

Adopted
Sept. 8, 1997

**Town of Charlotte
Charlotte, Maine 04666**

24 February 1997

STREET NAMING AND HOUSE NUMBERING ORDINANCE

SECTION 1. PURPOSE: The purpose of this ordinance is to ensure easy and rapid location of properties for the delivery of public safety and emergency services, and postal and other delivery services.

SECTION 2. AUTHORITY: This ordinance is adopted pursuant to the municipal Home Rule Powers as provided in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3100.

SECTION 3. ADMINISTRATION: This ordinance shall be administered by the Selectmen who may either recommend names for all roads and numbers to all properties to the Town for approval at a regular or special town meeting or exercise their prerogative and approve the names and resident numbers for town roads at selectman meetings. The Town Clerk shall be responsible for maintaining: A Town map showing road names and property number, a list of all properties showing their number, and a list of all roads with property owners listed in order of their property number.

SECTION 4. NAMING SYSTEM: All roads, public or private, that serve two or more addresses shall be named. Assignment of a name shall in no way constitute or imply acceptance of the road as a public way. No two roads shall be given the same or similar sounding names. Each road shall have the same name for the entire length.

SECTION 5. NUMBERING SYSTEM: Numbers shall be assigned every 100 (one hundred) feet along both sides of every road. Even numbers shall be on the right side and odd on the left side, determined by the number origin. The place for beginning for numbers shall be the designated center of Town. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway. Structures with more than one use or occupancy shall have a separate number for each.

SECTION 6. COMPLIANCE: All owners of structures shall, by the effective date of this ordinance, display and maintain in a conspicuous place the assigned number in the following manner:

a. Numbers shall be of such size, color and location so as to be readable from the road.

b. Structure over 50 feet from the edge of the road right of way, or obstructed from view, shall display the number on a post, fence, wall, mail box, etc. near the road, adjacent to the driveway.

STREET NAMING AND HOUSE NUMBERING ORDINANCE (CONT) 24 February 1997

c. Any different numbers which might be mistaken for, or confused with, the assigned number shall be removed.

SECTION 7. NEW DEVELOPMENTS AND SUBDIVISIONS: Whenever any structure is constructed or developed, it shall be the duty of the owner, to procure an assigned number. Any prospective subdivider shall show proposed road names and lot numbers on the preapplication submission to the Planning Board. Road names and lot numbers approved by the Board shall be the official assigned names and numbers and shall be shown on the final plan.

SECTION 8. EFFECTIVE DATE, NOTIFICATION, AND COMPLIANCE: This ordinance shall become effective upon adoption by the voters at a regular or special Town Meeting. The Town Clerk shall notify each owner and the Post Office of the new addresses within thirty days of their assignment. It shall be the duty of each owner to comply with this ordinance, including the posting of new property numbers, within 30 days of receipt of such notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

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