

ST. STEPHEN CITY CODE
CHAPTER 3: PUBLIC PROPERTY AND IMPROVEMENTS

ORDINANCE 32	A SYSTEM OF NUMBERING STREETS & HOUSE NUMBERING ..	32-1
Section 32.01:	UNIFORM NUMBERING SYSTEM.....	32-1
Section 32.02:	ASSIGNING OF NUMBERS OF STREETS	32-1
Section 32.03:	ASSIGNING OF NUMBERS OF PROPERTIES & BUILDINGS	32-1
Section 32.04:	ADMINISTRATION.....	32-2
Section 32.05:	TYPE AND PLACEMENT OF NUMBERS	32-2
Section 32.06:	ENFORCEMENT	32-3
Section 32.07:	PENALTIES	32-3

ST. STEPHEN CITY CODE
CHAPTER 3: PUBLIC PROPERTY AND IMPROVEMENTS

ORDINANCE 32 A SYSTEM OF NUMBERING STREETS & HOUSE NUMBERING

Section 32.01: UNIFORM NUMBERING SYSTEM. There is hereby created and established a uniform system for numbering streets, properties, and principal buildings in the City of St. Stephen, hereinafter referred to as the Uniform Numbering System.

Section 32.02: ASSIGNING OF NUMBERS OF STREETS.

Subd. 1: All existing streets in the City of St. Stephen may retain their names, and also shall attain a number.

Subd. 2: The developer, builder or person, as the case may be, at the time of filing of a preliminary plat or plan in accordance with the applicable City ordinances, or at the time of the application for a building permit, shall submit a street numbering plan to the Planning Commission for review.

Subd. 3: City streets shall be required to fall into a pattern of numerical sequence.

Section 32.03: ASSIGNING OF NUMBERS OF PROPERTIES & BUILDINGS. All properties or principal buildings within the City of St. Stephen are hereby allotted numbers in accordance with the following system.

Subd. 1: The entire City of St. Stephen shall be numbered with 100 numbers for every 400 feet beginning at the point of intersection of Stearns County Road #2 and Stearns County Road #5.

Subd. 2: The City of St. Stephen shall be divided into four quadrants with the center of the City at the point of intersection of County Road #2 and County Road #5. The line which divides the City into a westerly half and easterly half shall run northerly on the center line of County Road #2 from a point of beginning at the point of intersection of County Road #2 and County Road #5, and shall run southerly on the one quarter section line of Section 25, Township 126, Range 28, from a point beginning at the point of intersection of County Road #2 and County Road #5. The line which divides the City into a northerly half and southerly half shall run both easterly and westerly on the center line of County Road #5 beginning at the point of intersection of County Road #2 and County Road #5.

Subd. 3: Streets running in an east-west direction shall be called Streets. Numbers 101-199 inclusive shall be used in the first 400 feet from County Road #5, and each succeeding 100 numbers shall be used in each succeeding 400 feet; numerical street names shall correspond to the first digit in the number which is designated for that street location, all street numbers shall

ST. STEPHEN CITY CODE
CHAPTER 3: PUBLIC PROPERTY AND IMPROVEMENTS

be indicated by adding the word North to streets located north of County Road #5 and by adding the word South to streets located south of County Road #5.

Subd. 4: Streets running in a north-south direction shall be called Avenues. Numbers 101-199 inclusive shall be used in the first 400 feet from County Road #2, and each succeeding 100 numbers shall be used in each succeeding 400 feet; numerical street names shall correspond to the first digit in the number which is designated for that location; all Avenue numbers shall be indicated by added the word West to streets located west of County Road #2 and by adding the word East to streets located east of County Road #2.

Subd. 5: With respect to Avenues generally running in a north and south direction, all lots and buildings on the west side of the road or street shall have an odd number; and all lots and buildings on the east side shall have an even number. With respect to streets running generally in an east and west direction, all lots and buildings on the south side shall have an even number; and all lots and buildings on the north side shall have an odd number. As to roads or streets which are in fact circular or so curved so as not to run generally in one direction, the numbers used shall be consistent with those in use on the nearest roads or streets which do.

Section 32.04: ADMINISTRATION. It is the duty of the City Clerk to provide for and establish the records for said address and numbering system of the City of St. Stephen and to prepare and keep in his or her office plats of the lots and blocks in the City of St. Stephen, and to enter thereon, in such manner as will enable all parties interested readily to ascertain the same, the number of every lot or parcel as well as every building in the City, in accordance with this Ordinance. Further, the Clerk shall make additions thereto from time to time as may be necessary to keep such plats current. Where appropriate, two or more numbers shall be assigned to the same lot or parcel so that the separate buildings thereon may themselves have separate numbers; where proper, as in the case of multiple dwellings and buildings similar thereto, several numbers may be assigned to the same building. Any person desiring to ascertain the number of any lot or parcel, or any building thereon shall be so informed by the said City Clerk or any assistants. Copies of such plat may be kept and maintained for ready reference in the office of the City Engineer or elsewhere as the City Clerk directs.

Section 32.05: TYPE AND PLACEMENT OF NUMBERS. It is the duty of the owner or owners of every lot or parcel of land in the City of St. Stephen fronting on any road or street to ascertain the number or numbers assigning to his or her lot or parcel, as well as any building thereon, and to place and keep in a conspicuous place on the front of any building thereon the proper number of such building. If such building is not visible from the street or road, the number shall be posted on the mail box and on the building. Such numbers shall be of such make and design and of such material as will make the same readily visible and readable under ordinary light during the daytime from the street upon which such building fronts. Such numbers shall be regular in shape, uniform in size, and not less than three inches in height.

ST. STEPHEN CITY CODE
CHAPTER 3: PUBLIC PROPERTY AND IMPROVEMENTS

Section 32.06: ENFORCEMENT. The City Clerk has the duty and authority to order any owner or owners of any lot or parcel of land to remove from any building thereon any number which is in conflict with the number assigned to such building on the plats of the City and to post thereon the correct number. The Clerk also has the duty and authority to order the removal of any number which cannot be easily read from the street upon which building fronts or is in violation of this Ordinance in any way and to direct the posting of a number which is not in violation of this Ordinance and can be so easily read, both during the periods of light and periods of dark. A failure to comply with such order within ten days of receipt of the order is a violation of this Ordinance. The enforcement of this Ordinance and performance of the duties herein may be delegated by the City Clerk to one or more assistants or may be assigned to any other employee of the City.

Section 32.07: PENALTIES. Violation of this Ordinance shall be a petty misdemeanor. The City shall also be entitled to the cost of prosecution in any case. Each separate day such violation is continued may be prosecuted as a separate offense.