

**TOWN OF BAILEYVILLE  
ADDRESSING ORDINANCE**

- 1. Purpose**                    The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery, and business delivery.
- 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.
- 3. Administration**            This ordinance shall be administered by the Addressing Committee who shall assign road names and numbers to all properties, both on existing and proposed roads. The Code Enforcement Officer, or in his absence, the Police Chief shall be responsible for maintaining the following official records of this ordinance:
- A. A Town of Baileyville 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
- 4. Naming**                    All roads in the Town of Baileyville that serve two or more addresses shall be named regardless of whether the ownership is public or private. A road name assigned by the Town of Baileyville 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 names (e.g., Beech and Peach, Pine Road and Pine Lane.
  - B. Each road shall have the same name throughout its entire length, unless a break is necessary to avoid confusion. Any break necessary shall be at an intersection or other permanent definable point

## 5. Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, determined by the number origin. The following criteria shall govern the numbering system:

A. The numbering origin for U.S. Route 1 shall begin at the Baileyville/Baring town line. Numbering of other roads shall be in a bifurcation manner out from U.S. Route 1. Dead end roads shall begin their numbering at the intersection with the adjacent road and terminate at the dead end.

B. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.

C. Every structure with more than one principal use or occupancy shall have an additional suffix attached to the number to designate it as a multiple use structure. The following criteria shall govern the suffix system.

a. Structures designed with more than one (1) residential occupancy e.g. duplexes/apartment buildings, shall bear the street number plus a letter suffix for each unit. (Example: 32A and 32 B Summit Street). Apartment buildings designed with two or more stories may use a number suffix to identify individual floors. (Example: 24 S. Princeton Road Apt 101) Structures designed as a single family unit, which maintain a smaller apartment within the structure, shall bear the street number on the principal single family unit, and the street number plus a letter suffix on the apartment. (Example: 56 Broadway on the single family unit, and 56A on the apartment)

b. Motels and cabins shall be designated by unit numbers. (Example 10 Route 1 Unit 1) Except that the business office shall bear the number minus the suffix.

c. Structures with more than one separate, and distinct business entity shall be designated by suite numbers. (Example 29 Second Avenue Suite 2)

d. Structures with both a business and an occupancy unit shall designate the business with the number minus any suffix, and the occupancy(ies) shall be designated by the number and a letter suffix

D. Structures with common access doors shall post, on the common door the numbers of business entities or the letters of occupancy units that are behind the common door, on the common door. In addition the numbers or letters shall be placed on the individual doors.

E. Trailer parks shall be designated by the street number and lot numbers. (Example 632 Route 1 Lot 2) In addition the lot numbers shall be listed with odd numbers on the left and even numbers on the right. Numbering of lots shall begin at the intersection of the adjacent road.

## 6. Compliance

All owners of structures shall, display and maintain in a conspicuous place on said structure, the assigned number(s) in the following manner.

A. Number on structure or residence. Numbers shall be of a size to be seen from the road, but in no case less than 3 inches in height. Numbers shall be of a color to contrast with the background on which it is placed, and of a color that facilitates observation from the street.

B. Structures that cannot be seen from the road, or of a distance that numbers placed on the structure cannot be seen from the road, shall display the assigned numbers on some fixture at the end of the driveway.

C. Every person whose duty is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

**7. New  
Developments and  
Subdivisions**

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

A. New Developments. Whenever any residence or structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Code Enforcement 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 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 road every fifty (50) feet as to aid in assignment of numbers to structures subsequently constructed.

**8. Effective Date**

This ordinance shall become effective as of September 1, 1998. It shall be the duty of the Town of Baileyville to notify by mail each owner and the Post Office of the new address within thirty (30) days. It shall be the duty of each property owner to comply with this ordinance within thirty (30) days of notification. On new structures numbering will be installed prior to first use or occupancy.

**9. Enforcement**

Violations of this ordinance shall be enforced by the municipal officers and chief of police or his designee in accordance with state law.

**10. Penalties**

Unless another penalty is expressly provided by state law any person convicted of a violation of a provision of this ordinance shall be punished by a fine of not less than fifty (\$50.00) dollars.

**11. Severability**

If any portion of this ordinance is declared invalid, that invalid provision shall not affect any other portion of this ordinance.

Introduced: June 22, 1998

First Reading: July 13, 1998

Second Reading: \_\_\_\_\_

Public Hearing: July 27, 1998

Accepted: July 27, 1998

Effective: September 1, 1998

***(Note: This sample ordinance is generic and cannot cover all possible circumstances or issues for every community. Communities should modify this ordinance for their own local needs. Plantations and counties should call the ESCB to obtain a separate sample ordinance.)***

### 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 by law enforcement, fire, rescue, and emergency medical services personnel in the municipality of \_\_\_\_\_.

### Section 3. Authority

This ordinance is adopted pursuant to and consistent with 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 by the \_\_\_\_\_ (*selectmen, town or city council, tax assessor, code enforcement officer, town meeting, or other individual or entity*) who/which is/are 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 \_\_\_\_\_ (*designated addressing authority stated above or another designated individual*) 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.

The \_\_\_\_\_ (*selectmen or councilors*) shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service. The \_\_\_\_\_ (*selectmen or councilors*) may designate \_\_\_\_\_ (*a selectmen or councilor*) as the Addressing Officer.

### Section 5. Naming System

All roads that serve two or more structures 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 municipality 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 (ex. Pine Road and Pine Lane).
- b. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- 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. A 25-foot or less interval may be applied in more densely structured areas.
- b. All number origins shall begin from \_\_\_\_\_ (*the center of town, a particular town border, a particular compass direction, etc.*) or that end of a road closest to the designated origin. 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 or the driveway of said structure if the front door cannot be seen from the main road.
- 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 Road, Apt 2.

### Section 7. 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. 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 shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.
- b. Number at the Road Line. Where the residence or structure is over 50 (fifty) 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 Number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of 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 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 and other occupants are requested to post their assigned number and road name adjacent to their telephone for emergency reference.

### Section 8. New Construction and Subdivisions

All new construction and subdivisions shall 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 shall be the duty of the new owner to obtain an assigned number from \_\_\_\_\_ (*the designated addressing authority stated above or another designated individual*). 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, etc.*). Approval by the \_\_\_\_\_ (*Planning Board, etc.*), after consultation with \_\_\_\_\_ (*the designated addressing authority stated above or another delegated individual or board*), 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 \_\_\_\_\_ feet so as to aid in the assignment of numbers to structures subsequently constructed.

#### Section 9. Effective Date

This ordinance shall become effective as of \_\_\_\_\_(date). It shall be the duty of \_\_\_\_\_(*the designated addressing authority stated above or another designated individual*) to notify by mail each property owner and the U.S. Postal Service of their new address at least 60 (sixty) days prior to the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

#### Section 10. Enforcement

(This section is optional. If included, it should designate the individual responsible for enforcing the provisions of this ordinance and state the penalties, if any, for violations.)