

# *Town of Manchester*

## E-911 ADDRESSING ORDINANCE

Enacted: 11/05/1996  
1<sup>st</sup> Amendment: 06/11/2009  
2<sup>nd</sup> Amendment: 06/25/2017

Attested Copy: \_\_\_\_\_

# TOWN OF MANCHESTER

## 911-ENHANCED EMERGENCY ROAD ADDRESSING ORDINANCE



### Section 1. Title

This Ordinance will henceforth be known as the "Ordinance."

### Section 2. 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 Manchester.

### 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 by the Board of Selectmen, or its designee who are authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, public or private, in accordance with the criteria in Sections 5 and 6. The Board of Selectmen, or its designee, shall be responsible for maintaining the following official records of this Ordinance:

~~It shall be the sole responsibility of the Board of Selectmen, or its designee(s), for the administration of this Ordinance. The Board of Selectmen may delegate certain aspects of this Ordinance to the Street Naming and Numbering Advisory Committee for assistance with this ordinance.~~

~~The Board of Selectmen and/or the Board's designee(s) shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Section 4. "Naming System" and Section 5. "Numbering System". The Board of Selectmen, or the Board's designee(s), shall also be responsible for maintaining the following official records of this ordinance:~~

- a. A Manchester map(s) for official use showing road names, 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.

The board of Selectmen 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.

## **Section 5. Naming System**

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. For the purposes of this ordinance only a “road” refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. “Property” refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Manchester 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. **Pine Road and Pine Lane**).
- b. No two roads should have similar-sounding names (e.g. **Beech Lane and Peach Lane**).
- c. Each road should have the same name throughout its entire length.
- d. **Road name change requests shall be brought before the Board of Selectmen. Name change approval shall depend upon a demonstration of hardship to the satisfaction of the Board of Selectmen.**
- e. **Costs for road name changes shall be borne by the requestor(s).**

## **Section 6. Numbering System**

Numbers shall be assigned at no greater than 50 (fifty) foot intervals 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 for densely populated urban areas may, if necessary, be set at 25 (twenty-five) feet. The Interval zones will be identified on the Street Naming and Numbering Map.

The following criteria shall govern the numbering system:

- a. All number origins should begin from the designated center of Manchester or that end of the road closest by road travel to the designated center except for roads that have their point of origin in another municipality. The designated center of Manchester shall be the midpoint intersection of Route 202 and Route 17, adjacent to the traffic lights. For dead end roads, numbering should originate at the intersection of 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. 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.
- c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. Condominiums, duplexes, and apartments should have separate street numbers where necessary. When more than one use or occupancy exists within an assigned street location, each use or occupancy should adopt a numeric unit designation. (e.g., 235 Maple Street, Apt. 2). Street numbering shall not incorporate alphanumeric numbering combinations (e.g., 235A Maple Street).

## **Section 6. Compliance**

All owners of structures shall, after receiving notification from the Town, display and maintain in a conspicuous place on said structure, the 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 residence **in a conspicuous and visible location or as in subsection b. below.** Numbers must be clearly visible during all seasons.
- b. 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 shall be displayed next to the walk or access drive to the residence or structure on a post, fence, wall, the mailbox, or other structure at the property line. Numbers must be clearly visible during all seasons.
- c. Size and Color of Number. Numbers should be a minimum of 3 (three) inches in height, displayed on a background of contrasting color and located as to be visible from the road.
- d. Unless otherwise stated in the written notice, the owner or occupant of any structure shall, within thirty (30) days after receiving said notice from the Town designating the assigned number, affix said number in a clearly visible location in accordance with this Ordinance.
- e. Unless otherwise stated in the written notice, the owner or occupant of any seasonal property shall have thirty (30) days after the occupancy of the structure to affix said assigned number in a clearly visible location in accordance with this Ordinance.

Occupancy of a seasonal structure is defined as the first season following the enactment of this Ordinance for an existing structure or after the first occupancy of a new seasonal structure.

- f. Every person whose duty it is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the assigned number in conformance with this Ordinance.
- g. Should a person refuse or neglect to number the structure with the number assigned by the Town, they shall be in violation of this Ordinance.
- h. 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 7. 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 Board of Selectmen or their designee(s).
- b. New Subdivisions. Any prospective subdivider shall show a proposed road name on the pre-application submission to the Planning Board which is in compliance with Section 4. "Naming System" above. After consultation with the Planning Board, the Board of Selectmen, or their designee(s) shall approve the road name(s) 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 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

### **Section 8. Effective Date**

This ordinance shall become effective as of November 5, 1996. It shall be the duty of the Board of Selectmen or their designee(s), 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 the posting of new property numbers, within 30 (thirty) days following notification from the Town, except as provided in Section 7(e) above. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

### **Section 9. Enforcement of Ordinance**

This Ordinance shall be enforced by the Code Enforcement Officer or other designee(s) appointed by the Board of Selectmen.

### **Section 10. Appeal**

Any person who shall deem himself/herself aggrieved by a decision of the official appointed to enforce this Ordinance, may appeal the decision to the Board of Selectmen at any time within thirty (30) days of notification of the violation, by informing the Board of Selectmen, in writing, of said appeal.

### **Section 11. Validity, Severability, and Conflict with Other Ordinances**

Should any section or provision of this Ordinance be declared by the Courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

**APPROVED AT TOWN MEETING. SIGNATURES ON ORIGINAL WARRANT.**