

ROAD NAMING & HOUSE NUMBERING ORDINANCE

TOWN OF OWLS HEAD

Adopted - August, 1996

Amended – June 1, 2009

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ARTICLE I. TITLE

This ordinance is entitled and may be referred to as the Road Naming and House Numbering Ordinance of the Town of Owls Head, Maine or it may be referred to by its short title of "Road Naming Ordinance" and will be referred to herein as "this ordinance".

ARTICLE II. PURPOSE & AUTHORITY

- A. 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.
- B. This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2. Section I of the Constitution of the State of Maine and Title 30-A M.R-SA-Section 3001.

ARTICLE III. DEFINITIONS

- A. For the purpose of this ordinance, the following definitions shall apply:
 - 1. Road is any highway, road, street, avenue, lane, private way, fire road, or similar paved, gravel, or dirt way within the Town of Owls Head, Maine.
 - 2. Improved property is any property on which a more or less permanent structure has been erected or placed.

ARTICLE IV. OFFICIAL MAP

- A. The Owls Head Board of Selectmen in cooperation and consultation with the following Municipal Officials or Departments: the Fire Department, the United States Postmaster, the Historical Society and the Road Commissioner, shall have a map prepared to be entitled "Property Number Map of the Town of Owls Head, Maine" which shall be adopted as the official map by which roads are named and property numbers assigned upon the signing and dating of said map by the said Board of Selectmen and the Town Clerk, following a Public Hearing. Said map shall be made up and adopted within one hundred twenty (120) days of the effective date as provided for in Article IX. of this ordinance.
- B. Following its adoption as provided for above, the "Property Number Map of the Town of Owls Head, Maine" shall be available to the public for reference at the Town Office. These copies of the map shall be updated and/or replaced by the Board of Selectmen with new maps from time to time as necessary.
- C. Assignment of numbers to properties both on existing and proposed streets, shall be the responsibility of the Owls Head Fire Department or designee.

- D. The Board of Selectmen shall be responsible for maintaining the following official records of the numbering system:
 - 1. Property Number Map of the Town of Owls Head, Maine, and
 - 2. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers; and
 - 3. An alphabetical list of all streets with property owners listed in order of their assigned numbers.
- E. Copies of the official records as listed in Article IV., Section D. shall be deposited with the Fire Department for their use and shall be updated and/or replaced by the Board of Selectmen with new records from time to time as necessary.

ARTICLE V. NAMING AND NUMBERING SYSTEM

A. Road Names

- 1. Every public way and all roads with more than one property, improved or unimproved, shall have a name.
- 2. The Town Meeting of Owls Head is the final authority in accepting names for such roads. A road name accepted by the Town Meeting shall not constitute or imply acceptance of the road as a public way.
- 3. Road names shall conform to U.S. Postal Service guidelines as published in their publication 28, Postal Addressing Standards, or as the same may be amended, superseded or replaced from time to time.

B. Property Numbers

- 1. Each residence and business property shall have a number indicating its position on the road on which it is located.
- 2. In general, numbering shall begin at the end of the road closest to the most direct route from the Fire Dept. facility, as determined by that department, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road.
- 3. In general, one whole number on each side of the road shall be assigned for every interval of road frontage, as defined by the committee named in Article IV., § A. of this ordinance, whether the property is improved or unimproved.
- 4. Every improved property with more than one principal use or occupancy shall have a separate designator for each use or occupancy (i.e. 123 Any Road, Apt. 2).

ARTICLE VI. NUMBERS AND NAMES TO BE POSTED

- A. Every owner of an improved property shall, within thirty (30) days of notification or within thirty (30) days of new habitation, display and maintain in a conspicuous place on said property the number assigned.
 - 1. The number assigned shall be displayed in numeral form and be no less than four (4) inches high. Numerals shall be a contrasting color from the background.
 - 2. Assigned numbers of each improved property shall be posted near the principal entrance to the property and in a manner as to be legible from the road on which the property is located.
 - 3. Owners of buildings which are not visible from the road shall place the assigned number on a post, tree, visible from both directions, or on a mailbox at the entrance to the property. If a mailbox is used for addressing it shall be the only mailbox present so as to prevent confusion. The mailbox shall be on the same side of the road as the property being addressed, it shall be directly beside the driveway leading to the property which is being addressed and the mailbox shall have the assigned number, four (4) inches in height, applied to both sides so that it can be identified from both directions by responders.
- B. Road name signs may be erected by the Town's Road Commissioner on all roads assigned names, whether they be State, Town or privately maintained or owned. In conformance with this ordinance at the direction and appropriation of the Town Meeting.
- C. Every person whose duty it is to display the assigned number or road name sign shall remove any different number or name which might be mistaken for, or confused with, the number or name assigned in conformance with this ordinance.

ARTICLE VII. PROPOSED ROADS AND STRUCTURES

- A. Proposed roads shall be named and numbered in accordance with the provisions of Article V. of this ordinance. All proposals for road names shall be subject to confirmation and possible alteration by the Town Meeting.
- B. On any final plan submitted to the Planning Board showing proposed roads, applicants shall mark on the plan lines or dots, in the center of the proposed roads every one hundred (100) feet so as to aid the town in assigning numbers to properties.
- C. No building or occupancy permits for new structures will be issued in the Town unless the applicant demonstrates that they have applied for or received the assignment of a property number from the Fire Department.

ARTICLE VIII. VIOLATIONS

- A. Unlawful to deface assigned numbers or road signs.
 - 1. No person may alter, deface, or remove any number placed on any property in accordance with this ordinance, except for repair or replacement within twenty-four (24) hours of such number.
 - 2. No person may alter, deface, or remove any road sign erected in accordance with this ordinance, except for repair or replacement within twenty-four (24) hours of such sign.
- B. Any violation of any provision of this article of this ordinance shall be subject to a civil penalty of \$100.00, payable to the Town of Owls Head, Maine, for each violation, together with attorney's and other legal fees incurred by the Town in the enforcement of this ordinance.

ARTICLE IX. AMENDMENT AND OTHER LEGAL PROVISIONS

- A. Interpretation. Interpretation of what may not be clear in this Ordinance shall be according to the intent of the Ordinance and the Comprehensive Plan.
- B. Conflict with Other Ordinances. Whenever the regulations of this Ordinance conflict with those of another Ordinance, the stricter shall apply.

ARTICLE X. NOTICE OF TRANSFER

- A. Within thirty days of receiving notice of a transfer of property that has an addressed structure on it, the assessor(s) or their agent shall notify the Addressing Officer of the change of ownership with the new owners name, address, and the tax map and lot number for identification.

ARTICLE XI. CERTIFICATION OF ADOPTION

We hereby attest that this is a true copy of the ROAD NAMING AND HOUSE NUMBERING ORDINANCE of the town of Owls Head, Maine, duly adopted at a Town Meeting held on August, 1996 and amended at a Special Town Meeting held on:

Amended – June 1, 2009

Selectmen: Nancy Johnson

R. A. [unclear]

Linda Post

Attest to: [Signature]
Town Clerk

Date: 6/1/09