

DEKALB COUNTY ORDINANCE NO. 2024-O-2  
AN ORDINANCE TO PRESCRIBE STREET NAME SIGNS AND  
ADDRESS NUMBER SIZES AND LOCATIONS

WHEREAS, the County Commissioners for DeKalb County, Indiana have determined that to ensure the continued health and safety of the general public, a set of rules are required for installing public and private street name signs, prescribing street address numbering locations and number size; and

WHEREAS, the County Commissioners for DeKalb County, Indiana understand it is the responsibility for the DeKalb County Plan Commission to issue addresses, per Indiana Code: 36-7-405;

WHEREAS, the County Commissioners for DeKalb County, Indiana, have received 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 street address numbers or, if present, are incorrect or, are inadequate for identification; and

WHEREAS, the County Commissioners for DeKalb County, Indiana have received concerns regarding the addressing for public access sites; such as county parks, canoe launches, public trails and similar uses; and

WHEREAS, the County Commissioners for DeKalb County, Indiana wish to have continuity in scale, design and size for street name signs for public and private streets or similar for residences or businesses located on them; and

WHEREAS, the County Commissioners for DeKalb County, Indiana, have determined that without adequate street name signs, street address numbers, emergency service responses could be slower, thus potentially aggravating emergency situations;

BE IT THEREFORE ORDAINED BY THE COUNTY COMMISSIONERS FOR DEKALB COUNTY, INDIANA;

**Section 1. Definitions.**

- 1.01 Street Name Signs are signs and posts identifying the names of public or private streets, roads, lanes, or similar for the purpose of naming public and private roads that have or will have residences or businesses located on them which are recognized by the United States Postal Service, DeKalb County Plan Commission and/or his/her designee, DeKalb County Geographic Information Systems (GIS) and DeKalb County Central Communications (Dispatch).
- 1.02 Residence is any structure persons lives in as distinguished from a business or industry.
- 1.03 Street Address Numbers are those identifying numerals which are consistent with identification as set forth by the DeKalb County Plan Commission, which are recognized by the United States Postal Service and which are the correct numerals to properly identify the location of the property within unincorporated DeKalb County.



- 1.04 House is considered as a structure which may contain one or more residences.
- 1.05 Apartments are structures which may include multi-family residences.
- 1.06 Business, Industry and/or Non-Profit is an establishment located in some structure which is a purveyor of goods or services.
- 1.07 Public Access Site is considered open to the public for recreation purposes, such as county parks, canoe launches, public trails and similar uses, and may or may not have a structure located on the premises.

**Section 2. Street Name Signs - Minimum Requirements**

- 2.01 Every public and private street within unincorporated DeKalb County shall have a street name sign at the intersection of any street with another street identifying the intersecting street names.
- 2.02 The street name sign shall be located at the intersection, visible from the road and shall meet the standards of the Indiana Manual on Uniform Traffic Control Devices (MUTCD).
- 2.03 The DeKalb County Highway Department is responsible for making and installing the street name signs with materials available by the DeKalb County Highway Department. The cost of making and installing the street name sign shall be borne by the DeKalb County Highway Department.
- 2.04 The DeKalb County Highway Department shall only be responsible for making and installing the street name signs where a new public or private street intersects another public street.
- 2.05 The property owner(s) or developer is responsible for making and installing the street names signs where a new private street intersects another new or existing private street. The design, creation, installation & maintenance shall be the responsibility of the property owner(s) or developer who are responsible for the maintenance of the private street.

**Section 3. Street Address Numbers - Minimum Requirements**

- 3.01 Every house, residence, apartment, business, industry and public access site within unincorporated DeKalb County, Indiana shall have street address numbers identifying the location. These street address numbers are for all structures and/or entrances for public access sites subject to this Ordinance.
- 3.02 All street address numbers shall be displayed on a mailbox, mailbox post or separate post and shall be easily visible from the road when traveling in either direction. For public access sites, the address shall be posted at the main entrance of said public access site. Additionally, trail systems shall have the name of the trail posted with the address and shall have markers displaying each quarter mile within the trail system in the same manner. No address signs shall be placed within legal drainage easements without the consent of the DeKalb County Surveyor's office and/or Drainage Board.
- 3.03 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.

- 3.04 In the event the structures and/or public access sites to be identified by said street address numbers are situated in such a way that the display of those numbers as the sole means of identification does not adequately identify the structure and/or public access sites in the opinion of the DeKalb County Zoning Administrator or DeKalb County Central Communications/911 Director, then the owner of the structure and/or public access sites may also be required to display the street address numbers affixed to the structure or other means in the size and colors as required below. In the event the second display is necessary then the DeKalb County Zoning Administrator or DeKalb County Central Communications/911 Director shall set forth in writing to the owner of the property the reasons for said second display.
- 3.05 All street address numbers shall 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 in subsection 3.02 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.
- 3.06 There shall be no obstructions to preclude the street address numbers from being seen as noted in subsections 3.02 & 3.03 above.
- 3.07 All street address numbers shall be a minimum of three (3) inches in height and one and one-half (1 & 1/2) inches in width.
- 3.08 No Certificate of Occupancy for new construction will be issued until proper numbers are erected either by developer, contractor or residence owner.
- 3.09 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 the DeKalb County Zoning Administrator and the DeKalb County Central Communications/911 Director. In the event a non-conforming address display of the correct address is approved for continued use under this section, then the owner of the property shall be sent a letter approving said use by the DeKalb County Zoning Administrator. A copy of this letter shall be kept on file in the Plan Commission Office.

