

TOWN OF DURHAM ADDRESSING ORDINANCE

(Amended April 6, 2012 Annual Town Meeting -Renumbers sections 5-10 and creates a new section 5)

(Amended April 6, 2013 Annual Town Meeting –Section 5 Street Signs)

(Amended Oct, 28th, 2014 Special Town Meeting –Section 3 Administration)

Section 1. 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 Durham.

Section 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.

Section 3. Administration

This ordinance shall be administered by the addressing authority. The “addressing authority” is the Codes Official (Code Enforcement Officer) of the Town of Durham. The addressing authority is authorized to and shall assign road names in consultation with the Selectmen and assign numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 5. The addressing authority shall also be responsible for maintaining the following official records of this ordinance:

- a. Maps of the Town of Durham 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.

Section 4. 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. “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 Durham 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 5. Street Signs

- a. Town Street Signs:
 1. Street signs that name a town road that have been approved by the E-911 Officer shall be purchased and installed by the Road Commissioner or his designee.
 2. Replacement signs shall be purchased and installed by the Town.
 3. All signs shall be uniform in color and lettering and conform to the latest version of the State of Maine: Department of Transportation: Manual on Uniform Traffic Control Devices. All road signs shall be reflective so as to be visible at night.
- b. Private Road Signs:
 1. Street signs that name private roads and ways that have been approved by the E-911 Officer shall be purchased and installed by the Road Commissioner or his designee and billed to the owner, developer, or road association.
 2. Private road signs shall be installed within the right of way of the private road outside of the traveled way. The Road Commissioner or his designee shall obtain written permission from the property owner before installing signs on private property.
 3. Signs for private roads shall be uniform in color and lettering and conform to the latest version of the State of Maine: Department of Transportation: Manual on Uniform Traffic Control Devices. All private road signs shall be reflective so as to be visible at night.
- c. Inventory:

An inventory of all road signs shall be made by the Town in October of each year. One copy of the inventory shall be kept on file by the Road Commissioner and another in the Town Office. Section 5. Developers of new subdivisions shall be responsible for the cost of installing all necessary signage for the development as

part of the approval process. Such signs shall be erected and maintained in accordance with the E-911 Ordinance.

Section 6. Numbering System

Numbers shall be assigned every fifty (50) 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, determined by number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall be from the designated center of Durham 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.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to the primary driveway entrance of the property.
- c. Every structure with more than one principle use or occupancy shall have a separate number for each used or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment letter, such as 235 Maple Street, Apt. B).

Section 7. Compliance

All owners of structures shall, by the date stipulated in Section 8, 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 fifty (50) feet of the edge of the road right of way, and is readily visible, 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 Edge. Where the residence or structure is over fifty (50) feet or more from the edge of the road right of way or is within fifty (50) feet and is not readily visible, the assigned number shall be displayed on a post, fence, wall, the mail box, or on some structure at the edge of the road right of way next to the walk or access drive to the residence or structure. When a number is displayed on a post, fence, wall, or mailbox that is perpendicular to the road, the number shall be made visible from both directions of the road.

- c. Size and Color of Number. Numbers shall be displayed in a color and size approved for use by the addressing authority and shall be located to be visible from the road. Numbers shall be in Arabic numerals and shall not be displayed in a word format. Numbers shall be a minimum four (4) inches in height and shall be of a contrasting color to their background and reflective.
- 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.
- e. 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 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 addressing authority. This shall be done prior to the issuance of a certificate of occupancy by the building inspector.
- b. New Subdivisions. Any prospective subdivider shall show a proposed road name on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the addressing authority, shall constitute the assignment of road names. On the final plan showing proposed roads, the applicant shall mark on the plan, dots, in the center of the streets every fifty (50) feet to aid in the assignment of numbers to structures falling within the subdivision, adjacent to the subdivision road, or to structures subsequently constructed.

Section 9. Effective Date

This ordinance shall become effective as of July 1, 1997. It shall be the duty of the addressing authority to notify by mail each property owner and the Post Office of a new address within seven (7) days of its assignment. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers within sixty (60) days following notification. On new structures, numbering will be installed before the structure is first used or occupied.

Section 10. Enforcement

Any person or persons, firm or corporation, being the owner or having control of any building or part thereof, which violates any of the provisions of this ordinance shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than five dollars (\$5.00) or more than twenty-five dollars (\$25.00). Each and every day that the aforesaid violation continues shall be a separate offense and punishable as such.

Whenever the addressing authority, code enforcement officer, or building inspector is satisfied that any provision hereof has been violated, and the civil proceedings will lie, he shall apply to the municipal officers for the purpose of instituting such civil proceeding. Any such proceeding shall be brought in the name of the Town of Durham and may include therein application for injunctive relief.

Section 11. Validity and Application

Should any provision or section of this ordinance be declared by the courts to be invalid, such declaration shall have no effect on the remaining portions or sections of this ordinance, said remaining portions or sections shall remain in full force and effect.

*****END OF ORDINANCE*****