

# **Addressing 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 and 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, § 1 of the Constitution of the State of Maine and Title 30-A MRSA § 3001. This is a land use ordinance within the meaning of Title 30-A MRSA § 4452.

## **Section 3. Administration**

This ordinance shall be administered by the Board of Selectmen who shall assign road names and numbers to all properties, both on existing public and private roads and proposed roads. The Board of Selectmen shall be responsible for maintaining and following official records of this ordinance.

- a. A Town of Jay map for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified 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.

## **Section 4. Naming System**

All roads in the Town of Jay that serve two or more addresses shall be named regardless of whether the ownership is public or private. 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.

## **Section 5. Numbering System**

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

- a. All new number origins shall begin from Main Street. Roads to the East shall be numbered West to East, roads to the West shall be numbered East to West. 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 interval falling closest to the primary entrance 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 numbers; apartments will have one street number with an apartment number, such as 235 Maple Street, Apt. 2).

## **Section 6. Compliance**

All owners of structures shall, on or before July 1, 1996, 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 fifty (50) 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 primary entrance.
- b. Number at the Street line. Where the residence or structure is over fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, mailbox, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
- c. Size and Color of Number. Numbers shall be displayed in a color and size (minimum of 3 inches in height) approved for use by the Board of Selectmen and shall be illuminated or of reflective material and located 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.

Any individual, corporation, partnership or other legal entity who violates any provision of this Ordinance shall be subject to the civil penalties as provided in Title 30-A MRSA § 4452. The Selectmen and the Code Enforcement Officer shall enforce the provisions of this Ordinance.

### **Section 7. New Structures, Developments and Subdivisions**

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

- a. New Structures and Developments. Prior to any new structure being constructed or developed, or lot redeveloped, it shall be the duty of the owner to procure an assigned number from the Board of Selectmen. This shall be done on or before the time that the Town issues its certification to CMP of the lot's subdivision status.
- b. New Subdivisions. Any prospective subdivider shall show the approved road name and lot numbering system on his submission to the Planning Board. On the final plan, the prospective subdivider shall mark lines or dots, in the center of any street, every fifty (50) feet so as to aid in assignment of numbers to structures subsequently constructed.

### **Section 8. Effective Date**

This ordinance shall become effective as of June 19, 1995. Prior to July 1, 1996, it shall be the duty of the Town of Jay to notify by mail each owner and the Post Office of the new address. It shall be the duty of each property owner to comply with this ordinance by July 1, 1996 except new structures, developments and subdivisions shall comply with this Ordinance as provided in Section 7.