system, each mile as defined by the public land survey system grid shall be subdivided into twelve (12) blocks with a nominal length of 440 feet. For roads that vary from a length of 5280 feet (1 mile), a proration factor shall be applied to normalize the length of the road to 5280 feet to maintain consistent address assignments. In determining address numbers, there shall be allowed one number for each twenty-five feet of ground of each block, as stated in Section 13.303 of Article III, Chapter 13 in the Municipal Code of the City of Quincy, Illinois.

Most existing street-style addresses heretofore assigned throughout the City and in the surrounding Tri-Townships shall remain in effect. However, in an effort to standardize existing addresses throughout the Quincy System, the following types of addresses will have new street-style addresses assigned:

- 1) lot number addresses
- 2) street intersection addresses
- 3) street style addresses that are out of sequence with adjoining properties

New street addresses shall be assigned by the City Administrator. These numbers must be displayed according to the stipulations in Section 9 of this ordinance.

- b. For predominantly North-South oriented streets, numbers shall increase Northward and Southward from Maine Street with odd numbers on the West side of the street and even numbers on the East side North of Maine Street and with odd numbers on the East side and even numbers on the West side South of Maine Street. Addresses shall start at 100 (not zero) at the Maine Street baseline with the largest block number north of the Maine Street baseline being the 7500 block and the largest block number south of the Maine Street baseline being the 6900 block.
- c. For predominantly East-West oriented streets, numbers shall increase Eastward and Westward from the West baseline. Odd numbers shall be on the North side of the street and even numbers on the South side regardless of the location relative to the West baseline. Addresses shall start at 100 at the West baseline with the largest block number East of the West baseline being the 9500 block

and the largest block number West of the West baseline being the 2300 block.

- d. Addresses for diagonal or curved streets shall be determined by the City Administrator depending on if the general direction is more nearly East-West or North-South and if logical continuity is maintained.

3) *Village System*

- a. For incorporated villages with existing address systems, no changes shall be made to existing systems. For incorporated villages without existing systems, the Village Administrator shall determine address assignments. For unincorporated villages, numbers will be assigned using the rural system in conjunction with existing platted streets names where available.
- b. Address systems for incorporated villages shall terminate at the corporate limits, beyond which point they are superseded by the rural system. Villages may extend their addressing systems outside the corporate limits by adopting jurisdictional limits.

Section 6. New Structures.

- 1) All persons, firms, corporations and other legal entities constructing new structures or locating or relocating mobile homes in Adams County shall obtain an address notification form or serial number, duly issued by the administrator of the applicable addressing system.
- 2) No utility company operating in Adams County shall furnish its utility services to any new structure or mobile home, including a mobile home that is moved from one location to another, until it has been issued a valid address and either issued an address notification form or provided with the serial number from the address notification form as issued by the appropriate administrator. A "new structure" is defined as a commercial building, house or apartment newly constructed, being occupied by the applicant for the first time and that will require an installation visit to obtain service. The subscriber will be required to provide proof that an address notification form has been obtained or that a proper address has been issued. Proof shall consist of providing the assigned street and structure number and the serial number of the address notification form as issued by the appropriate administrator.
- 3) Applicants shall apply for the address notification form from the Adams County Engineer's Office or the Quincy City Engineer's Office. Application may be made via telephone or in writing to one of the aforementioned offices which shall furnish the applicant with sufficient copies of the address notification form necessary to present to the utility companies and the United States Postal Service, if requested by said utilities and Postal Service. When a request is made for an address, the approximate location will be obtained from the resident along with any identifying structures or landmarks which may help locate the structure or property requiring the address.

- 4) As soon as is practically possible after a request is made for an address to the appropriate administrator's office, an address shall be issued and the necessary form filled out and a serial number assigned to said form. Each administrator's office shall maintain a record of all addresses issued.

Section 7. New Subdivisions. All new subdivisions shall require assignment of new street addresses for each lot prior to recording of the plat and legal description. Further, the subdivider or developer shall provide the subdivision with street signs at every newly platted street intersection. Names for streets must be approved by the appropriate administering office prior to recording the plat.

Section 8. Numbering Maps. All address numbers assigned shall be assigned in accordance with the official numbering maps, and no other property numbers shall be used or displayed in Quincy and Adams County except numbers assigned in accordance with the aforementioned maps. The address numbering maps shall be kept on file in the appropriate administrator's office.

Section 9. Displaying Numbers. The owner or occupant or person in charge of any house, building, mobile home or other structure to which a number has been assigned shall:

- 1) Within 30 days after the receipt or notification of such number, affix the number in a conspicuous place.
- 2) Remove any different number which might be mistaken for or confused with the number assigned to said structure by the issuing authority.
- 3) Each principal building or structure shall display the number assigned to the frontage on which the primary entrance is located. In case the principal building or structure is occupied by more than one business or family dwelling unit, each separate front entrance shall display a separate number. Where suite or lot numbers are assigned, the suite or lot number shall be displayed in the same manner as the house number.
- 4) Numerals indicating the official numbers assigned to each principal building, or each front entrance to such building, shall be posted in a manner as to be legible and distinguishable from the street or road on which the property is located, with numbers painted or applied, of not less than three inches (3") in height.
- 5) Mail boxes shall be marked with number also.
- 6) If the structure is not visible from the street or road on which it is located, and no mail box is beside the driveway leading to the structure, a sign or number post shall be erected which will allow the numbers to be displayed either vertically from the top down or horizontally.

Section 10. Compliance. In the event that the owner or occupant or person in charge of any house or building refuses to comply with the terms of this ordinance by failing to affix the

number assigned within thirty (30) days after notification, or by failing within said period of thirty (30) days to remove any old numbers affixed to such house, building or entrance, or elsewhere, which may be confused with the number assigned thereto, this person shall be fined not less than twenty-five dollars (\$25.00) nor more than two-hundred dollars (\$200.00). A separate offense shall be deemed committed upon each thirty (30) days during which the violation continues.

Section 11. Use by Public Officials. Wherever practicable, numbers along with highway names may be used in the operation of and with the records kept by State, County, municipal and township governments, local fire protection districts, civilian defense officials and other agencies operating in the County.

Section 12. Exceptions Where the administrator finds that an unincorporated area is wholly or partly surrounded by, or is closely related to, one or more municipalities and would be best served by the use of adjoining municipal numbering, an exception from the use of the rural numbers may be granted.

Section 13. Administration. The County Engineer shall be the Administrator of the rural numbering system including unincorporated villages; the Quincy City Engineer shall be the Administrator of the Quincy numbering system; and the Village Board of each incorporated village shall be the Administrator for its respective village numbering system.

Section 14. Permissive Authority. This resolution intends to provide an official system of numbering which may be adopted by any municipal corporation within Adams County at the discretion of the authorities of such corporation. The adoption of this resolution by the County Board of Adams County does not imply that the regulations herein contained will be imposed upon any municipal corporation, but shall be considered permissive authority to guide the establishment of such a system by those municipal corporations desiring to use same.

Adopted this 9th day of January, 1996.