

**AN ORDINANCE PROVIDING FOR THE
ESTABLISHMENT AND MAINTENANCE OF A VILLAGE-WIDE
ADDRESSING SYSTEM FOR THE VILLAGE OF URSA,
ADAMS COUNTY, ILLINOIS**

BE IT ORDAINED by the Board of Trustees of the Village of Ursa, Adams County, Illinois:

SECTION 1. ADOPTION - PURPOSES.

There is hereby established for the Village of Ursa, a system of address numbering for all residences, businesses or other main buildings in the Village.

It is the purpose of the address numbering to:

- 1) facilitate the rendering of the 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 Village;
- 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. NUMBERS REQUIRED.

It is hereby the duty of the owner of any and every building in the Village of Ursa to number it in the manner herein provided with numbers of at least three inches (3") in height which can be viewed from the public street in front of each respective building.

SECTION 3. NUMBERS HERETOFORE ASSIGNED.

Numbers heretofore assigned to lots or houses, except as hereinabove provided, shall remain the numbers of such lots or houses respectively until otherwise changed by the Village Board of Trustees.

SECTION 4. NUMBERING.

The County of Adams shall issue the numbers for all residences, businesses and any other structures that require an address number.

- A. All buildings which are on the streets of the Village of Ursa which run north and south shall be numbered as follows:

Commencing on the east side with Maple Avenue as the base with number one hundred so that the odd numbers are on the east side and the even numbers are on the west side, increasing the number one hundred with each block so that the initial figure or figures in each block shall indicate and correspond with the number of streets north and south from Maple Avenue.

- B. All buildings which are on the streets of the Village of Ursa which run east and west shall be numbered as follows:

Commencing with number one hundred at Warsaw Street with the odd numbers on the south side and the even numbers on the north side, increasing the number one hundred with each block the same as for the streets running north and south.

- C. The Village Board of Trustees shall designate intervals at which numbers are adjusted on those streets which are not divided into blocks.

SECTION 5. DISPLAYING NUMBERS.

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

- 1) within ⁶⁰~~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 so 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 also be marked with numbers; and

- 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 6. New Structures.

- A. All persons, firms, corporations and other legal entities constructing new structures or locating or relocating mobile homes in the Village of Ursa shall obtain an address notification form duly issued by the Village Clerk;
- B. No utility company operating in the Village of Ursa 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 issued an address notification form as issued by the Village Clerk. 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 address notification form as issued by the Village Clerk;
- C. Applicants shall apply for the address notification form from the Village Clerk of the Village of Ursa. Application may be made via telephone or in writing to the aforementioned office 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 United States 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 also help locate the structure or property requiring the address; and
- D. As soon as practically possible after a request is made for an address to the Village Clerk, an address shall be issued and the necessary form filled out and a number assigned to said form. The Village Clerk'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 Board of Trustees of the Village of Ursa prior to recording the plat.

SECTION 8. COOPERATION WITH ADAMS COUNTY.

The Village of Ursa shall cooperate with Adams County or its designee in assigning addresses to new or existing structures within the Village of Ursa and shall allow Adams County to address all structures within the village limits of the Village of Ursa consistent with this Ordinance. The Village Clerk shall contact Adams County before issuing any new address or change in address.

SECTION 9. COMPLIANCE.

In the event that the owner, 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, then in that event, such person shall be fined not more than Two Hundred Dollars (\$200.00). A separate offense shall be deemed committed upon each thirty (30) days during which the violation continues. **and \$85.00 minimum per offense**

SECTION 10. REPEAL OF PREVIOUS ORDINANCES.

All other ordinances in relation to an addressing system within the Village of Ursa, including Ordinance No. 49, are hereby repealed and are replaced by this Ordinance.

SECTION 11. EFFECTIVE DATE.

This Ordinance shall be in effect after its passage, approval and publication as required by law.

President

Village Clerk

Adopted: _____

Approved: _____

Published: _____