

SECTION 11.06:
UNIFORM SYSTEM OF NAMING AND
NUMBERING STREETS, PROPERTIES, AND BUILDINGS

11.06 Uniform System of Naming and Numbering Streets, Properties, and Buildings.

- 1.0 Uniform System.** The Uniform System of Naming and Numbering Streets, Properties and Buildings in the City is based roughly on north / south zero line along the east line of Sections 30 and 31 and on an east / west zero base line along Stillwater Road and State Highway 244. Odd numbers must be used on the west and north sides of streets, and even numbers on the east and south sides of streets. The Building Inspector, City Administrator or other Authorized Agent must determine if a building or property is assigned an odd or even number. North / south through streets must be designated ‘Avenues’, east / west through streets must be designated ‘Roads’ or ‘Drives’, and dead – end, cul – de – sac or circular streets must be designated as ‘Lanes’, ‘Circles’ or ‘Courts’.
- 2.0 Maps.** The Building Inspector, City Administrator or other Authorized Agent has maps on file identifying the numbers currently assigned to houses, principal buildings and properties. If a parcel of property, house or building is not currently assigned a number or if an existing, numbered parcel is divided, the Building Inspector or City Administrator must, upon the owner’s request, assign a number to the unnumbered parcel, house or principal building.
- 3.0 Compliance.**
- A.** Property owners must display on all houses and principal buildings in the City the numbers assigned to the house or principal structure on the City’s maps. If the City’s maps do not assign a number to a house or principal building, the owner must obtain a number from the Building Inspector, City Administrator or other Authorized Agent, and display the number on the house or principal building.
 - B.** Numbers must be displayed on the house or principal building in numerals not less than four (4) inches high and of contrasting color to the background. Light reflective materials or paint are recommended.
 - C.** Numbers must be clearly visible from the street of address.
 - D.** If a house or principal building is obscured from view from the street of address by accessory buildings, trees, shrubbery or other visual obstruction, the numbers must be displayed from a permanent mounting on the property so they are clearly visible from the street of address.
 - E.** If two or more businesses or families occupy separate portions of the same house or principal building, the owner or owners of the house or principal building must also display, at a suitable point near the entrance or entrances, the names of the occupants together with the corresponding unit numbers.
 - F.** Every applicant for a building permit for the construction of a house or principal structure or for any sewer or water connection permit must first obtain from the Building Inspector or City Administrator an official designated number for the structure to be built, before the permit is issued.
- 4.0 Enforcement.** If an owner fails to display an appropriate number on a house or principal building in accordance with this Ordinance, the City Administrator, Building Inspector or other Authorized Agent may give notice to the owner that the house or principal building is in violation of the Ordinance. The notice must advise the owner that the owner must comply with the Ordinance within ten (10) days of the mailing or delivery of the notice, or the owner will be in violation of this Ordinance. If the owner fails to properly display an appropriate number on the house or principal building within ten (10) days of the City’s mailing or delivery of a notice of noncompliance, the owner is in violation of this Ordinance. Violation of this Ordinance is a petty misdemeanor. Each day the building or the principal structure

remains in violation of this Ordinance, after the expiration of the ten day period from the City's mailing or delivery of a notice of noncompliance, shall constitute a separate violation of this Ordinance.

5.0 The Elimination of Public Safety Hazard. The Mahtomedi City Council finds that the failure of a property owner to maintain an appropriate number on a house or other principal structure constitutes a public health and safety hazard. In addition to the City's right to enforce this Ordinance, the City may install appropriate numbers on the house or principal building that are not in compliance with the requirements of this Ordinance.

The City must give the owner notice that the City intends to undertake the work before the work is undertaken. After the City performs the work, the City must notify the owner of the costs the City incurred to bring the house or principal building into compliance with this Ordinance and must establish a date by which the owner must pay the City for those costs. If the owner does not pay the City the costs the City incurred to bring the house or principal building into compliance with this Ordinance on or before the date set forth in the notice, the City may assess the amount due against the property on which the house or principal building is located pursuant to *Minnesota Statute 429.101*.

6.0 Notice. All notices required under this Ordinance shall be effective when the City deposits the notice in the United States mail, postage prepaid, for delivery at the address of the building or principal structure that is not in compliance with this Ordinance or delivers a copy of the notice to the house or principal structure that is not in compliance with this notice.