

TOWN OF HARPSWELL 911 ENHANCED IMPLEMENTATION ORDINANCE

Enacted	November 5, 1996	Article #2
Amended	June 23, 1997	Article #5

Section 1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location for the delivery of public safety and emergency services, as well as postal delivery and other deliveries.

Section 2. 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 3. Administration

This ordinance shall be administered by the Selectmen of the Town of Harpswell, who shall assign road names and numbers both on existing and proposed roads. The designated municipal addressing coordinator shall be responsible for maintaining the official records of this ordinance. These shall include:

- a. Harpswell map for official use showing road names and numbers.
- b. A current list of property owners as identified by current assessment records. These shall include the physical address.
- c. A current list of all roads in Harpswell, with road location.

Section 4. Names System

All roads in Harpswell that serve two or more addresses shall be named regardless of whether the ownership of the road is public or private. The assigning of a road name by Harpswell 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 (e.g. Beach and Peach, Pine Road and Pine Lane) names.
- b. Each road shall have the same name throughout its entire length.

Section 5. Numbering System

Numbers shall be assigned every 50 (fifty) feet, 25 (twenty-five) feet in densely populated areas, along both sides of the road. Even numbers shall appear on the right side of the road, and odd numbers on the left. The following criteria shall govern the numbering system:

- a. All number origins shall begin south of the Brunswick-Harpswell town lines, and increase in magnitude heading south. For dead end roads, the numbering shall begin at the intersection of the road from which it originates, and terminate at the dead end.
- b. The number assigned to each structure shall be that of the numbered road interval falling closest to the front door or driveway of said structure.
- c. Every structure with more than one principal 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).

Section 6. Compliance

All owners of structures shall, after the effective date of this ordinance, 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 fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed on the face of the residence most visible to approaching vehicles.
- b. **Number at the Street Line.** Where the residence or structure is over 50 (fifty) feet from the edge of the road, or is not visible from the road, the assigned number shall be displayed on a post, fence, wall, mail box, or on some structure at the property line adjacent to the walk or access drive leading to the residence or structure.
- c. **Size and Color of Number.** Numbers displayed shall be at least 4" (four inches) in height, reflectorized, of a contrasting color to the background, and easily visible. The number shall be no less than 42" (forty-two inches) nor higher than 72" (seventy-two inches) off of the ground.
- d. Every person whose duty it is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

Section 7. New Developments and Subdivisions

All new developments and subdivisions shall be numbered in accordance with the provisions of this ordinance as follows:

- a. **New Developments.** 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 designated person or board. This shall be done at the time of the issuance of the building permit.
- b. **New Subdivisions.** Any prospective developer shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. On the final plan showing proposed roads, the applicant shall mark lines or dots on the plan, in the center of the street(s), at fifty (50) foot intervals, so as to aid in the assignment of numbers for structures to be built.

Section 8. Effective Date

This ordinance shall become effective upon acceptance by the residents of the Town of Harpswell. It shall be the duty of the 911 Enhanced Committee, or its designated successor, to notify by mail each property owner, resident, and the Post Office of the new address as soon as possible after the enactment of the ordinance. It shall then be the duty of each property owner to comply with this ordinance within 60 (sixty) days of notification. On new structures, numbering shall be installed prior to final inspection, or when the structure is first occupied or used, whichever comes first.