

TOWN OF NORTH YARMOUTH

Road Naming and Property Numbering Ordinance

SECTION 1. PURPOSE & AUTHORITY

Subsection 1.1 Purpose: The purpose of this ordinance is to provide for the rapid location of properties for the delivery of public safety and emergency services, postal delivery and business delivery.

Subsection 1.2 Authority: This ordinance is adopted pursuant to and consistent with Title 30-A M.R.S.A. Section 3001.

SECTION 2. DEFINITIONS

For the purpose of this ordinance, the following definitions shall apply:

Subsection 2.1 Road: Any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt way within the Town of North Yarmouth. For the purposes of this ordinance only, a common drive serving two or more homes shall be considered a road.

Subsection 2.2 Improved properties: Refers to any property on which a more or less permanent structure has been erected or placed.

SECTION 3. OFFICIAL MAP

Subsection 3.1 Map: The assessor's tax map set entitled "Property Maps of the Town of North Yarmouth, Maine, dated 1997 as revised is hereby adopted as the official map by which streets are named and property numbers assigned. The map shall be developed by, maintained by and held in the custody of the Town Clerk. The assignment of numbers to properties, both on existing and proposed roads, shall be the responsibility of the Code Enforcement Officer or their designee.

Subsection 3.2 Official: The Code Enforcement Officer shall be responsible for maintaining the following official records of the numbering system.

3.2.1 The Property Maps of the Town.

3.2.2 An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.

3.2.3 An alphabetical list of all streets with property owners listed in order of their assigned number.

SECTION 4. NUMBERING AND NAMING SYSTEM

Subsection 4.1 Each residence and business property shall have a number indicating its position on the street on which it is located.

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Subsection 4.2 The Board of Selectmen is the final authority in assigning or accepting names for such roads. A road name assigned by the Board of Selectmen shall not constitute or imply acceptance of the road as a public way. Road names shall conform to U.S. Postal Service guidelines as published in their publication *Postal Addressing Standards*.

Subsection 4.3 In general one whole number shall be assigned for every fifty (50) feet of road frontage, whether the property is improved or vacant.

Subsection 4.4 In general, the numbering shall begin at the end of the road closest to the datum line (designated point of origin) of the Town, with even numbers appearing on the left side of the road, and odd numbers appearing on the right side of the road.

Subsection 4.5 Every improved property with more than one principle use or occupancy shall have a separate designator for each use or occupancy. (i.e. 291 Walnut Hill Road, Apt. 2). The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.

SECTION 5. COMPLIANCE

Subsection 5.1 Compliance: All owners of structures shall, on or before the effective date of this ordinance, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner.

5.1.1 Posting of Designated Road Addresses. Within 60 days of written notice from the Town that a number has been assigned to a dwelling, place of business or building, the owner, occupant or person in charge shall display the assigned number on the exterior of the dwelling, place of business or building or in some other location on the premises, so that the number is conspicuous and legible from the road.

5.1.2 The number must be made of materials which are reflective and which contrast with the background materials and colors-and be a minimum of 4" high

5.1.3 Number at Road line. Where the residence or structure is over 100 (one hundred) feet from the edge of the road right of way, the assigned number shall be displayed on a post, fence, wall, mail box, or some structure at the property line adjacent to the walk or access drive to the residence or structure.

- a. 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.
- b. Interior location. All residents and other occupants are requested to post the assigned number and road name adjacent to their telephone for emergency reference.

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SECTION 6. PROPOSED ROADS & PROPOSED STRUCTURES

Subsection 6.1 Proposed roads shall be named and numbered in accordance with the provisions of Section 4 of the Ordinance and current Town standards and policies.

Subsection 6.2 New structures shall be posted with numbers in accordance with the provisions of Section 5 of the Ordinance.

6.2.1 On the final subdivision plan showing roads, the applicant shall mark on the plan, lines or dots, in the center of the roads every (50) feet so as to aid the Town in assigning numbers to buildings subsequently constructed.

6.2.2 Proposed property numbers shall be noted on the blueprints, drawings, or plans submitted with the application for any required building or land use permits or approvals.

6.2.3 On new roads, road signs shall be installed by the owner prior to any permits being issued by the Code Enforcement Officer for anything relating to that road or applicable development.

6.2.4 On new structures, numbers shall be installed by the owner prior to an occupancy permit being issued by the Code Enforcement Officer.

SECTION 7. UNLAWFUL & ENFORCEMENT

Subsection 7.1 Unlawful to Deface Numbers or Street Signs:

No person may alter, deface or remove any number placed on any property in accordance with this ordinance, except for repair or replacement of such numbers. No person may alter, deface, or remove any road name sign erected in accordance with this ordinance, except for repair or replacement of such sign.

Subsection 7.2 Enforcement:

Any person, firm, or in the case of a corporation or association, any official thereof, violating any of the provisions of this ordinance, shall upon conviction be punished by a fine of not less than twenty-five (25) dollars nor more than one-hundred (100) dollars for each offense, and each day such violation exists shall constitute a separate offense.

SECTION 8. SEPARABILITY

Subsection 8.0 If any portion of this ordinance shall be declared invalid, it shall not affect any other portion of this ordinance.

ADOPTED: May 21, 1997

AMENDED: June 18, 2011