

	Address Policy	Revision #	
		Implementation Date	
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1. **Purpose**

This policy provides residents with a clear and concise address system that will allow all public service providers, including, but not limited to the Police Department, Fire Department and US Postal Service, the ability to locate all residences quickly and with confidence.

2. **General**

The City of Marion address system shall be as follows:

1. North and west sides of the street shall have an even address. South and east sides of the street shall have an odd address.
2. Private street names shall be used when addressing buildings, located on approved private streets.
3. In all private developments, address identification signs shall be required to be installed listing the addresses of any building clusters around the parking lots or other features. Address identification signs shall meet the following regulations:
 - A. Signs may be installed by the owner of the development or the owner may contract with the City of Marion for installation.
 - B. Cost of materials and installation of the address signs shall be borne by the owner of the development.
 - C. All signs shall be constructed from aluminum with numbers required to be 4 inches tall with reflective coating and dark backing.
 - D. Address identification signs shall be placed in such a position as to be plainly visible and legible from the street fronting the property. Letters and Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke of 0.5 inch (12.7mm).
 - E. Address identification signs shall be set a minimum of 2 feet above grade.
 - F. Per Section 505 of the international Fire Code, where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

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4. Addressing for units on individual or multi-unit lots shall be as follows:

- A. Units on individual lots or duplex units will be identified with individual address numbers.
- B. Buildings with four or fewer units have individual addresses for each unit. More than four units get one building address and a separate identifier (A, B, C, 100, 200, 300) for each individual unit
- C. Assignment of individual addresses to five (5) or six (6) plex units may be approved on a special request basis, subject to review, and approval, by the Police, Fire, and Community Development Departments, under the following circumstances
 - (1) All such units shall be intended to be owner occupied.
 - (2) All such units shall have individual doors to the outside and be clearly marked with a unit number.

3. Contact

For questions or comments about this policy, please contact the Community Development Department at 319-743-6320