

TOWN OF HOLDEN

ADDRESSING ORDINANCE

SECTION 1. PURPOSE

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

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 will be administered by the Board of Selectmen who are authorized and directed to assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 5. The Board of Selectmen will also be responsible for maintaining the following official records of this ordinance:

- A. A Holden 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 that serve two or more properties will 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 assigned by the Town of Holden will not constitute or imply acceptance of the road as a public way.

The following criteria will govern the naming system:

- A. No two roads will be given the same name (e.g., Pine Road and Pine Lane);
- B. No two roads should have similar-sounding names (e.g. Beech Street and Peach Street)
- C. Each road will have the same name throughout its entire length.

SECTION 5. NUMBERING SYSTEM

Numbers will 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 frontage interval may vary in more densely or lightly populated areas, and it should be so indicated in the records noted in Section 3, where that particular interval applies.)

The following criteria will govern the numbering system:

- A. All number origins will begin from the designated center of Holden, or that end of the road closest to the designated center. (The numbering origin does not have to be the Town center, but could be a border with another community.) For dead-end roads, numbering will originate at the intersection of the adjacent road and terminate at the dead end;
- B. The number assigned to each structure will be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number will be that of the interval falling closest to the driveway of said structure;
- A. Every structure with more than one principle use or occupancy unit will have a separate number for each use or occupancy unit. (i.e., duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt. 2).

SECTION 6. COMPLIANCE

All owners of structures will, by the date stipulated in Section 8, 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 will be displayed on the front of the residence or structure near 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 will be displayed on a post, fence, wall, the mail box, or on some structure at the property line next to the walk or access drive to the residence or structure.
- C. **Size and Color of Number.** Numbers will be displayed in a color and size approved for use by the Board of Selectmen, and will be located to be visible from the road;
- D. **Removal of Different Number.** Every person whose duty is to display the assigned number, will remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance; **Interior Location.** All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

SECTION 7. NEW CONSTRUCTION AND SUBDIVISIONS

All new construction and subdivisions will 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 will be the duty of the builder or developer to obtain an assigned number from the Board of Selectmen. This will be done at the time of the issuance of the building permit;
- B. **New Subdivisions.** Any prospective sub divider will show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Board of Selectmen, will constitute the assignment of road names and numbers to the lots in the subdivision on the Final Plan showing proposed roads. The applicant will mark on the plan, lines or dots, in the center of the streets every 50 (fifty) feet to aid in assignment of numbers to structures constructed.

SECTION 8. EFFECTIVE DATE

This ordinance will become effective on the date of approval by the Town Meeting. It will be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It will be the duty of

each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before final inspection, or when the structure is first used or occupied, whichever comes first.

SECTION 9. ENFORCEMENT AND PENALTIES.

Any person who violates any provision of this ordinance commits a civil violation. The penalty for this violation is a fine not less than \$25.00 or more than \$100.00 per violation. Each day that a violation continues, constitutes a separate violation. If the Town is the prevailing party in an action to enforce any provision of this ordinance, it must be awarded its reasonable attorney fees, expert witness fees and costs, unless extraordinary circumstances make the award of these fees unjust.