

Addressing Ordinance

Town of Searsport

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 Searsport. This ordinance is part of the implementation of the Statewide Enhanced 911 (E-911) system.

Section 2. Authority

This ordinance is adopted pursuant to and consistent with Municipal Home 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 Addressing Officer and assisted by an advisory Addressing Committee, each appointed by the Board of Selectmen. The committee shall comprise not less than three nor more than seven residents of the Town for the purpose of implementation of this ordinance. The Addressing Officer is authorized to and shall assign road names and numbers to all properties on both existing and proposed roads in accordance with the criteria in Sections 4 and 5. The Assessor or other designated person shall be responsible for maintaining the following official records of this ordinance:

- a. A town 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, land, 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 Searsport 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 shall have similar-sounding names (e.g., Beech Street and Peach Street).
- c. Each road shall have the same name throughout its entire length.
- d. After consultation with available property owners and the Addressing Committee, all road names shall be approved by Town Meeting vote.

Section 5. Numbering System

Numbers shall be assigned based on a standard interval determined by the Addressing Officer 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, ascending from the number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from 1. 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 the driveway of said structure if the front cannot be seen from the main road.

- c. Every structure with more than one principle use or occupancy shall have a separate number for each use of occupancy. For example, duplexes will have two separate numbers.
- d. Apartments will have one property number followed by an apartment number, such as 235 Maple Street, Apt 2.

Section 6. Compliance

All owners of record of structures shall install or cause to be installed, the assigned building number, by the date of effective use as stipulated in Section 9, and shall display and maintain said number in a conspicuous place on said structure in the following manner:

- a. **Number on the Structure.** Where the structure is within 50 (fifty) feet of the edge of the right-of-way, the assigned number shall be displayed on the front of the structure in the vicinity of the front door or entry.
- b. **Number at the Street Line.** Where the 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 numbered structure.
- c. **Size and Color of Number.** Numbers shall be a minimum of 3 (three) inches high and be of a contrasting color to its background.
- d. Any existing different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance shall be removed.
- e. **Interior Location.** All residents and other occupants are requested to post their assigned number and road name adjacent to their telephone for emergency reference.
- f. If for any reason non-compliance with above comes about, the Town of Searsport will, within the time limit of 30 (thirty) days, install or

cause to be installed the assigned building number. A fee will be charged to the owner of record of said structure for this service.

Section 7. New Developments 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 procure an assigned number from the Town of Searsport Assessor. This shall be done at the time of the issuance of the building permit.
- 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 Assessor, shall constitute the assignment of numbers to the lots in subdivisions approved after the effective date of this Ordinance. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets based on a numbering interval established by the Addressing Officer so as to aid in the assignment of numbers to structures subsequently constructed.

Section 8. Ordinance Effective Date

This Ordinance shall become effective as of March 14, 1998.

Section 9. Enforcement

It shall be the duty of the Addressing Officer to notify by mail each property owner of his/her 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 post new property numbers in accordance with this ordinance. On new structures, numbering will be installed prior to final inspection or when the structure is first occupied, whichever comes first.

Section 10. Severability

If any provision or clause of this Ordinance is determined to be illegal, that determination shall not affect the legality of any remaining provisions or clauses.