

Town of Arundel, Maine
Street Name Request Form

Return to Addressing Officer, Wendy Lank
upon completion . ga@arundelmaine.org

Date Received

Contact Information:

Initials

NAME: _____ PHONE # _____

(CURRENT) MAILING ADDRESS: _____

E-mail _____ Map _____ Lot _____

Signature

Date

Other Owners that access their property from this Private Right-of-Way: (Please submit more sheets if necessary)

Name	Map/Lot	Telephone #	Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide a survey map or to-scale sketch of all the current driveways that are accessed from this private way.

1st Choice _____

Accepted Rejected Reason: _____

2nd Choice _____

Accepted Rejected Reason: _____

3rd Choice _____

Accepted Rejected Reason: _____

Town of Arundel reserves the right of final road name approval

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Office Use Only

E-911 Addressing Officer: _____ Date: _____
Comments _____

Public Works: _____ Date: _____
Comments _____

Fire/Rescue: _____ Date: _____
Comments _____

Final Approval Date: _____

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.

- 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.