

ARTICLE XIII

TOWN OF LEEDS

ROAD NAMING AND NUMBERING ORDINANCE

ADOPTED: December 11, 1996

Amended: ?

**Suggest these amendments be retroactive to the date activated
by the Select Board**

**TOWN OF LEEDS
ROAD NAMING AND NUMBERING ORDINANCE**

Table of Contents

Purpose 1

Authority 1

Administration 1

Naming System 1

Numbering System..... 2

Compliance..... 2

New Construction and Subdivisions..... 3

Effective Date..... 4

ARTICLE XIII**TOWN OF LEEDS ROAD NAMING AND NUMBERING ORDINANCE****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 Leeds.

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 or the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

Administration

This ordinance shall be administered by the Board of Selectmen and/or their designee, who 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 this ordinance. The Board of Selectmen and/or their designee shall also be responsible for maintaining the following official records of this ordinance:

- A. A Leeds map for the official use showing road names and numbers.
- B. An alphabetical list of all property owners as identified by current assessment records, by the last name, showing the assigned numbers.
- C. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

Naming System – See: “New Construction and Subdivisions” (below)

All roads that serve two or more properties shall be named or numbered 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 or number assigned by the Town of Leeds 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.

Numbering System

Numbers shall be assigned every 50 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 the numbering origin. (The frontage interval may vary in more densely populated areas, and it should be so indicated where that particular interval applies.)

The following criteria shall govern the numbering system:

- A. All number origins shall begin from the most major road. For dead end roads, numbering shall originate at the intersection of the major road, continue as subsets of that number (277 Major Rd to 277-1 Major Rd, etc.) and terminate at the dead end. Route 202, numbering shall originate at the Leeds-Monmouth town line and end at the Leeds-Greene town line. Route 219, numbering shall originate at the Leeds-Wayne town line and end at the Leeds-Turner town line. Route 106, numbering shall originate at the intersection of Route 202 and end at the Leeds-Livermore Falls town line.
- 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 principal use or occupancy shall have a separate number for each of its 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).

Compliance

All owners of structures shall, by within thirty days of being notified, display and maintain in a conspicuous place on said structure or property, the assigned numbers in the following manner:

- A. Number on the structure or residence. Where the residence or structure is within 50 feet of the edge of the road right-of-way, then the number may be displayed on the front of the residence or structure near the front door or entry, if the number will be clearly visible from the roadway.
- B. Number at the street line. Where the residence or structure is over 50 feet from the edge of the road right-of-way or the number would not be clearly visible on the structure, 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. Numbers shall be at least 4 inches in height and of a contrasting color.
- D. Every person whose duty it is to display the assigned number shall remove any different number that might be mistaken for, 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.

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 Code Enforcement Officer. 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 and lot numbering plan on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Fire Chief and the Board of Selectmen, shall constitute the assignment of road and lot numbers 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 feet to aid in assignment of numbers to structures subsequently constructed.
- C. New Roads. Any thru road existing or constructed along or between major roads that serves two or more properties, unless all principal structures are clearly identifiable from the entrances to the major road, must be named and numbered. It will be the responsibility of the Board of Selectmen and/or their designee to name

and number these roads.

Effective Date

This ordinance shall become effective immediately upon being approved by the voters of the Town of Leeds. It shall be the duty of the Town of Leeds and/or the Post Office to notify by mail each property owner 30 days before the effective date of any address change in regards to this ordinance. It shall be the duty of each property owner to comply with this ordinance, including the posting on new property numbers, within 30 days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

This ordinance was enacted at a Special Town meeting on December 11, 1996.

A true copy attest: