

**E-9-1-1 ADDRESSING ORNINANCE  
TOWN OF WINTER HARBOR, MAINE**

**Section 1. Title**

This ordinance will henceforth be known as the "Addressing Ordinance."

**Section 2. Purpose**

The purpose of this ordinance is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the town of Winter Harbor.

**Section 3. Authority**

This ordinance is adopted pursuant to and consistent with 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 4. Administration**

This ordinance shall be administered by the selectmen who *is* authorized to and shall assign road names, and have numbers assigned by the Addressing Officer to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 5 and 6. The *Addressing Officer* shall be responsible for maintaining the following official records of this ordinance:

- a. A municipal map(s) for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current tax 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.

The board of selectmen shall designate an Addressing Officer, who is a member of the Municipal Fire Department and approved by the Fire Department and is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service.

**Section 5. Naming System**

All roads that serve two or more structures, or have a realistic potential for two or more structures 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. A road name assigned by the municipality 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 (ex. Pine Road and Pine Lane).
- b. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c. Each future road shall have the same name throughout its entire length.

#### Section 6. Numbering System

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every 25 (twenty-five) feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, Starting at a point 25 (twenty-five) feet from the center point of the base road as the numbers ascend.
- b. All number origins shall begin from the town line with Gouldsboro (at Birch Harbor) or that end of a road closest to the designated origin. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- c. 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 door cannot be seen from the main road.
- d. Every structure with more than one use or occupancy shall have a separate number for each use or occupancy, i.e. an apartment house shall have one road number with an apartment letter or number for each apartment, such as 235 Maple Road, Apt C. Or a business with an apartment above. The primary use (the business) Would be 235 Maple Road, and the apartment would be 235 Maple Road, Apt A.

#### Section 7. Compliance

All owners of structures shall display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

- A. Numbers that are at least 3 (three) inches in height.
- B. A contrasting color with the surface to which they are affixed.
- C. One of the suggested locations below which makes them clearly visible and legible from street.

**Order of preference:**

1. Left or right side of front door. (above or below is not recommended).
  2. On a corner of the structure facing the street when the front entrance does not.
  3. On a conspicuous post (above the snow line) at the drive entrance if the house is not clearly visible.
- D. Proper number. Every person whose duty is to display an assigned number shall remove any different number which 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 their assigned number and road name adjacent to their telephone for emergency reference.

**Section 8. 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 Addressing Officer directly or through the town office.  
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 Selectmen after consultation with Addressing Officer shall constitute the assignment of road names and lot 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 25 (twenty-five) feet so as to aid in the assignment of numbers to structures subsequently constructed.

**Section 9. Effective Date**

This ordinance shall become effective as of the 1999 annual town meeting. On new structures, numbering will be installed when the structure is first used or occupied, whichever comes first.