

APPENDIX L Street Naming and Numbering Ordinance

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APPENDIX L

Street Naming and Numbering Ordinance

Section 1. Purpose

- 1.1** The purpose of this ordinance is to establish procedures for naming roads and numbering structures for identification.

Section 2. Authority

- 2.1** This ordinance is adopted pursuant to 30-A M.R.S.A. §3001 et. seq.

Section 3. Applicability

- 3.1** This ordinance shall apply to the naming of all public roads, and private roads that provide access to at least 2 structures which are or may be occupied with a residential, commercial or public use and which are provided with primary telephone service or if such service is typical.
- 3.2** This ordinance shall apply to the numbering of all structures which are or may be occupied with a residential, commercial or public use and which are provided with primary telephone service or if such service is typical, or where the numbering is otherwise required for identification.

Section 4. Severability and Conflict

- 4.1** In the event that any provision of this ordinance is ruled to be invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 4.2** In the event that any provision of this ordinance conflicts with or is inconsistent with another provision of this ordinance or any other ordinance, regulation or statute, the more restrictive provision shall govern.

Section 5. Effective Date

- 5.1** This ordinance shall become effective beginning July 1, 1999.

Section 6. Administration

- 6.1** This ordinance shall be administered by the addressing officer, who is authorized to and shall assign names to roads and numbers to structures in accordance with the criteria in Sections 7 and 8, respectively.
- 6.2** The addressing officer shall be responsible for providing address information to the State of Maine Emergency Services Communication Bureau, the Maine Office of Geographic Information Systems, property owners, town officials and other interested parties.
- 6.3** The addressing officer shall be responsible for maintaining the following official records, a copy of which shall be kept in the office of the town clerk:
- 6.3.1** A map or maps identifying all public and private roads within the town that have been assigned a street name.

- 6.3.2** A list of all properties, identified by tax map and lot number, that are developed with structures requiring a street address and the assigned street address for each structure.
- 6.3.3** A written description of all public and private roads, including the approximate length of each road and the location of intersections. The descriptions of public roads shall not be considered legal descriptions of town-approved public ways.
- 6.4** Whenever any structure subject to the numbering requirements of this ordinance is constructed, installed or developed, it shall be the duty of the addressing officer to assign a number to that structure. This must be done prior to occupancy of the structure.
- 6.5** Road names in a proposed subdivision must be approved by the addressing officer prior to final approval of the subdivision by the Planning Board. The final subdivision plan must show lines or dots in the center of the proposed roads at 50 feet increments in accordance with Section 8 of this ordinance.

Section 7. Naming System

- 7.1** All roads that provide access to two or more structures subject to the numbering requirements of this ordinance shall be named in accordance with the requirements of this section.
- 7.2** The following criteria shall govern the naming system:
 - 7.2.1** No two roads shall be given the same name (e.g., no Pine Road and Pine Lane).
 - 7.2.2** No two roads should have similar sounding names (e.g., Beech Street and Peach Street)
 - 7.2.3** Each road shall have the same name throughout its entire length.
- 7.3** Before assigning a name for a new private road, the addressing officer shall send a written request for name suggestions to all owners of property abutting the new road. The name suggested by the majority of the property owners will be approved by the addressing officer provided that the name complies with the applicable requirements of this section.
- 7.4** Road names for a proposed subdivision must be submitted by the subdivider for approval. The final decision for the new road name shall be made by the addressing officer.
- 7.5** Changes to existing road names may only be approved by the Town Council.
- 7.6** A change to an approved name for a private road may be made no less than 5 years from the date of approval of the existing name.
- 7.7** The Town Council shall consider a change of an approved name for a private road under the following conditions:
 - 7.7.1** A written request signed by all property owners abutting the private road has been submitted to the town clerk;
 - 7.7.2** A one hundred dollar non-refundable administrative fee has been submitted to the town clerk;
 - 7.7.3** A deposit in the amount of two hundred dollars has been submitted to the town clerk. The deposit shall be applied to expenses related to the Council's review of the road name change; and

- 7.7.4** The addressing officer has determined that the proposed name complies with the applicable requirements of this ordinance.
- 7.8** All public roads, and private roads that are named in accordance with the requirements of this section, must be identified with road name signs installed in accordance with the requirements of section 10.
- 7.9** A road name assigned by the addressing officer shall not constitute or imply acceptance of the road by the town as a public way.

