

**TOWN OF ST. ALBANS
ROAD NAMING AND NUMBERING ORDINANCE**

SECTION 1. PURPOSE

The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety, emergency services, postal delivery and business delivery.

SECTION 2. AUTHORITY

This ordinance is adopted pursuant to and consistent with the 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 3. ADMINISTRATION

This ordinance shall be administered by the Board of Selectmen and Addressing Officer who shall assign road names and numbers to all properties, both on existing and proposed roads, *pursuant to Section 4 of this ordinance*. The Board of Selectmen/their designee shall be responsible for maintaining the following official records of this ordinance *as laid out in "The Enhanced 9-1-1 Addressing Officer Manual produced by the Public Utilities Commission:*

- A. A St. Albans map for official use showing road names and numbers.
- B. An alphabetical list of all property owners as indentified by current assessment 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.
- D. The Town Clerk shall notify the property owner/s and the St. Albans Post Office of the new road names and addresses in writing, once approved by the Board of Selectmen.
- E. The Addressing Officer shall provide the correct road name and number range to the Emergency Services Communication Bureau for Enhanced 9-1-1 purposes, once the road name has been approved by the Board of Selectmen. Anytime the Town adds a new road or changes an address range, he/she must notify the ESCB/GIS immediately at 1-800-665-2830.

SECTION 4. NAMING SYSTEM

All roads in St. Albans that serve two or more addresses shall be named regardless of whether the ownership is public or private. *Driveways serving only one address, do not meet the requirements of this ordinance*. A road name assigned by the town shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- A. Similar names - no two roads shall be given the same or similar - sounding (e.g. Beech and Peach, Pine Road and Pine Lane) names.
- B. Each road shall have the same name throughout its entire length, insofar as practical.
- C. Roads leading to gravel pits will be numbered, due to the safety of those individuals working there at any given time. Numbers to be posted at the entrance of the pits, by the landowner.
- D. The Addressing Officer shall obtain the signature of each landowner on a road, which has been determined it must be named, to be sure each landowner is in agreement on the proposed name, before the Board of Selectmen vote on the naming of said road.

SECTION 5. NUMBERING SYSTEM

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, determined by the number origin. The following criteria shall govern the numbering system.

- A. All number origins shall begin from the designated center of St. Albans or that end of the road closest to the designated center. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- B. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.

- C. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate apartment numbers, such as 235 Maple Street, Apt.2).

SECTION 6. COMPLIANCE

All owners of structures shall display and maintain in a conspicuous place on said structure, the 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 in the vicinity of the front door or entry.
- B. Number at the street 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 on a post, fence, wall, mail box or on some structure at the property line adjacent to the walk.
- C. Size and Color Number. Number shall be a recommended minimum height of 4" and in a color and location as to be visible from the road.
- D. Every person whose duty is to display the 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 the assigned number and road name adjacent to their telephone for emergency reference.

SECTION 7. NEW DEVELOPMENTS AND SUBDIVISIONS

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

- A. New Developments. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Town.
- B. New Subdivisions. Any prospective sub-divider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board for their approval. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 (fifty) feet so as to aid in assignment of numbers to structures subsequently constructed. The proposed road name must be submitted to the Addressing Officer, who will then submit it to the Selectmen for final approval. The 911 addressing number will be assigned by the Addressing Officer.

SECTION 8. EFFECTIVE DATE

This ordinance shall become effective once voted on at the Annual Town Meeting on March 2, 2019 and replaces the ordinance which was adopted on March 4, 1995 and revised March 1, 2014. It shall be the duty of each property owner to comply with this ordinance within 90 (ninety) days. Property owners on roads not named or numbered as of the effective date shall be notified upon completion and have 90 days to comply. On new structures, numbering will be installed prior to when the structure is first used or occupied.

Amended Annual Town Meeting 3/2/2019

Amended Annual Town Meeting 3/1/2014

Adopted Annual Town Meeting 3/4/1995

Signed by the Board of Selectmen at their Regular Meeting, Monday, March 11, 2019.






