

Town of Stockton Springs

ADDRESSING ORDINANCE

Of the Town of Stockton Springs

Adopted March 11, 2000 Annual Town Meeting

Amended June 20, 2009 Annual Town Meeting

Attested by Christina Hassapelis
Town Clerk

Date July 2, 2009

Town of Stockton Springs
Addressing Ordinance

Section 1. Purpose

The purpose of this ordinance is to ensure the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical services personnel in the Town of Stockton Springs.

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 30A MRSA Section 3001.

Section 3. Administration

This ordinance shall be administered by the Town's E911 Addressing Officer who is 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 Town's E911 Addressing Officer shall be responsible for maintaining the following official records of this ordinance:

- a. 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.
- d. Driveways of more than 50 feet from the named road may be given a name if the dwelling cannot be seen from the intersecting roadway.
- e. Persons who do not comply with the display requirements as listed above shall be considered Not in Compliance and will be subject to fines as per Section 9.

The Town Manager shall designate an E911 Addressing Officer, with Select Board approval. Said addressing officer will be authorized to provide all required addressing and database information to the state agency responsible for the implementation and maintenance of enhanced 911 services.

Section 4. Naming System

All roads in the Town of Stockton Springs that serve two or more properties 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. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name approved and recorded 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. The Board of Selectmen is authorized to eliminate or cause to be eliminated any duplicate or similar sounding names existing at the time this ordinance is enacted.
- b. Each road shall have the same name throughout its entire length.

Section 5. Numbering

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 (A 25 or 10 foot interval may be applied in more densely structured areas). The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Stockton Springs or that end of the road closest to the designated center. When appropriate, the numbering origin may be the border with another community or a major connecting intersection. 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 numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be the interval falling closest to the driveway of said structure.
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two (2) separate numbers; apartments will have one road number with an apartment number, such as 235 Main Street, Apt 2.

Section 6. Compliance

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

- a. Numbers on the residence or structure. Where the residence or structure is within fifty (50) feet from 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. Numbers at the Road 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, the mail box or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
- c. Size, Color and Location of the Number. Numbers shall be of a color that contrasts with their background color and shall be plain block numbers at least four (4) inches in height. Numbers shall be located to be visible from the road at all times of the year.
- d. Proper Number. Every person whose duty it 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 are requested to post their assigned numbers and road name adjacent to their telephone for emergency reference.

Section 7. New Construction and Subdivisions

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

- a. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the owner to obtain an address from the E-911 Addressing Officer. This shall be done at the time of the issuance 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 the E-911 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 streets every fifty (50) feet so as to aid in the assignment of numbers to structures subsequently constructed.

c. Any new subdivision, as part of its approval process of said plan by the Planning Board, must submit the names of any new roads to the E-911 Addressing Officer before final approval by said board can be given

Section 8. Effective Date


This ordinance shall become effective for the purpose of its implementation on the date of its enactment or amendment. Once adopted or amended, it shall become fully effective only after all of its provisions have been fulfilled including notification to the Post Office and each new property owner by mail as to each assigned address. It shall be the duty of each property owner to comply with the provisions of this ordinance, including the posting of new property numbers within thirty (30) days following notification. On new structures, numbering must be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

Section 9. Enforcement

The Board of Selectmen may designate the Code Enforcement Officer, the Constable or other appropriate municipal official to act as its agent(s) with regard to the implementation and enforcement of this ordinance. Whoever violates any of the provisions of this ordinance, shall upon conviction therefore, be punished by a fine of not more than One Hundred Dollars (\$100.00) for each violation.

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