

TOWN OF SMITHFIELD ADDRESSING ORDINANCE

ADOPTED: March 9, 1996

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 Smithfield.

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 Board of Selectpersons, which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 5. The Board of Selectpersons shall also be responsible for maintaining the following official records of this ordinance:

- a. A Smithfield map 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 Smithfield 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. Numbering System

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, determined by number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Smithfield or that end of the road closest to the designated center. Except when roads have the same name in an adjoining town, the numbers will follow the plan of the adjoining town. 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 front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.

c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt 2)

d. All corner lots will be assigned a number for each road it borders on, which will allow for a building or vacant lot to be numbered according to the front property line.

SECTION 6. 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 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 near the front door or entry.

b. Number at the Street 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 next to the walk or access drive to the residence or structure.

c. Size and Color of Number

1. Only numbers are to be used, no letters or fractions may be used.

2. Numbers shall be a minimum of 3" tall.

3. Numbers shall be plainly visible and in a color contrasting with the background.

i.e., black on white or white on black

4. It is recommended that numbers be on reflective material and be black numbers on a white background.

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.

f. Should a person refuse or neglect to number a structure with the number designated by the town, he/she shall be liable for a fine. The municipal officers shall cause the property number to be affixed to the property at the expense of the owner or occupant.

SECTION 7. 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 Board of Selectpersons. This shall be done when the plumbing permit is obtained
- b. New Subdivisions. Any prospective subdivider 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 the Board of Selectpersons, 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 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

SECTION 8. Effective Date

This ordinance shall become effective as of immediately upon adoption by the town meeting. It shall be the duty of the Board of Selectpersons to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before 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, with 30 (thirty) days following notification. On new structures, numbering will be installed before the structure is occupied.

SECTION 9. Enforcement

This ordinance shall be enforced by the person/persons appointed by the Board of Selectpersons.

SECTION 10. Violations

Persons violating this ordinance shall be given a 10-day notice to correct the violation. After notice, if the violation is not corrected, the person shall be liable to pay a penalty to the town, which shall be \$20.

SECTION 11. Appeals

Any person who shall deem himself/herself aggrieved by failure or refusal of the person authorized to enforce the ordinance, may appeal the decision to the Board of Selectpersons at any time within thirty (30) days of notification of the violation, by informing the Board of Selectpersons, in writing, of the appeal.

SECTION 12. Validity, Severability, and Conflict with other Ordinances

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