

TOWN OF LINCOLNVILLE
ADDRESSING ORDINANCE

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 Lincolnville.

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 30-A MRSA Section 3001.

Section 3. Administration

This ordinance shall be administered by the Board of Selectmen, the addressing authority, which is authorized to and shall assign road names and numbers to all properties, both existing and proposed roads, in accordance with criteria in Section 4 and 5. The Addressing Authority shall also be responsible for maintaining the following official records of this Ordinance:

- a. A Town of Lincolnville 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, provided a residential or commercial structure is located on the property.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers, provided a residential or commercial structure is located on property.

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 permanent residential or commercial structure has been erected or placed. A road name assigned by the Town of Lincolnville 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). Each road shall have the same name throughout its entire length.

Section 5. Numbering System

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

The following criteria shall govern the numbering system:

- a. Structure numbering shall start on the south end of a south-north oriented road and the east end of an east-west oriented road. Cul-de-sac and dead end road numbering shall originate at the intersection of the adjacent road and terminate at the end. Circular roads shall be numbered from the lowest numbered intersection.
- b. The number assigned to each structure shall be that of the numbered interval falling closest to the front door (rear door if necessary for waterfront properties). If the front (rear) 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 principle use or occupancy shall have one number followed by apartment, unit, etc., numbers or letters (e.g., 25 Elm Street, Apartment 2).

Section 6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned number 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 front (rear of waterfront residences if necessary) of the residence or structure bear the front door or entry.
- b. Number at the street line. Where the residence or structure is over fifty (50) 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 contrasting color from the background upon which the number is installed, and, in a minimum of three (3) inch high numbers.
- d. Every person whose duty 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 requested 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 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. 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 (if building construction is part of the subdividers plan) of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Board of Selectmen, 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 fifty (50) feet to aid in assignment of numbers to structures subsequently constructed.

Section 8. Effective Date

This Ordinance shall become effective immediately upon enactment of this Ordinance. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the U.S. Post Office of a new address at least thirty (30) days before the effective date of its use. It shall be the duty of each property owner to comply with this Ordinance, including the posting of new property numbers, within thirty (30) days following notification; except for the initial numbering of the Town, whereupon the property owners shall have ninety (90) days to post the new number.

On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.

Section 9. Enforcement

It shall be the duty of the Code Enforcement Officer to enforce the provisions of this Ordinance. If the Code Enforcement Officer shall find any provisions of this Ordinance have been violated, he or she shall notify in writing the property owner, indicating the nature of the violation and ordering the action necessary to correct the violation. Copies of such notices shall be submitted to the, Board of Selectmen, and the local U.S. Post Office, having the responsibility for delivery U.S. Mail within the Town of Lincolnville, and be maintained for a period of two (2) calendar years.

It shall be the duty of the Assessor's Agent to monitor the provisions of this Ordinance and assist the Code Enforcement Officer. If violations of this Ordinance are discovered, the Assessor's Agent shall in writing notify the Code Enforcement Officer.

The penalty for violating any provision of this Ordinance shall be a fine not less than \$50.00 nor more than \$100.00 for each violation. This penalty may be collected by the Code Enforcement Officer in a complaint filed with the District Court, pursuant Title 30-A, MRSA, Section 4452.

Certification of True Copy

I hereby certify that this is a true copy of the Addressing Ordinance of the Town of Lincolnville, Maine,

Town Clerk

Date