

TOWN OF POWNAL

ADDRESSING & ROAD NAMING ORDINANCE

Section 1: Title

This ordinance will henceforth be known as the “Addressing & Road Naming 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 Pownal.

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

This ordinance shall be administered by the Select Board who has the authority to appoint an Addressing Officer to help with the management of the procedures, provided that all those responsibilities and actions of the Addressing Officer described hereinafter shall only become final after the review and approval thereof by the Select Board.

The Addressing Officer is authorized to and shall assign road names and numbers to all properties, (to include dwellings, places of business and buildings of any type capable of use or occupancy whether located on public or private streets or ways), both on existing and proposed roads, in accordance with the criteria in Sections 5 and 6. Newly assigned numbers to new dwellings, places of business and buildings at the time of subdivision approval, building permits or certificates of occupancy are requested, as provided elsewhere in Pownal ordinances. The Addressing Officer and the office of the Select Board shall be responsible for maintaining the following official records of this ordinance:

- a. Municipal map(s) for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current tax records by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

The Select Board shall designate any resident of Pownal as the Addressing Officer who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service.

Section 5: Naming System

All roads that serve two or more structures shall be named regardless of whether the ownership is public or private. A “road” refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. A road name approved and assigned by the municipality shall not constitute or 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. Pine Road and Pine Lane)
- b. No two roads shall have similar-sounding names (ex. Beech Road and Peach Lane).
- c. Each road shall have the same name throughout its entire length.

Section 6: Numbering System

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every fifty (50) 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 twenty-five foot or less interval may be applied in more densely structured areas.

- b. Number origins generally begin from the Freeport line for east and west roads and from the North Yarmouth line for north and south roads. There may be exceptions to this rule that would be addressed by the Select Board and the Addressing Officer in order to facilitate emergency response.
- c. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or the driveway of said structure if the front door cannot be seen from the main road.
- d. Where an individual lot contains more than one dwelling or place of business the Addressing Officer, with approval of the Select Board, shall assign only one street number to the lot and each separate dwelling unit or place of business shall have a separate identifying number assignment, i.e. 7-1, 7-2.
- e. Upon assigning a number to any dwelling, place of business or building, the Select Board will be responsible for sending written notice of the assigned number to the owner, occupant, or person in charge of the dwelling, place of business or building. In addition, the Post Office will be notified of any new addresses.

Section 7: Compliance

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on or near said structure, assigned numbers in the following manner:

- a. Timeline: Within 60 days after receipt of written notice from the Select Board or Addressing Officer that either (1) a number has been assigned to a dwelling, place of business or building, or (2) a number needs to be placed on or near said structure in order to comply with this ordinance, the owner, occupant or person in charge shall display the assigned number as set forth in section 7(b).
- b. Number Placement: The number may be placed on the exterior of the dwelling, place of business or building or in some other location on or near the premises, so that the number is conspicuous, legible and can be readily and adequately read by the driver of a vehicle, seated in the driver's seat while proceeding, in all weather conditions and at any time of day or night, at speeds appropriate for the circumstances, including fire and rescue activities, on the street or way upon which said structure is located.
- c. Number if the Structure of Residence: Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number may be displayed on the front of the residence or structure in the vicinity of the front door or entry, as long as such number complies with the requirements of section 7(b).
- d. Number at 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 either upon (1) a post, fence, wall, the mail box, or on some structure at the property line adjacent or opposite to the walk or access drive to the residence or structure, or (2) the structure, as long as the size and location of such a number complies with the requirements of section 7(b).
- e. Multiple Address For One Building: Where a principal building contains more than one dwelling or place of business and each such dwelling or place of business has been assigned a separate street number, the street number shall be displayed at the front entrance to each dwelling or place or business so that the number is conspicuous and legible from the street or way.
- f. Size, Color, and Location of Number: Numbers shall be of a color that contrasts with their background color and shall be a minimum of 3 (three)-inches in height and must be legible as set forth in section 7(b).
- g. Proper 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.
- h. Interior Location: All residents and other occupants are requested to post their assigned number and road name adjacent 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: 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 issuance (or applying) of the Building Permit.

- b. New Subdivisions: Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board after consultation with and approval by the Select Board 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 streets so as to aid in the assignment of numbers to structures subsequently constructed.
- c. Requirements: Notwithstanding anything to the contrary in Section 302 of title 1 of the Maine Revised Statutes, the requirements of this Section 8 shall apply to applications for subdivision approval, building permits and Certificates of Occupancy pending upon the effective date of this ordinance, except that no such approval, permit or certificate shall be withheld if the Select Board have not yet assigned street numbers to the property at the time when the application is otherwise in order for approval.
- d. Developers or Subdivisions: Shall be required to erect signs naming streets within each approved subdivision. Street signs shall be approved by the Road Commissioner.

Section 9: Effective Date

This ordinance shall become effective 30 days after its enactment. It shall be the responsibility of the Select Board to make sure that each property owner and the U.S. Postal Service be notified by mail of the new address at least 60 (sixty) days prior to the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

This ordinance will supersede the "Street Numbering Ordinance" that was adopted on July 26, 1993.