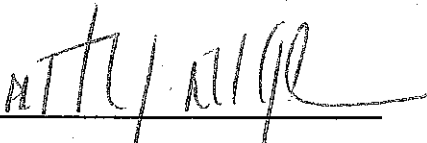


Town of Wales Addressing Ordinance

Draft Date: 03/24/15

Final Draft Date: March 24, 2015

Adopt Date: June 13, 2015

Attest: 
Patty Auge, Municipal Clerk

Date: 4/3/15

Article 1. Purposes

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 Wales.

Article 2. Authority, Administration, Effective Date, Repeal of Existing Ordinance

2.1 Authority

- A. 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.
- B. This ordinance shall be known and may be cited as the "Town of Wales Addressing Ordinance."

2.2 Administration

- A. This ordinance shall be administered by the selectmen, the Addressing Officer, or designee 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 outlined in Article 3. The Addressing Officer can make changes to existing addresses to maintain proper addressing for an individual road. Property owners must change their address if it is found to be in error or not in compliance with this ordinance.
- B. It shall be the duty of the designated Addressing Officer 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.
- C. Addressing Officer or designee shall be responsible for maintaining the following official data of record for this ordinance:
 - a. The ability to generate/provide a municipal map(s) for official use showing road names and numbers.
 - b. The ability to generate an alphabetical list of all property owners as identified by current tax records, by last name, showing the assigned numbers.
 - c. The ability to generate an alphabetical list of all roads with property owners listed in order of their assigned numbers.
- D. The 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. The selectmen may designate any town official or employee as the Addressing Officer.

2.3 Effective Date

This ordinance shall become effective as of June 13, 2015.

2.4 Conflict with Other Ordinances

This ordinance shall not be construed to repeal any existing bylaws or ordinances, other than those specifically identified, or to impair the provisions of private restrictions placed upon property, provided, however, that where this ordinance imposes greater restrictions, its provisions shall control.

2.5 Validity and Severability

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

Article 3. Criteria, Standards, and Compliance

3.1 Naming System

- A. 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.
- B. 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. Where possible, each road shall have the same name throughout its entire length.
 - d. A road is a continuation of an existing road from another municipality; it may or may not use the existing name or numbering system.

3.2 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.
- B. All number origins shall begin from (lowest) West to (highest) East, (lowest) South to (highest) North, 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. Existing non-compliant numbering origins shall be maintained where there are no

current discrepancies or issues on existing roads from the first adoption date, June 13, 2015, of this ordinance.

- C. The number assigned to each structure shall be that of the numbered interval falling closest to the driveway of said structure.
- D. Every structure with more than one principle use or occupancy, be it duplex or apartment, shall have one road number with sequential letters for each unit such as 235-A Maple Road.

3.3 Numbering Standards

All owners of structures shall display and maintain in a conspicuous place 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 unless the number is displayed at the road line in accordance with Section 3.3.B. Numbers must be visible from the roadway.
- 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. Numbers must be visible from both sides of the sign and/or mailbox.
- 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.

3.4 New Construction and Subdivisions

- 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 Officer. This shall be done at the time of the issuance of the building permit.
- B. New Subdivisions. Any prospective sub-divider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with Addressing Officer or designee, 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 50 feet so as to aid in the assignment of numbers to structures subsequently constructed.

3.5 Compliance

- A. All owners of structures shall, by the date stipulated in Section 2.3, display and maintain in a conspicuous place assigned numbers as outlined in Section 3.3 of this ordinance.
- B. Final inspection approval for new structures/construction shall not be issued if address numbering is not in compliance with Section 3.3 at the time of inspection.

Article 4. Enforcement

Enforcement of this ordinance shall be the duty of the Addressing Officer, Code Enforcement Officer, Selectmen, or their designee. Upon notification of non-compliance with this ordinance, the property owner will be given 30 days to display the correct address as outlined in this ordinance. If the property owner fails to complete the required corrective action within 30 days the following action(s) will be taken:

- a. A penalty of \$5/day will be assessed for each day of non-compliance from 31 days up to 60 total days following the initial notification.
- b. A penalty of \$10/day will be assessed for each day of non-compliance from 61 days up to 90 total days following the initial notification.
- c. Legal action will be pursued by the Town of Wales.

Notification of each of these actions will be made by the Town of Wales to the property owner 10 days prior to the resulting implementation/assessment.

Draft date: 3-24-15

ljhb