

## TITLE III-COMMUNITY DEVELOPMENT AND SERVICES

ARTICLE XI  
NUMBERING OF BUILDINGS

- 3-11.1 DEFINITION. Building shall mean any structure, including a house, other facility, such as a mobile home.
- 3-11.2 NUMBERING OF BUILDINGS REQUIRED. All buildings fronting on any public street or alley within the City of Salem, Iowa, shall be numbered in conformity with the provisions contained in this Article.
- 3-11.3 PLAN. It shall be the duty of the City Council to prepare a plan for the numbering of such buildings in accordance with the provisions of this Article. The City Council shall be the custodian of the plan and shall keep the same for public inspection so that the owners of any such building may, by applying therefore and furnishing the City Council with a description of the premises and an accurate description of the location of such building, receive a correct number to be placed on the building. The City Council shall keep the plan up-to-date, and make changes when new buildings and streets are added.
- 3-11.4 RENUMBERING. Whenever it becomes necessary to renumber a block, the City Council shall assign new numbers to each building in the block in accordance with the plan and shall notify the owners of the building by regular mail at their last known address of the change in number.
- 3-11.5 NUMBERING SYSTEM. Main Street and Cherry Street shall constitute base lines from which the numbering of buildings on either side thereof shall commence and even numbers shall be on the east

and south sides of the streets and odd numbers shall be on the north and west sides of the streets. The numbers shall alternate from side to side of the street and shall run one hundred (100) to each block or the distance between two (2) street intersections on the same street. Where a street is being numbered and where the streets intersecting on the opposite sides of the street do not intersect at the same point, the numbers shall continue to run on each side until an intersecting street is reached. All streets running north and south shall be divided by Cherry Street into "north" and "south" streets and all streets running east and west shall be divided by Main Street into "east" and "west" streets.

3-11.6 PLACEMENT AND SIZE OF NUMBERS. The numbers required herein shall be placed in a conspicuous place near the main entrance of the principal building if that main entrance fronts on the applicable street or alley. If said main entrance does not so front, then the numbers shall be placed in a conspicuous place near any entrance on the applicable street or alley. If there is no such entrance on the applicable street or alley, then the numbers shall be placed in a conspicuous place on that part of the building that fronts said applicable street or alley.

The figures of each number shall be no less than two inches (2") in height. Each figure shall be plain and legible and of a contrasting color to the background. The numbers shall be maintained in such condition at all times.

3-11.7 CITY COUNCIL AUTHORITY. In cases where irregularities in streets or platted additions make application of these rules impractical, the City Council shall assign such numbers for buildings located on such streets and alleys as in their discretion follow closely to the

Page 3

intent of this Article.

- 3-11.8 HOUSE NUMBERING BY CITY. If a property owner fails to number a building in accordance with the provisions of this Article within a reasonable time after notice, the City may do so. The notice shall be a copy of this Article mailed by certified mail to the property owner as shown by the records of the County Auditor. The City's costs incurred pursuant to this action shall be certified to the County Treasurer and assessed against the property for collection in the same manner as a property tax.
- 3-11.9 PENALTY. It shall be unlawful for the owners of any building to fail to display a house number designated pursuant to the provisions of this Article in the manner required herein. Any person who fails to display a house number pursuant to this Article is guilty of a public offense and upon conviction therefore shall be subject to a fine not to exceed one hundred dollars (\$100.00) or imprisonment not to exceed thirty (30) days for each day of violation.

NOTE: Section 10 of the Ordinance gave building owners until October 1, 1991, to comply.

(Entire Article was contained in Ordinance No. 1991-2, passed June 4, 1991.)