

Section 403 - Addressing Including Emergency Address Signs

403.01 Purpose. The purpose of this Section is to provide addressing standards for structures and land to enhance the effective and rapid location of properties by public safety personnel including law enforcement, fire, rescue and emergency medical services personnel in the City of Brainerd.

403.03. Definitions. Subdivision 1. “Address” – A series of numbers and/or letters that identify the location of a structure and/or parcel of property. The address is typically used along street names and directionals for reference. Examples include: 123 Elm Street, 123 N. Elm Street, Building A, 123 S. Elm Street Unit 1, etc.

Subd. 2. “Emergency Address Sign” – White six (6) inch letters on blue reflector (High Intensity Prismatic) back to back on one (1) - sixteen (16) inch by six (6) inch sign blank bolted to an approved signpost.

Subd. 3. “Street Right-of-Way” – A strip of land occupied or intended to be occupied by a street, boulevard, sidewalk, trail, water main, sanitary sewer, storm drain, or any other use involving maintenance by a public agency and dedicated to public use by the recording of the plat on which such right-of-way is established.

Subd. 4. “Structure” – Anything that is built, constructed or erected, an edifice or building of any kind or any piece of work artificially built up and/or composed of parts joined together in some definite manner whether temporary or permanent in character.

Subd. 5. “Structure Visibility” – An address can be seen by City of Brainerd emergency services personnel from the road’s edge during times of “leaf on” conditions.

403.05. Address Assignment. Any property or structure that requires an address, shall at the time of applying for a building permit be issued an address.

403.07. Enforcement. The Building Official shall enforce this Section. Any property or structure required to have an address or has an address that does not conform to addressing requirements of the City of Brainerd shall comply with the terms thereof within fifteen (15) days of receiving a written notice to comply.

403.09. Addressing – Compliance. When placing an address on a structure or for a parcel of land in the City of Brainerd it shall be placed in accordance with the instructions of the Building Official and in conformance with this Section:

Structures located within fifty (50) feet of the road’s edge shall be identified as follows:

- a) One and two family dwellings shall have an address that is at least four inches in height; shall be of durable materials; and shall be of contrasting color to the base to which they are attached.
- b) All other dwelling buildings and complexes, public buildings, commercial buildings and industrial buildings shall conform to the above criteria. The Building Official may require an address exceeding four inches in height.
- c) An address shall be placed so as to be directly visible from the road's edge as follows:
 - (1) One and two family dwellings. The address shall be attached to the building at the front entrance or such other location approved or required by the Building Official;
 - (2) Multi-family dwellings and townhouse complexes. Approved addressing shall be attached to the building at the main entrance nearest an adjoining driveway, public or private street and at such other locations as directed by the Building Official. In the case of dwelling complexes which may be assigned a common address, addressing shall be displayed in a manner approved by the Building Official at the main entrances to the complex;
 - (3) Individual detached commercial and industrial establishments. Addressing shall be attached to the building at the front entrance and at such other location as may be required by the Building Official;
 - (4) Attached commercial and industrial establishments, clustered in a complex or in a multi tenant building. Approved addressing shall be attached to the building at the main entrances to the establishments, nearest to the adjoining driveway, public or private street, and at such other locations as directed by the Building Official. In the case of complexes or multi tenant buildings which may be assigned a common address, addressing shall be displayed in a manner approved by the Building Official at the main entrances to the complex;
 - (5) Individual dwelling units in multi-family dwellings, and individual tenant areas in multi tenant commercial and industrial buildings, which have entrances not facing an adjoining public or private street or driveway. Approved addressing placed at each entrance to said dwelling or tenant area. In the case of multi story buildings, said addressing shall be sequential, corresponding with the respective floor or level.
- d) Structures. In addition, structures not identified in c. above, that are more than fifty (50) feet from the road's edge and for which an address is required (as determined by the City of Brainerd) or requested, such address shall be displayed in accord with c. above.

- e) Undeveloped land. When an emergency address sign is required (as determined by the City of Brainerd) or requested, such address shall be placed in accord with Section 403.11.

403.11. Emergency Address Signs. Structures located more than fifty (50) feet from the road's edge and undeveloped land that requires an address shall in addition to all of the requirements in Section 403.09, have an emergency address sign placed in the street right-of-way at a location determined by the City of Brainerd as follows:

- a) The City of Brainerd shall place the initial emergency address post and address number sign plate at each address. The property owner at each address will be charged for the cost of the material and installation. Once installed emergency address number sign plate and post maintenance becomes the owner's responsibility and its location shall not be changed or altered in any manner.
- b) Should the emergency address post or emergency address number sign plate need replacement for any reason, replacement will be done by the City of Brainerd.
- c) An owner of land on which there is a structure not required to have an emergency address sign, or any undeveloped land not required to have an emergency address sign, may voluntarily request placement of an emergency address sign within the street right-of-way. Sign placement shall comply with all placement requirements list above.
- d) The City Engineer or authorized City representative shall be responsible for the (re)placement of emergency address numbers plates and post.

403.13. Utility Notification. No utility company operating in the City of Brainerd shall furnish its utility services to any new structure until it has been issued a valid address by the City of Brainerd.

403.15. Affected Area. Emergency address signs are not required within the area identified in the attached map.

403.17. Fees. All material and installation costs shall be the responsibility of the property owner. Fees are listed in Chapter X of the Brainerd City Code.

403.19. Penalty. Violation of this Section shall constitute a misdemeanor.

403.21. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Emergency Address Ordinance is declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Section, which shall continue in full force and effect, and to this end the provisions of this Section are hereby declared to be severable.

(Added Ord. 1360 – 2010)

