

**TOWN OF HOLDEN
ADDRESSING ORDINANCE**

The Town of Holden hereby ordains that the following Ordinance be enacted.

**ARTICLE I
GENERAL INFORMATION**

SECTION 101: TITLE

This ordinance shall be known as and may be cited as the “Addressing Ordinance of the Town of Holden, Maine,” and will be referred to herein as the “Ordinance”.

SECTION 102: 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 103: 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 8-A, of the Constitution of the State of Maine, and Title 30-A, M.R.S.A. Maine Revised Statutes (M.R.S.), Section 3001.

SECTION 104: APPLICABILITY

This Ordinance shall be applicable to all property owners within the Town of Holden where a structure has been or could be placed whether residential, commercial, municipal, or school. In the case of Mobile Home Parks, Rental Property, or Apartment Complexes the owner is responsible to insure tenants comply with the provisions in this Ordinance.

SECTION 105: SEVERABILITY

In the event that any section, subsection, or any provision of this Ordinance shall be declared by any court of competent jurisdiction to be invalid for any reason, such decision shall not be deemed to affect the validity of any other Section, Sub-Section, or other portion of this Ordinance; to this end, the provisions of this Ordinance are hereby declared to be severable.

SECTION 106: CONFLICT WITH OTHER ORDINANCES

Whenever the requirements of this Ordinance are in conflict with the requirements of any other lawfully adopted rule, regulation, ordinance, deed restriction or covenant, imposing the most restrictive or higher standard shall govern.

SECTION 107: DEFINITIONS

Contrast - Light colored numbers on a dark background, or dark numbers on a light colored background.

E911 Addressing Officer – Individual appointed by the Fire Chief to administer and monitor the E911 addressing system and who has authority to insure compliance with this Ordinance.

Property – Refers to any property on which a more or less permanent structure has been erected or could be placed.

Road – As used in this Ordinance refers to any highway, road, street, avenue, lane, private way, private road, or similar paved, gravel, or dirt thoroughfare.

**ARTICLE II
ADMINISTRATION**

SECTION 201: ADMINISTRATIVE PROCEDURES

This ordinance will be administered by the Fire Chief who shall appoint an E911 Addressing Officer as his representative and who is authorized and directed to assign numbers to all properties, both on existing and proposed roads, in accordance with the criteria within this Ordinance, Maine State Statutes, and to review all proposed future road names and make recommendation to the Town Council for their approval or disapproval action. The Fire Chief or his designated representative will also be responsible for maintaining the following official records of this ordinance:

- 201.1 A Holden map for official use showing road names and numbers.
- 201.2 An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- 201.3 An alphabetical list of all roads with property owners listed in order of their assigned numbers.

SECTION 202: ROAD NAMING SYSTEM

All roads that serve two or more properties will be named regardless of whether the ownership is public or private. 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:

- 202.1. No two roads will be given the same name (e.g., Pine Road and Pine Lane).
- 202.2 No two roads should have similar-sounding names (e.g., Beech Street and Peach Street).

202.3 Each road shall have the same name throughout its entire length.

SECTION 203: NUMBERING SYSTEM

A number 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 populated areas, and it should be so indicated in the records noted in Section 201, where that particular interval applies.)

The following criteria will govern the numbering system:

- 203.1. 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;
- 203.2. 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;
- 203.3. Every structure with more than one principle use or occupancy unit will have a single street/road number assigned to the structure and a separate unit number for each unit of occupancy. (i.e., duplexes or apartment buildings will have a road number such as 235 Chestnut Drive with each unit having a sub number i.e. 235 Chestnut Dr. Unit 1 or Unit A).

SECTION 204: COMPLIANCE

All owners of structures will display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- 204.1 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 and visible from the roadway.
- 204.2 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. Number must be visible approaching from either direction. If mailbox is not located on same side of the street as the driveway then the

numbers must be displayed on a post, fence or wall adjacent to the walk or driveway entrance.

- 204.3 **Size and Color of Number.** Numbers will be a minimum of four (4) inches in height and will be displayed in a manner that contrasts with the background. Numbers will be located in such a manner as to be visible from the road
- 204.4 **Removal of Different Number.** Every person whose duty is to display the assigned number, will remove any different number or additional number/letters that might be mistaken for, or confused with the number assigned in conformance with this ordinance.
- 204.5 **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 205: 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:

- 205.1 **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 Fire Chief or E911 Addressing Officer prior to a Certificate of Occupancy being issued. Once the foundation or driveway is complete a new address request can be made at the Town Office for assignment of a physical address.
- 205.2 **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 Town Council, 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. On new structures, numbering will be installed before final inspection, or when the structure is first used or occupied, whichever comes first.

**ARTICLE III
ENFORCEMENT AND EFFECTIVE DATE**

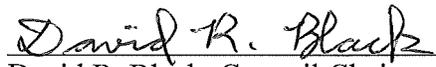
SECTION 301: ENFORCEMENT AND PENALTIES

The Fire Chief or E911 Addressing Officer will notify property owners in writing of non-compliance with this ordinance and requesting corrective action within fifteen (15) working days. Failure to comply will result in the Town starting legal enforcement action. Any person who violates any provision of this ordinance commits a civil violation. The penalty of 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 and costs.

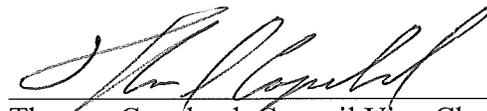
SECTION 302: EFFECTIVE DATE

This Ordinance is effective immediately upon adoption and replaces any other policies or ordinances the Town has with respect to addressing within the Town of Holden.

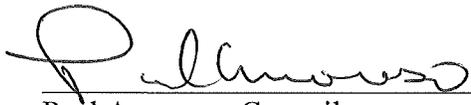
Signed this June 20, 2016 by the Town Council.



David R. Black, Council Chairperson



Thomas Copeland, Council Vice-Chairperson



Paul Amoroso, Councilor



Ralph McLeod, Councilor



Robert Harvey, Councilor