

**TOWN OF NEW PORTLAND
STREET NAMING AND HOUSE NUMBERING ORDINANCE**

SECTION 1: Purpose and Authority

The purpose of this Ordinance is to establish an official street naming and house numbering method for the Town of New Portland that will provide an actual physical location, in conformity of address, between local property tax maps, mailing and other delivery services, enhanced 911 telephone system, and to assist emergency vehicles. This ordinance is adopted pursuant to 30-A MRSA Section 3001 for the purpose of protecting public health, safety and welfare.

SECTION 2: Area of Applicability

This ordinance shall apply to any street, building or vacant lot in the Town of New Portland. It shall apply to any street, building or vacant lot as shown on maps titled "Property number maps" dated 1996 or as subsequently amended by the Board of Selectmen as provided in Section 3 and Section 6 of this ordinance.

SECTION 3: Authorization of Street Numbering

The Board of Selectmen or its designee shall have the sole authorization to assign street numbers to any building or vacant lot within the boundary lines of the Town of New Portland. That number shall be the official address used for property identification on Town records.

The Selectmen shall have the right to adopt guidelines to assist in the administration of this ordinance.

SECTION 4: Method of Street Numbering

- A. All properties located on the South and West side of a street/road etc. will be assigned an even number.
- B. All properties located on the North and East side of a street/road etc. will be assigned an odd number.
- C. All corner lots will be reserved a number for each street/road etc. it borders on, which will allow for a building or vacant lot to be numbered according to the front property line.
- D. Lowest numbers will start at the Wire Bridge and proceed sequentially toward the farthest most points.

NOTE: An exception to the above numbering system may be necessary to conform with existing numbering systems in the contiguous towns.

- E. In the event where more than one residence, commercial or industrial building is on a lot, the rear dwelling or structure shall be numbered with a separate number.

SECTION 5: Numbers Affixed to Buildings

Upon written notification to do so from the Board of Selectmen or its designee, the owner or occupant of any dwelling or business shall, within thirty (30) days, cause to be affixed to such dwelling or business the designated number. The number shall be of reflective material, not less than three inches in height, and placed on the building in such a manner as to be plainly visible and legible from the street or to a person approaching from the street. Where the building is placed at such a distance from the street or road that a number placed on it is not visible, the number shall be placed on a post or other suitable object in such a manner as to be visible from the street. During the initial phase of numbering, the Town will provide appropriate numbers to all owners or occupants of record, and thereafter as the supply lasts.. Subsequent numbers, whether for new structures or replacements, shall be purchased by the owner or occupant but must conform in size and reflectivity. Any person who neglects or refuses so to number such structure or erects a

number other than that assigned shall cause the proper number to be affixed at the expense of the owner or occupant.

SECTION 6: Name of New Streets

The Board of Selectmen or its designees shall have the sole authorization to provide the name of a new street that is to be maintained by the Town of New Portland. However, a subdivision street will also be subject to approval by the Planning Board.

SECTION 7: Privately Owned Ways

All private roads or ways, serving two or more numbered structures or providing access to other privately owned ways, shall be named, approved by the Selectmen or designee, and a sign that conforms with municipal sign regulations shall be erected bearing that name. The expense of the sign shall be borne by the owner of the property underlying the private road or way. Failure to erect such sign shall cause the proper sign to be erected at the expense of the owner.

SECTION 8: Enforcement and Penalties

The provisions of this Ordinance shall be enforced by the Code Enforcement Officer of the Town of New Portland. Upon finding a violation of this Ordinance, the Code Enforcement Officer shall give written notice to any or all of the owners, occupants or persons in charge of the dwelling, place of business or other building, stating the action necessary to achieve compliance and a compliance date by which action must be taken. If the person to whom the notice is addressed does not correct the violation by the compliance date, such person commits a civil violation for each day the violation remains uncorrected after the compliance date and is subject to civil penalties of between ten dollars (\$10.00) and fifty dollars (\$50.00) for each subsequent violation.

SECTION 9: Appeal

Any persons aggrieved by a decision of the Code Enforcement Officer in the administration or enforcement of this Ordinance may appeal that decision to the Town of New Portland Board of Appeals at any time within thirty (30) days of notification of violation, by informing the Town Clerk, in writing, of said appeal.

SECTION 10: Validity, Severability and Conflict with other Ordinances

Should any section or provision of this Ordinance be declared by the courts to be invalid such decision shall not invalidate any other section or provision of this Ordinance.

SECTION 11: Effective Date

This ordinance shall become effective immediately upon adoption by vote of the municipal legislative body.