

SUMMARY SHEET FOR ADDRESS POSTING REQUIREMENTS ESTABLISHED  
IN DEKALB COUNTY ORDINANCE NO. 2020-R-2 (ADDRESS ORDINANCE)  
**REPLACES 98-5**

The County Commissioners for DeKalb County, Indiana have determined that a set of rules are required for prescribing street address numbering locations and number size to ensure the continued health and safety of the general public. The Commissioners have received numerous concerns from Police, Fire and Emergency Medical Services that it is difficult to locate some residences or businesses in the County of DeKalb because there are no posted street address numbers or, if present, the numbers are incorrect or are inadequate for identification. Without adequate street address numbers, emergency service responses could be slower, thus potentially aggravating emergency situations.

A Street Address Number is defined as those identifying numerals which are consistent with identification as set forth by the DeKalb County Zoning Administrator, Building Inspector or 911 Coordinator and/or his/her designee, which are recognized by the United States Postal Service and which are the correct numerals to properly identify the location of the property within DeKalb County. Every house, residence, apartment, business and industry within the County borders of DeKalb County, Indiana must have numbers identifying the location.

**All street address numbers may be displayed on a mailbox, (if the mailbox is located at the entrance to your driveway), if not, than a separate post must be placed at the entrance to your driveway with the location address and shall be visible from the road when traveling in either direction.** Do not post your address numbers on or attach a sign to a public utility pole. The street address number display shall be minimum height of three feet and maximum height of five feet above road grade as measured from the midpoint of the sign. Alternatively, if displayed on the mailbox post, the street address number display may be mounted directly below the mailbox so long as the midpoint of the sign is no less than two and one-half feet above road grade. Note that road grade is the level of the road, not the level of the ground upon which the mailbox or signpost is located. In the event the structures to be identified by said street address numbers are situated in such a way that the display of those numbers on the mail box or separate post as the sole means of identification does not adequately identify the structure, then the owner of the structure may also be required to display the street address numbers affixed to the structure in the size and colors as required below.

In order to aid emergency responses after dark, **all street address numbers must be white reflective lettering on a green background, which can be seen easily when viewed from the street while in a vehicle.** Should an additional display of address numbers be required on the structure as noted above, it is required that the numbers of said additional display be a color contrasting or nearly contrasting with the background surface color upon which they are mounted. **There cannot be any obstructions to preclude the street address numbers from being seen from the road. All street address numbers must be a minimum of three (3) inches in height and one and one-**

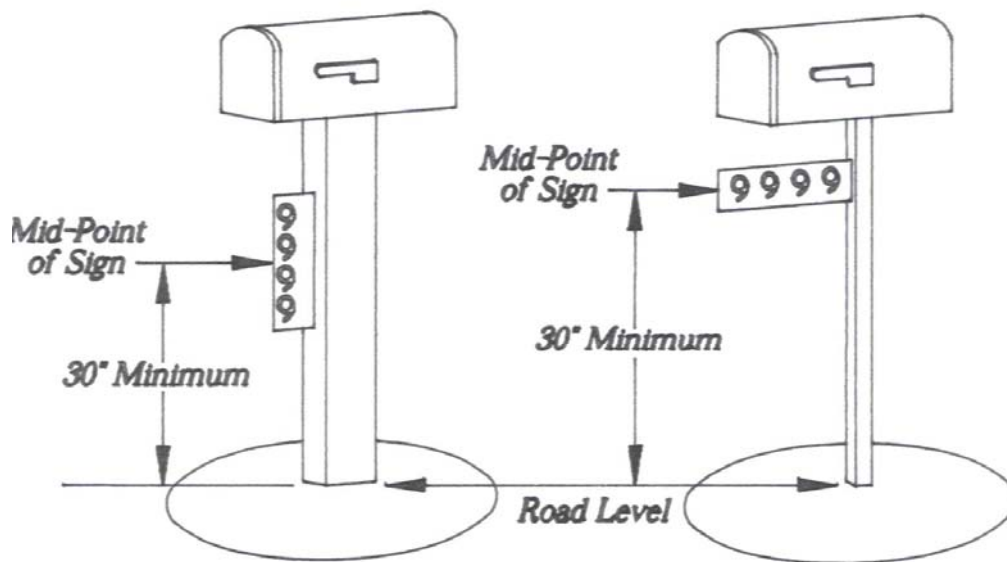
**half (1 & 1/2) inches in width.** No Certificate of Occupancy for new construction can be issued until proper numbers are erected either by contractor or property owner.

