

# **Addressing Ordinance**

## **Town of Readfield**

**(Adopted March 1, 2010)**

**(Revised and Adopted June 9, 2011)**

### **Section 1. Title**

This Ordinance will henceforth be known and cited as the *Readfield Addressing Ordinance* and will be referred to herein as the "Ordinance."

### **Section 2. Purpose**

The purpose of this Ordinance is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Readfield.

### **Section 3. Authority**

This Ordinance is adopted pursuant to and consistent with Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

### **Section 4. Administration**

A. This Ordinance shall be administered by the Addressing Officer and the Road Commissioner, who are authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 5 and 6. The Addressing Officer shall also be responsible for maintaining the following official records of the Ordinance:

- 1) A Readfield map for official use showing road names and numbers;
- 2) Three lists of all property owners as identified by current assessment records listed by:
  - a) last name, listed alphabetically, showing the assigned numbers;
  - b) map and lot number, listed in sequence, showing the last name and assigned numbers; and
  - c) an alphabetical list of all roads with property owners listed in order of their assigned numbers.

B. The Select Board shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the Town and the State agency and all other entities or persons responsible for timely implementation of Enhanced 9-1-1 services.

## **Section 5. Naming System**

All roads that serve two or more principal structures or uses shall be named regardless of whether the road ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt route for vehicle access, other than a driveway. A road name assigned by the municipality shall not constitute nor imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (e.g., no Pine Road and Pine Lane).
- b. No two roads shall have similar-sounding names (e.g., no Beech Lane and Peach Lane).
- c. Each road shall have the same name throughout its entire length.
- d. When reviewing a request for a new road name, the Road Commissioner must consider and may reject any proposed road name the Commissioner considers a matter of practical difficulty including, but not limited to, length of name, appropriate text and content, potential for sign theft, etc.
- e. Any party aggrieved by the decision of the Road Commissioner may appeal that decision to the Select Board.

## **Section 6. Numbering System**

The following criteria shall govern the numbering system:

- a. *Number Origin.* All number origins shall begin from the designated center of Readfield (Readfield Corner) or from that end of the road closest to the designated center except that, numbers along Main Street (State route 17) shall begin at the Manchester town line. For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead-end.
- b. *Number Assignment.* Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, as the numbers ascend. A 25-foot or less interval may be applied in more densely developed areas. The number assigned to each structure shall be that of the numbered interval falling closest to the center of the driveway accessing the structure.
- c. *Multi-use Structures.* Every structure with more than one principle use or occupancy shall have one road number with sub-numbers for each separate occupancy, such as 235 Maple Road, (Apt 2).

## **Section 7. Compliance**

All owners of numbered structures shall maintain in a conspicuous place, their assigned numbers in the following manner:

- a. *Number on the Structure or Residence.* Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
- b. *Number at the Road Line.* Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed 42-48 inches above ground on a post, fence, or wall; on the mail box; or on some structure at the side of the roadway next to the walkway or access drive to the residence or structure.
- c. *Size,-Color, and Location of Numbers.* The size of the numeral(s) shall, at a minimum, cover an area 2" (two inches) wide by 4" (four inches) high and must be light reflective and of a color that sufficiently contrasts with their background. Numbers shall be located to be visible from the road at all times of the year.
- d. *Removal of different number.* Every person whose duty is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this Ordinance.
- e. *Interior location.* All residents and other occupants are requested to post their assigned number and road name next to their telephone for emergency reference.

## **Section 8. New Construction and Subdivisions**

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this Ordinance and as follows:

- a. *New Construction and Named Roads.* Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Addressing Officer. This shall be done at the time of the issuance of the building permit.
- b. *New Construction and Unnamed Roads.* The owner of any new road shall be responsible for applying for a new road name. In the event the road or right-of-way is owned in common, then it shall be the responsibility of the property owner applying for the building permit requiring the road be named, to also apply for the road name. It shall be the duty of the building permit applicant to obtain an assigned number from the Addressing Officer.

Applications for a new road name shall be obtained from the Addressing Officer and submitted with the required fees prior to issuance of a building permit. The application must be complete and if the applicant is requesting a name, two choices for names must be proposed. The applicant may forego the opportunity to request a name; in such case the Road Commissioner shall assign the name.

The application must be signed by all property owners on that road who are required to have a number.

The Addressing Officer shall forward the application to the Road Commissioner who will review the application pursuant to Section 5 and approve, or deny the application with reason, within seven (7) days of receipt.

- c. New Subdivisions. Any proposed subdivision application shall show a proposed road name and lot numbering system on the pre-application plan submission to the Planning Board. Approval by the Planning Board, after consultation with the Road Commissioner and the Addressing Officer, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the roads every 50 (fifty) feet, so as to aid in the assignment of numbers to structures subsequently constructed.

### **Section 9. Effective Date**

This Ordinance shall become effective upon its enactment by the Town. On new structures, numbering will be installed at the start of any construction or other development activity.

### **Section 10. Enforcement**

This Ordinance is for the safety and benefit of the residents of Readfield and it shall be the duty of each property owner, including landlords, to comply with this Ordinance. *A property owner who fails to comply with the standards set forth herein acknowledges and accepts the risk of receiving a longer response time for emergency services at that location.*

### **Section 11. Validity and Severability**

Should any section or provision of this Ordinance be declared to be invalid, such decision does not invalidate any other section or provision of this Ordinance.