

TOWN OF BERWICK
ADDRESSING ORDINANCE

Section 1. Purpose

The purpose of this Ordinance is to create a unique physical address for all properties, and to enhance the easy and rapid location of properties, structures, dwellings, or apartments, by law enforcement, fire, rescue, and emergency medical service personnel in the Town of Berwick.

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 30A M.R.S.A. Section 3001.

Section 3. Administration

The Ordinance shall be administered by the Board of Selectmen, or its designee, which 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 Sections 4 & 5. The Board of Selectmen or its designee shall also be responsible for maintaining official records of this Ordinance.

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, 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 assigned in accordance with Section 2 shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- a. Whenever possible, no two roads shall be given the same name (e.g., Pine Road and Pine Lane).
- b. Whenever possible, no two roads shall have similar-sounding names (e.g., Beech Street and Peach Street).
- c. Whenever possible, each road shall have the same name throughout its entire length. Similarly, any extensions current or future shall be named the same, eliminating the "extension",etc.
- d. Any identifying road sign can only be used for road names accepted by the Board of Selectmen or their designee. Unauthorized signs cannot be posted as this could provide incorrect location information to emergency services. Single dwelling or single lot access driveways shall not be named.

Section 5. Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road in the Urban Districts and 100 feet along both sides of the road in the rural Districts, with the even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, determined by the number origin. (The frontage interval may vary in more densely or lightly populated areas, and it should be so indicated in official records, where that particular interval applies.)

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Berwick (Sullivan Square) 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. 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. Multiple businesses or dwelling units within one building will be identified with one number and multiple lettering (312 School Street Apartment A and Apartment B or 312 School Street Suite A and Suite B). This includes duplexes, apartments, shared structure for businesses etc.

Section 6. Compliance

All owners of structures shall, in accordance with Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Number on the Structure of Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
- b. Number at the Street Line. Where the residence or 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 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 displayed in a color and size approved for use by the Board of Selectmen and shall be located to be visible from the road. A Minimum size of 4" reflective numbers must be used in a contrasting color to the color of the surface applied to.

d. Every person whose duty it is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this Ordinance.

e. Interior location. All residents and other occupants are strongly encouraged to post the assigned number and road name next to their telephone for emergency reference.

Section 7. 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 Board of Selectmen or its designee. This shall be done at the time of the issuance of a Land Use Permit.

b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system on the application submitted to the Planning Board. Approval by the Planning Board, after consultation with the Board of Selectmen or its designee, shall constitute the assignment of road names and 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 50(fifty) feet if located in the Urban Districts, and every 100 feet if located in the Rural Districts, to aid in assignment of numbers to structures subsequently constructed.

Section 8. Effective Date

This Ordinance shall become effective for the purposes of its implementation on the date of its enactment. It shall become fully effective only after all of its provisions have been fulfilled including notification to each property owner and the Post Office by mail as to each new address. It shall be the duty of each property owner to comply with the provisions of this Ordinance, including the posting of new property numbers, within thirty (30) days following notification.

Section 9. Enforcement

Residents not complying with this Ordinance may experience a delay with the arrival of responding emergency services and are subject to the penalty provisions below. The Berwick Police Department shall be responsible for enforcing this Ordinance. Any person who, after being notified of a violation of this Ordinance by the Berwick Police Department and being ordered to correct the violation, fails to comply with any of the provisions of this Ordinance within fifteen (15) days of receipt of written notice shall be punished by a fine of not more than \$100 plus costs, which fine shall be recovered on complaint for the use of the Town.

Enacted: Annual Town Meeting June 10, 1997

Amended: Annual Town Meeting May 13, 2003