A property with a non-conforming address display of the correct address, which does not meet the size and color requirements of this ordinance, may continue to be used should it substantially fulfill the intent of the ordinance and adequately identify the property in the opinion of both the Zoning Administrator, Building Inspector or the 911 Coordinator or their designee. In the event a non-conforming address display of the correct address is approved for continued use under this section, then either the Zoning Administrator, Building Inspector or the 911 Coordinator their designee shall send the owner of the property a letter approving said use. A copy of this letter shall be kept on file in the Plan Commission Office.

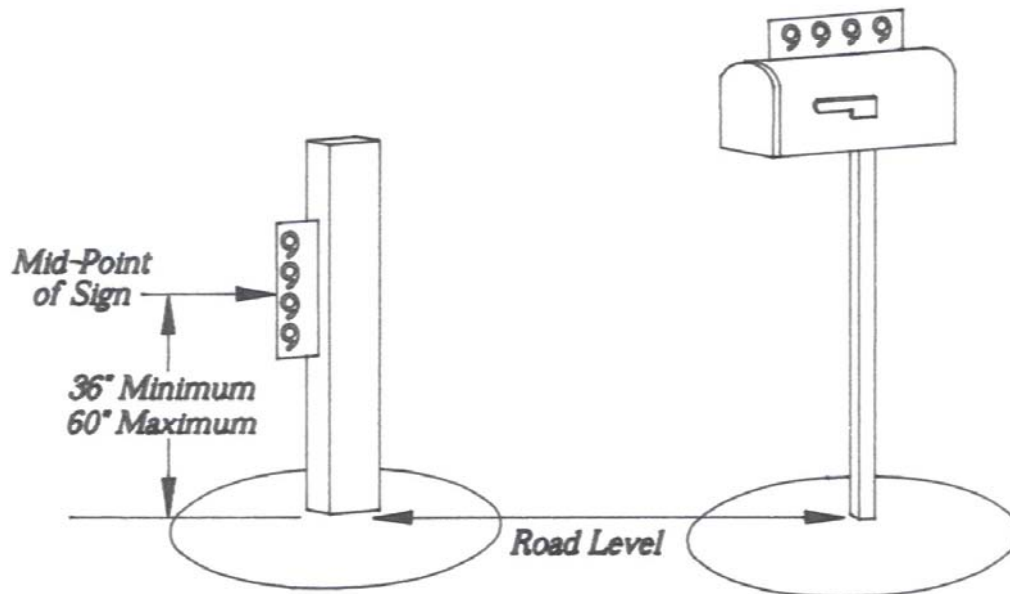
Any person, firm, corporation, or governmental unit, whether as principal agent, employee, or otherwise, who violates any of the provisions of this ordinance shall be liable for a civil ordinance violation penalty of thirty dollars (\$30.00). Each month of continued violation shall be considered a separate violation subject to \$30.00 per month penalty until corrected. For purposes of this ordinance, a month shall constitute thirty-one (31) days.

**SIGNS CAN BE PURCHASED AT AUBURN FIRE STATION II, (260) 925-8255,  
LOCATED AT 15<sup>TH</sup> & UNION ST, AUBURN.  
THE APPROXIMATE COST FOR A SIGN IS \$10.00.**

PASSED AND ADOPTED by the DeKalb County Commissioners of DeKalb County, Indiana this January 27, 2020 & Published on January 31, 2020.



*Below Mailbox Options*



*Free-Standing Post*

*Above Mailbox*

*\* Do NOT mount signs on public utility poles*