#### **Section 4. Penalties**

- 4.01 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 ten dollars (\$10.00). Each day of continued violation shall be considered a separate violation subject to \$10.00 per day penalty until corrected.
- 4.02 Said penalty or penalties may be collected in any suit by the DeKalb County Commissioners or DeKalb County Plan Commission in any action against a violator of any provision of this ordinance.
- 4.03 Notwithstanding any provision herein to the contrary, in the event the street address number relied upon for the house, residence, apartment, business, industry or public access

site was incorrectly assigned by the DeKalb County Plan Commission then the penalty provisions shall not apply until 90 days after the correct number has been assigned to the house, residence, apartment, business, industry or public access site by the County.

- 4.04 Each notice sent shall constitute an offense for purposes of the penalty provisions of this ordinance.
- 4.05 Should the DeKalb County Zoning Administrator be required to install street number signs (per Article 3), all incurred costs including materials and labor (determined by the current hourly wage of employees installing the street number sign), shall also be paid with the penalty fees collected from the person, firm, corporation or governmental unit in violation. Failure to pay will result in additional penalties to the person, firm, corporation or governmental unit and may result in additional lawsuits if necessary. The remaining portion of any fees collected shall be deposited into the DeKalb County general fund.
- 4.06 Attorney fees for the cost of collections against the offender shall be charged over and above the amount of the daily fine.

**Section 5. Enforcement.**

- 5.01 It shall be the responsibility of the DeKalb County Sheriff's Department, the Fire Departments, the DeKalb County EMS, DeKalb County Central Communications, the DeKalb County Plan Commission or Zoning Administrator or the DeKalb County Building Commissioner to report any violation of this ordinance to the DeKalb County Zoning Administrator or DeKalb County Commissioners. The DeKalb County Plan Commission and/or the DeKalb County Commissioners may institute a suit for injunction in a Court of DeKalb County to restrain an individual, a corporation, or a governmental unit from violating the provisions of this ordinance. Failure to enforce a provision of this ordinance shall in no event be deemed a waiver of the right to thereafter enforce the same.
- 5.02 Enforcement will be accomplished as follows:
  - 5.021 Upon notice of violation of Section 2 or Section 3, an initial letter will be sent by the DeKalb County Zoning Administrator to the offending party, advising of the violation. Said letter shall be sent by certified mail with return receipt to ensure its delivery and regular mail. In addition, said letter may be personally served to the offending party by the Sheriff's Department or Zoning Administrator and such delivery duly noted.
  - 5.022 The violator or violators will be allowed thirty (30) days from the date of the notice in which to correct the violation(s).
  - 5.023 If the violation is not corrected, the DeKalb County Zoning Administrator may then serve a second notice allowing five (5) days to correct the violation.
  - 5.024 If the violation is not corrected to the satisfaction of the DeKalb County Zoning Administrator within the thirty (30) day period and after expiration of the subsequent five (5) day period, a notice of imposition of penalty shall be delivered by regular mail, certified mail and by personal service to the responsible violator by notice of the DeKalb County Sheriff Department or Zoning Administrator through legal counsel acting on their behalf.

- 5.025 Penalties start on the day the violation is reported. Penalties may be partially or wholly waived if the violator corrects the violation before a suit is filed.
- 5.026 The DeKalb County Zoning Administrator shall collect all paid penalties.
- 5.027 The DeKalb County Plan Commission or DeKalb County Commissioners shall initiate suit for collection for all penalties assessed due yet unpaid to action by the courts.

**Section 6. Separability.**

The provisions and sections of this ordinance shall be deemed separable and the invalidity of any portion of this ordinance shall not affect the validity of the remainder.

**Section 7. Effective Date.**

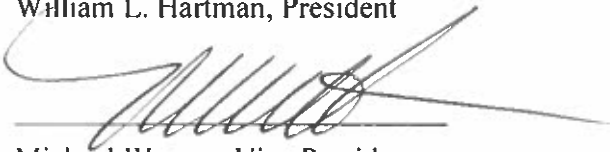
This Ordinance shall replace Ordinance 98-5 in its entirety and Ordinance 2020-R-2 in its entirety and be effective following the last date of publication and upon passage by the DeKalb County Commissioners and signing by the DeKalb County Commissioners and the DeKalb County Auditor.

First Reading: March 11, 2024  
Second Reading: March 11, 2024  
Third Reading: March 11, 2024


**PASSED AND ADOPTED** by the DeKalb County Commissioners of DeKalb County, Indiana this 11<sup>th</sup> day of March, 2024.



William L. Hartman, President




Michael Watson, Vice President



Todd Sanderson, Vice President

ATTEST:

  
Susan Sleeper, Auditor

Prepared by: Chris Gaumer "I affirm under the penalties of perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law."