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PROPOSED ORDINANCE

ADDRESSING ORDINANCE

Enacted 21 March 1996, Amended 15 June 2021

SECTION 1. Title

This Ordinance will henceforth be known as the Addressing Ordinance.

SECTION 2. PURPOSE

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

SECTION 3. 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 4. ADMINISTRATION

This ordinance shall be administered for the Selectboard by an appointed 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 Addressing Officer shall also be responsible for maintaining the following official records of this ordinance:

- A. A South Thomaston map for official use showing road names and numbers.
- B. An alphabetical list of all property owners as identified by current tax 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.

The Selectboard shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible of implementation of Enhanced 9-1-1 service. A Selectboard member may be designated as the Addressing Officer.

Aggrieved individuals may appeal a road name change or address change, made by the Addressing Officer, to the Selectboard. Any appeal must be made to

the Selectboard, in writing, within 30 days of the notification, to the aggrieved party, of the change.

SECTION 5. NAMING SYSTEM

All roads 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. A road name assigned by the Town of South Thomaston shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

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

SECTION 6. NUMBERING SYSTEM

The following criteria shall govern the numbering system:

- A. Numbers shall 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, as the numbers ascend.
- B. All number origins shall begin from the designated center of South Thomaston or that end of the road closest to the designated center. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- C. The number assigned to each structure shall 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 shall be that of the interval falling closest to the driveway of said structure.
- D. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy (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 7. COMPLIANCE

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

- A. Number on the structure or the residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall 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)

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- feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mailbox, 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 shall be displayed in a color and size approved for use by the Board of Selectmen and shall be located to be visible from the road at all times of the year.
 - D. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

SECTION 8. 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 new owner to obtain an assigned number from the 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 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 50 (feet) to aid in assignment of numbers to structures subsequently constructed.

SECTION 8. EFFECTIVE DATE

This ordinance became effective as of Mar 21, 1996. It shall be the duty of the Addressing Officer 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 shall be the duty of each property owner to comply with this ordinance, including 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.