



**TOWN OF NEW GLOUCESTER
ORDINANCE FOR
ROAD NAMING AND PROPERTY NUMBERING
As Revised May 2, 2011**

Section 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.

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. Definitions

For the purpose of this ordinance, the following definitions shall apply. A “road” is any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt way with the Town of New Gloucester. An “improved property” refers to any property on which a more or less permanent structure has been erected or placed.

Section 4. Official Map

The map entitled “Property Number Map(s) of the Town of New Gloucester, Maine,” dated 1995 as revised, is hereby adopted as the official map by which roads are named and property numbers assigned. The map shall be held in the custody of the Town Clerk. Assignment of numbers to properties, both on existing and proposed roads, shall be the responsibility of the Selectmen or designee. The Town Clerk shall be responsible for maintaining the following official records of the numbering system.

- a. The Property Number Map(s) of New Gloucester
- 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 5. Numbering and Naming System

Each residence and business property shall have a number indicating its position on the road on which it is located. The New Gloucester Board of Selectmen are the final authority in assigning or accepting names for such ways and there shall be no appeal of their decision. A road name assigned by the Town of New Gloucester shall not constitute or imply acceptance of the road as a public way. Road names shall conform to U. S. Postal Service guidelines as published in their publication 28, Postal Addressing Standards. In general one whole number shall be assigned for every fifty (50) feet of road frontage, whether the property is improved or vacant. In general, numbering shall begin at the end of the road ~~street~~ closest to the datum line (designated point of origin) of the Town of New Gloucester, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road. Every improved property with more than one principle use or occupancy shall have a separate designator for each use or occupancy (i.e. 235 Maple Road, Apt. 2). The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.

Roads which join and are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new roads shall not neither duplicate, nor bear phonetic resemblance to the names of existing roads within the Municipality, and shall be subject to the approval of the Board. The developer shall reimburse the Municipality for the cost of installing road name, traffic safety and control signs.

Section 6. Compliance

All owners of structures shall, on or before the effective date of this ordinance, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner.

- a. Posting of Designated Road Addresses. Within 60 days of written notice from the Town that a number has been assigned to a dwelling, place of business or building, the owner, occupant or person in charge shall display the assigned number on the exterior of the dwelling, place of business or building or in some other location on the premises, so that the number is conspicuous and legible from the road. The number must be made of materials which are reflective or which contrast with background materials and a minimum of 4" (inches) high so that the number is visible after dark when illuminated by an ordinary flashlight from the road. A road number may be incorporated into an on-premises advertising sign or a business directory sign provided the display of the road number otherwise complies with the requirements of this Ordinance.

- 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, mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
- 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.
- d. Interior Location. All residents and other occupants are requested to post the assigned number and road name adjacent to their telephone for emergency reference.

Section 7. Proposed Roads and Proposed Structures

Proposed roads shall be named and numbered in accordance with the provisions of Section 5 of this ordinance. New structures shall be posted with numbers in accordance with the provisions of Section 6 of this ordinance. On the final plan showing proposed streets, the applicant shall mark on the plan, lines or dots, in the center of the roads every (50) feet so as to aid the town in assigning numbers to buildings subsequently constructed. Proposed property numbers shall be noted on the blueprints, drawings, or plans submitted with the application for any required building or land use permits or approvals.

Section 8. Unlawful to Deface Numbers or Road Signs

No person may alter, deface, or remove any number placed on any property in accordance with this ordinance, except for repair or replacement of such number. No person may alter, deface, or remove any road name sign erected in accordance with this ordinance, except for repair or replacement of such sign.

Section 9. Enforcement and Penalties

Any person, firm or corporation being the owner of or having control of or use of any building, structure or land who violates any of the provisions of this Ordinance, commits a civil violation and shall be liable for a civil penalty of no less than \$10.00 or no more than \$50.00 for each violation. Each day such a violation is permitted to exist after notification thereof, shall constitute a separate offense. The provisions of this ordinance shall be enforced by the Code Enforcement Office of the Town of New Gloucester.

Section 10. Separability

If any portion of this ordinance shall be declared invalid, it shall not affect any other portion of this ordinance.

Section 11. Effective Date

This ordinance shall become effective upon the approval of the Town Meeting. It shall be the duty of the town 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 sixty (60) days of notification. On new structures, numbering will be installed prior to final inspection, if required by local ordinance, or when the structure is first used or occupied, whichever comes first.