

## TOWN OF NORWAY

### Street Naming/Road Numbering Ordinance for 911 Enhanced

#### 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 Administration

This ordinance shall be administered by the Board of Selectpersons or their designees who shall assign road names and numbers to all properties, both on existing and proposed roads. The Board of Selectpersons or their designees shall be responsible for maintaining the following official records of this ordinance:

- a A Town of Norway map for official use showing road names and numbers
- b An alphabetical list of 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 in the Town of Norway that serve two or more addresses shall be named regardless of whether the ownership is public or private. A road name assigned by the Town of Norway shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- a Similar names - no two roads shall be given the same or similar-sounding names. (Beech/Peach)
- b Each road should have the same name throughout its entire length.

## Section 5 Numbering System

Numbers shall be assigned every 50 feet or less when deemed necessary along both sides of the road, with even numbers appearing on the left side of the street and odd numbers appearing on the right side of the street, determined by the number origin. The following criteria shall govern the numbering system:

- a All number origins shall begin from the designated center of The Town of Norway or that end of the road closest to the designated center. 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 or driveway of said structure.
- c Every structure with more than one principle use or occupancy should have a separate number. (Duplexes may have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt 2).

## Section 6 Compliance

In order for road naming and property numbering to be effective and 911 Enhanced to work all owners of structures need to display and maintain in a conspicuous place on their structure the assigned numbers in the following manner:

- a Number on the Structure or Residence - When the residence or structure is within 50 feet of the edge of the road , the assigned number should be displayed on the front of the residence in the vicinity of the front door or entry.
- b Number at the street/road - If the residence/structure is over 50 feet from the road, the number should be displayed on a post, fence, wall, or mailbox adjacent to the walk or driveway of the residence.
- c Numbers should be large enough to be clearly visible from the road/street and should contrast with the background colors.
- d All previous numbers must be removed from the house or structure.
- e It is suggested that all residents post their road name and number adjacent to the telephone for emergency reference.

## Section 7 New Developments and Subdivisions

- a New Developments: Whenever any residence or other structure is constructed or developed, the new owner should procure an assigned number from the Selectpersons or their designees. This should be done when the building permit is issued.
- b New Subdivisions: Any prospective subdivider shall show a proposed road name and lot numbering system at the pre-application meeting with the planning board. Before approval of the subdivision the planning board shall get approval from the Selectmen or their Designees that the name of the street and the numbering of the lots complies with the Street Naming Ordinance of the Town of Norway

## Section 8 Effective Date

This ordinance shall become effective as of February 16, 1995. It shall be the duty of the Town of Norway to notify by mail each owner and the Post Office of the new addresses. Property owners shall comply with the ordinance within 30 days of notification of their new addresses. On new homes numbers shall be installed before occupancy.