

ORDINANCE 1995-12

AN ORDINANCE GOVERNING THE NUMBERING  
OF RESIDENCES, COMMERCIAL BUILDINGS, AND THE  
LIKE, INCLUDING THE REQUIREMENT THAT  
ADDRESS NUMBERS BE POSTED

BE IT ORDAINED BY THE COMMON COUNCIL FOR THE CITY OF CHARLESTOWN, INDIANA,  
AS FOLLOWS:

1. NUMBERS ASSIGNED. ALL RESIDENCES, COMMERCIAL BUILDINGS, APARTMENTS, AND MOBILE HOMES WITHIN THE CITY SHALL BE ASSIGNED A UNIQUE NUMERIC, ALPHABETICAL, OR ALPHA-NUMERIC DESIGNATION.
2. EXISTING NUMBERS. ALL EXISTING STREET NUMBERS, APARTMENT NUMBERS, OR MOBILE HOME LOT NUMBERS CURRENTLY IN USE WITHIN THE CITY ARE ADOPTED AS THE OFFICIAL ADDRESS NUMBERS WITHIN THE CITY UNLESS THOSE NUMBERS ARE NOT SUFFICIENTLY UNIQUE TO AVOID CONFUSION AS TO THE ADDRESS WHICH THEY IDENTIFY.
3. ASSIGNING NEW NUMBERS. IN THE EVENT THAT THE STREET NUMBERS, APARTMENT NUMBERS, OR MOBILE HOME LOT NUMBERS ARE NOT SUFFICIENTLY UNIQUE TO AVOID CONFUSION THE BOARD OF PUBLIC WORKS SHALL ASSIGN NEW ADDRESS NUMBERS TO UNIQUELY IDENTIFY THE STRUCTURES.
4. MANNER OF ASSIGNING NEW NUMBERS. IN THE EVENT NEW ADDRESS NUMBERS ARE CREATED WITHIN THE CITY, THE BOARD OF PUBLIC WORKS SHALL ASSIGN THESE IN LOGICAL MANNER AND SHALL PROVIDE THIS INFORMATION TO THE CHARLESTOWN VOLUNTEER FIRE DEPARTMENT, ALL EMERGENCY SERVICES OPERATING WITHIN THE CITY, THE POLICE DEPARTMENT AND THE WATER COMPANY, AND THE POSTAL SERVICE.
5. ANNEXATIONS. IN THE EVENT THAT THE CITY ANNEXES ADDITIONAL AREAS, THESE AREAS SHALL RETAIN THE ADDRESS NUMBERS WHICH THEY HELD PRIOR TO ANNEXATION IF AT ALL POSSIBLE AND THE BOARD OF PUBLIC WORKS SHALL ADOPT THESE ADDRESS NUMBERS AS THE CITY ADDRESS NUMBERS.
6. GARAGES AND OUTBUILDINGS. GARAGES AND OUTBUILDINGS NOW EXISTING OR BUILT IN THE FUTURE ON LOTS WHICH ARE CURRENTLY ASSIGNED AN ADDRESS NUMBER NEED NOT HAVE A SEPERATE ADDRESS NUMBER ASSIGNED TO THEM UNLESS THEY ARE SEPERATE RESIDENCES OR BUSINESSES.
7. POSTING NUMBERS IN CONSPICUOUS PLACE. ALL RESIDENCES, COMMERCIAL BUILDINGS, APARTMENTS, AND MOBILE HOMES SHALL PLACE AND MAINTAIN THE ADDRESS NUMBER ASSIGNED TO THEM IN A PLACE VISIBLE AND CONSPICUOUS FROM THE STREET. IF THE STRUCTURE IS LOCATED ON A STREET WHERE PARKING IS PERMITTED THE ADDRESS NUMBER SHALL NOT BE PERMITTED ON THE CURB OF THE ROAD OR STREET. THIS NUMBER SHALL BE PLACED DIRECTLY ON THE STRUCTURE OR ON ANY OTHER SUITABLE PLACE WHICH IS CLEARLY VISIBLE AND CONSPICUOUS TO EMERGENCY PERSONNEL. HOWEVER, IF PLACED ON A STREET MAILBOX, THE NUMBER SHALL BE CONSPICUOUSLY POSTED ON BOTH SIDES OF THE MAILBOX IN ORDER THAT THE NUMBER IS VISIBLE TO EMERGENCY PERSONNEL APPROACHING FROM EITHER DIRECTION. WHENEVER THE ADDRESS NUMBER IS PLACED ON ANY PLACE OTHER THAN THE STRUCTURE ITSELF, IT MUST BE SO POSITIONED AS TO ALLOW THE STRUCTURE TO BE READILY IDENTIFIED WITH THE ADDRESS NUMBER. EVERY APARTMENT SHALL HAVE A SEPERATE ADDRESS NUMBER PLACED ON THE APARTMENT DOOR OR IN A MANNER AS TO READILY IDENTIFY EACH APARTMENT. EVERY MOBILE HOME LOT SHALL HAVE A SEPERATE ADDRESS NUMBER WHICH WILL ALLOW THE IMMEDIATE IDENTIFICATION OF EACH MOBILE HOME. THE BOARD OF PUBLIC WORKS SHALL HAVE THE AUTHORITY TO INSTRUCT THE OWNER, OCCUPANT OR AGENT OF A STRUCTURE TO MOVE THE STREET NUMBER TO A MORE CONSPICUOUS PLACE IF IT DEEMS IT NECESSARY.
8. MINIMUM HEIGHT; CONTRASTING COLOR. FOR ADDRESS NUMBERS POSTED ON A STRUCTURE, EACH DIGIT OF THE ADDRESS NUMBER SHALL BE A MINIMUM OF THREE INCHES IN HEIGHT, MADE OF A MATERIAL AND A CONTRASTING COLOR SO AS TO MAKE THE NUMBER STAND OUT DISTINCTLY AGAINST ITS BACKGROUND. FOR ADDRESS NUMBERS POSTED ON STREET MAIL BOXES, EACH DIGIT SHALL BE MINIMUM OF TWO INCHES IN HEIGHT, MADE OF A MATERIAL AND A CONTRASTING COLOR SO AS TO MAKE THE NUMBER STAND OUT DISTINCTLY AGAINST ITS BACKGROUND.
9. NO REFUSAL. NO OWNER, OCCUPANT, OR AGENT OF ANY STRUCTURE, NEWLY ERECTED STRUCTURE, OR STRUCTURE MOVED TO A NEW LOCATION SHALL REFUSE OR FAIL WITHIN 30 DAYS