

## **LOCAL LAW ESTABLISHING SECTION IN THE JERUSALEM TOWN CODE ENTITLED – BUILDINGS – NUMBERING OF**

### **BUILDINGS – NUMBERING OF**

#### **1. Purpose**

The purpose of this Local Law Code is to establish uniform standards for the displaying of street numbers, to benefit all those using street numbers for the purpose of locating properties, to protect and promote the health, safety and general welfare of the residents of the Town of Jerusalem by reducing the time factor to locate an address for which an alarm has been dispatched to emergency agencies.

#### **2. Assignment of street numbers**

It shall be the duty of the code enforcement officer (or other assigned town official) to assign or reassign property numbers to all land parcels, primary buildings, and dwelling units within the Town of Jerusalem. No one other than the code enforcement officer or designee shall have the authority to assign or reassign street numbers.

#### **3. Records**

The code enforcement officer (or other assigned town official) shall keep a record of all street/road names and numbers assigned pursuant to this legislation. Upon assigning a new or changed road name or street number, the code enforcement officer (or other assigned town official) shall immediately inform the property owner, Yates County Emergency Center (911), Postmaster at the local US Post Office, local Board of Elections, Jerusalem Town Clerk, and the Town of Jerusalem person responsible for updating the town data base of all new assignments.

#### **4. Displaying street numbers**

A. All primary buildings shall be required to display the assigned street number. Accessory buildings may be required to have and post an assigned street number.

B. It shall be unlawful for any person to place, maintain or continue using any number on any house or building in the Town of Jerusalem other than the number assigned thereto and which appears of record in the Town of Jerusalem office.

C. The owner shall place official numerals on building within thirty (30) days after being notified of the assignment of a number.

D. New buildings. All newly constructed primary buildings (or additions to) shall have the assigned street number displayed before the certificate of occupancy is issued.

E. Location and size of numbers.

1) Displaying the assigned street numbers will be required on the street front of principal building and near the entrance. A street number is required at each entrance of a multi-family or multi-tenant building.

2) Arabic numerals shall be used (not letters to spell out) and arranged in a horizontal fashion.

- 3) The numerals shall be a color or finish that contrasts to the building/background color.
- 4) These numerals shall not be less than 4 inches (102 mm) in height, with minimum stroke of 0.5 inch (12.7 mm).
- 5) As to buildings that are more than 75 feet from the road **or** that have entrance(s) that are not clearly visible from the road, the street number shall be displayed at the road on the same side of the road as the building being numbered, within 15 feet of the driveway entrance to the property, and within 15 feet of the road on a two-sided sign that is clearly visible from both directions. This sign needs to be placed at a height to assure that it will not be blocked by bushes or snow. Street numbers displayed at the road shall not be less than four (4) inches in height and displayed on a Hi Intensity grade reflective surface in a contrasting color. This sign shall be attached to a tree, fence, or post. A mailbox post that is on the same side of the road and is within 15 of the driveway may be used. A mailbox post that is on the opposite side of the road and nearly directly opposite the driveway may be used. A mailbox post may not be used for posting the street number unless it is close to the driveway entrance as previously described. It is recommended, but optional, that the number also be displayed on the primary building as described above. [See Informational Note 1.]
- 6) Shared driveways. Buildings on shared driveways shall each display the assigned number on the building and additionally shall display a common sign at the road near the shared driveway entrance to the properties, as described in (5) above. This common sign shall list the street numbers and last name of owners (optional) in accordance to the above code. [See Informational Note 2.]
- 7) Private roads. Buildings on private roads shall each display the assigned number on the building and additionally shall display a common sign at the road near the private road entrance to the properties, as described in (5) above. This common sign shall list the name of the private road, the street numbers and last name of owners (optional) in accordance to the above code. [See Informational Note 2.]
- 8) Lakeside property. Owners of lakeside property are also required to display the assigned street number on the lakeside of principal building following the code for location and size listed above. If the building is more than 75 feet from the water or its entrance(s) are not clearly visible from the water, the street number is to be display near the water entrance to the property and clearly visible from the water. The numbers may be displayed on a permanent dock or on a permanent sign within 15 feet of the water and otherwise in accordance to the above code.

**INFORMATIONAL NOTE 1:** Mailboxes are located for the convenience of mail delivery and are not located for the primary purpose of property identification. Therefore they are not reliable property identifiers as they may be on the wrong side of road or in some other location not adjacent to the property. In an emergency, it is not obvious which mailboxes are and which mailboxes are not adjacent to property.

**INFORMATIONAL NOTE 2:** US Postal regulation: For mailboxes, the numbers are to be of contrasting color in neat numerals and letters at least 1 inch (2 inch preferred) high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped. Additionally, mailboxes for residents of a private road shall be located along the public road near the intersection formed by the private road with the public road. All of these mailboxes shall be on one rack and labeled with street number and street name in accordance to the above code.

5. Responsibility for compliance.
  - A. Each owner of real property located within the Town of Jerusalem shall be responsible for maintaining such property in compliance with Numbering of Building Town Code.
  - B. Compliance date will be thirty days (30) from the date of notification by the Town of the official street number.
6. Enforcement, appearance tickets, penalties for offenses.
  - A. Code Enforcement Officer shall enforce the provisions of this legislation upon finding a violation or upon notification of violation by the appropriate Town officer assigned to administer the Numbering of Buildings Town Code.
  - B. Commencement of proceedings. Any owner of real property who is found to be in violation of this Town Code shall be issued an appearance ticket for such violation and shall be prosecuted in the manner provided by law.
  - C. Appearance tickets and process. The Code Enforcement Officer shall issue an appearance ticket returnable to the Jerusalem Town Court when a violation to the Building Numbering Town Code is determined. In the event that an appearance ticket is unanswered, the Justice Court shall permit the filing of an information by the Code Enforcement Officer and will issue a warrant of arrest for the alleged violator.
7. Prosecution of violations.

A violation of the Building Numbering Town Code shall be punishable by a fine of not more than \$50 for a first offense, a second violation - the fine shall not be more than \$100, and any third or subsequent violation shall not exceed \$250.00 per violation. Each 30-day period during which a property shall be found not in compliance with the posting standards set forth herein shall be deemed a separate and distinct violation.
8. Effective Date.

This local law shall be effective as soon as it is filed by the New York State Secretary of State, but its provisions shall not be enforced until such time as the Town Board shall adopt a Resolution establishing an official numbering system for buildings in the Town of Jerusalem.