

STREET NAMING AND ADDRESSING
Article X, Section 11
FINAL DRAFT

11. STREET NAMING AND ADDRESSING [6-10]

11.1 Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, emergency medical services personnel, and postal delivery in the Town of Wiscasset.

11.2 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.

11.3 Administration

This ordinance shall be administered by the Wiscasset Board of Selectmen with advisement from the addressing officer. The addressing officer is authorized to recommend the assignment of road names and numbers to all properties in accordance with subsections 11.4, 11.5 and as outlined within the most recent edition of the Enhanced 9-1-1 Addressing Office Manual. The addressing officer shall also be responsible for maintaining the following official records of the ordinance:

- A. A Town of Wiscasset Enhanced 9-1-1 Maintenance Map Book showing road names and numbers.
- B. A data base of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- C. A data base of all roads with property owners listed in order of their assigned numbers.

11.4 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, 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 Wiscasset shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- A. No new roads shall be given the same name as existing roads (e.g., Pine Road and Pine Lane).

- B. No new roads shall have similar sounding names as existing roads (e.g. Beech Street and Peach Street).
- C. Each new road shall have the same name throughout its entire length.
- D. New road signs shall be purchased and installed by the Town of Wiscasset.

11.5 Numbering System.

Numbers shall be assigned along both sides of the road at locations determined by the addressing officer. The addressing officer shall assign numbers to new properties at the time of subdivision approval, building permits or certificate of occupancies. The following criteria shall govern the numbering system:

- A. Property address numbers shall be whole numbers and shall not have fractions (e.g., 45½ Brown Street).
- B. The addressing officer shall keep records of all numbers assigned under this ordinance.
- C. Upon assigning a number to any property, the addressing officer shall send written notice of the assigned number to the owner, occupant or person in charge of the property.
- D. Where a structure contains more than one dwelling or business, the addressing officer shall determine whether each dwelling or business shall be assigned its own road number or whether, because of the quantity or configuration of the dwellings or places of business within the business, only one road number should be assigned to the structure.

11.6 Posting of Road Address

All owners of structures shall, within 30 days after receipt of written notice from the addressing officer or on the effective date of this ordinance, display and maintain in a conspicuous place and legible from the road, the assigned number in the following manner:

- A. The number must be made of materials which are reflective or which contrast with the background materials so that the number is visible after dark when illuminated by a flashlight from the road.
- B. Where one driveway allows shared access to more than one address, a road number sign shall be erected at the road intersection. The sign must clearly represent the range of addresses that can be accessed by this shared driveway and a similar sign must appear at every split or fork of the driveway.
- E. Where a dwelling or business is set back out of view from the road and there is no mailbox available to post the address, a road number sign shall be displayed

on a post, fence, wall, mailbox, or on some structure in order to clearly display the assigned road address.

- F. Where a principal structure contains more than one dwelling or business and each dwelling or business has been assigned a separate road number, the road number shall be displayed at a location that is conspicuous and legible from the road.
- G. The owner, occupant or person in charge of each dwelling, business or structure to which a number has been assigned shall maintain such number so it is conspicuous and legible from the road at all times of the year.

11.7 Enforcement

The Wiscasset Code Enforcement Officer shall enforce the provisions of this ordinance. Any individual, person, firm, corporation, partnership or other business entity violating the provisions of this ordinance shall be duly notified by a written warning stating the action necessary to achieve compliance and a compliance date by which such action must be taken. If the individual, person, firm, corporation, partnership or other business entity to which the notice is addressed does not correct the violation by the compliance date, such person is subject to a fine not less than \$10.00 nor more than \$50.00. Each day of a continuing violation shall be deemed a separate offense.

11.8 Effective Date

This ordinance shall become effective as of June 9, 2010. The addressing officer shall notify owners of properties existing on or before the effective date of this ordinance which do not have posted road addresses of the requirements of this ordinance. It shall be the duty of each property owner to comply with this ordinance within 30 days following notification.