Section 8. Numbering System

- 8.1** Starting at each road's point of beginning, numbers shall be assigned every 50 feet along both sides of the road, with even numbers beginning with "2" on the left side of the road and odd numbers beginning with "1" on the right side of the road. The addressing officer may approve a different numbering order to preserve previously assigned numbers, to be consistent with a street numbering order originating in another municipality, or when otherwise necessary to aid in structure identification.
- 8.2** All numbering origins should begin from the designated center of Bucksport or that end of the road closer to the designated center. For dead end roads, numbering should originate at the intersection of the adjacent road and terminate at the dead end.
- 8.3** One number shall be assigned to each structure that is or may be occupied with a residential, commercial or public use, and which is provided with primary telephone service, or if such service is typical. The number assigned to each structure should 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 must be that of the interval falling closest to the driveway of said structure.
- 8.4** Every structure with more than one principle use or with a multi-unit occupancy must have a street address with a label identifying each use or occupancy. For example, duplexes and apartments will have one road number with apartment numbers, such as 235 Maple Street, Apt. 1 & Apt 2.
- 8.5** A building occupied with a use that is incidental and subordinate to the principal use of the property may be assigned an address number if, in the judgment of the addressing officer, number assignment is necessary to comply with the purposes of this ordinance.

Section 9. Display of Street Numbers

- 9.1** Where the structure is within 50 feet of the edge of the road right-of-way and clearly visible from the road, the assigned number should be displayed on the structure near the front door or entry so as to be visible from the road.
- 9.2** Where the structure is over 50 feet from the edge of the road right-of-way or less than 50 feet from the edge of the road right-of-way and not clearly visible from the road, the assigned number should be attached to a post, fence, wall, mail box, or other structure adjacent to the right-of-way and next to the walk or access drive to the structure. The number should be displayed so as to be clearly visible to motor vehicle drivers on the road and be located no less than 4 feet or more than 6 feet above the ground.

- 9.3 Numbers should be a minimum of 4 inches in height and set on a background of contrasting color.
- 9.4 Every person whose duty is to display the assigned number, should remove any different number that might be mistaken for or confused with the number assigned in conformance with this ordinance.
- 9.5 Unit numbers assigned to apartment dwelling units and other occupancies should be displayed on each unit's main entrance door.
- 9.6 Compliance with the requirements of this section is voluntary. Owners of structures are encouraged to properly identify their properties in accordance with the standards of this section to assist in accomplishing the purpose of this ordinance.

Section 10. Road Name Signs

- 10.1 The town shall be responsible for the installation and maintenance of road name signs for all public roads.
- 10.2 The town shall provide labor and materials for the first installation of private road name signs, except as otherwise required by the Bucksport Subdivision Ordinance.
- 10.3 Each private road must be identified with a name sign installed at its point of beginning and at its terminus when intersecting with another road.
- 10.4 The Public Works Director shall determine the location of all sign installations.
- 10.5 The date of installation will be determined by availability of labor and materials and the presence of frozen soil conditions.
- 10.6 Sign installations must comply with standards contained in the Manual on Uniform Traffic Control Devices.
- 10.7 Replacement of any private road name sign that has been removed without authorization, or that has received irreparable damage as determined by the Public Works Director, will be completed by the town at town expense one time only, except as otherwise allowed.
- 10.8 The Town Council may waive any of the requirements of this section when it has been determined to be in the best interest of the public.

Section 11 Enforcement

- 11.1 The Code Enforcement Officer may enforce this ordinance in accordance with the enforcement provisions of 30-A M.R.S.A. §4452.

Section 12 Definitions

addressing officer- a person appointed by the Town Council to administer the Street Naming and Numbering Ordinance.

designated center of Bucksport- the intersection of Main Street and U.S. Route 1.

road- any public way, public easement or privately-owned way intended for motor vehicular travel.

property- a structure or land developed with one or more structures.

structure- For the purposes of this ordinance, a structure is any building that may be occupied with a residential, commercial or public use and which is provided with primary telephone service or if such service is typical, except for structures with a temporary

location, such as construction office trailers and mobile food vendors, or structures which by design and use cannot be physically occupied or provided with telephone service.

Appendix L Street Naming and Numbering Ordinance was adopted on February 11, 1999, and amended on the following dates:

December 30, 1999

January 11, 2001

May 10, 2001

February 14, 2002

October 10, 2002

July 29, 2004