

TOWN OF ARUNDEL ADDRESSING ORDINANCE

Section 1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery and business delivery in the Town of Arundel.

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 addressing officer, in conjunction with the Fire Chief, Public Works Director and Road Commissioner, 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 Sections 4 and 5. The addressing officer shall also be responsible for maintaining the following official records of this ordinance:

- a. A town 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.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

Section 4. Naming System

All roads in the Town of Arundel 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 by the Town 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 or similar sounding names (i.e., no Pine Road and Pine Lane).
- b. Each road shall have the same name throughout its entire length.

Section 5. Numbering System

Numbers shall be assigned every 25 or 50 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, determined by the number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the border of adjacent towns ascending in a northerly and westerly direction where possible and ascending on roads as they branch off from a main road. 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 or the driveway of said structure if the front door cannot be seen from the main road.
- c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. For example, duplexes will have two separate numbers.
- d. Apartments will have one property number followed by an Apartment number, such as 235 Maple Street, Apt 2.

Section 6. Compliance

All owners of structures shall, on or before 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.** Where the structure is within 50 (fifty) feet of, and within sight of, the edge of the road right-of-way, the assigned numbers shall be displayed on the front of the structure in the vicinity of the front door or entry.
- b. **Number at the Street Line.** Where the 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 adjacent to the walk or access drive to the numbered structure.
- c. **Size and Color of Number.** Numbers shall be a minimum of 4 inches high and be of a contrasting color to its background.
- d. Every person whose duty 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.

- e. Non-Authorized road signs. Property owners are requested to refrain from naming their driveways as this may confuse the emergency personnel and lead to a slower response time.

Section 7. New Developments 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. This shall be done when the foundation is in place and/driveway is in and only after a building permit has been issued. If the new construction has triggered a new Road name it shall be the responsibility of those living on the new road to purchase the first pole and sign, although the Town will install them.
- b. New Subdivisions - developers shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board after consultation with the addressing officer 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 25 feet so as to aid in the assignment of numbers to structures subsequently constructed. The developer shall be responsible for purchasing the first pole and sign, although the Town will install them.

Section 8. Effective Date

This ordinance shall become effective immediately upon adoption. It shall be the duty of the Addressing Officer to notify by mail each property owner and the Post Office of their new address. It shall be the duty of each property owner to post new property numbers, in accordance with this ordinance, on the stated date of effective use. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied whichever comes first.