

## **Street Naming and Numbering Ordinance of the Town of Chebeague Island, Maine**

Adopted by the Town Meeting:

June 6, 2015

Effective June 6, 2015

Attest:

*Michelle J. Jackson*

Town Clerk

Seal:

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## **Section 1. Title and Purpose**

This ordinance will henceforth be known as the "Street Naming and Numbering Ordinance." The purpose of this ordinance is to enhance the easy and rapid location of structures by public safety and emergency services personnel and postal delivery in the Town of Chebeague Island.

## **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 adopted by the Municipal Officers and shall be administered by the Code Enforcement Officer. The Municipal Officers are authorized to and shall assign street names, both on existing and proposed streets. The Code Enforcement Officer is authorized to assign numbers to all properties, in accordance with the criteria in Sections 5 and 6 of this ordinance. The Code Enforcement Officer shall be responsible for maintaining the following official records of this ordinance:

- a. A Chebeague Island map for official use showing street names and numbers.
- b. An alphabetical list of all property owners as identified by current tax records, by last name, showing the assigned numbers.
- c. An alphabetical list of all streets with property owners listed in order of their assigned numbers.

## **Section 4. Naming System**

All streets that serve two or more structures shall be named regardless of whether the ownership is public or private. "Street" 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. All proposed names for streets shall be reviewed by the Municipal Officers prior to approval. A street name assigned by the municipality shall not constitute or imply acceptance of the street as a public way.

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The following criteria shall govern the naming system:

- a. No two streets shall be given the same name (e.g. Pine Road and Pine Lane).
- b. No two streets shall have similar-sounding names (e.g. Beech Lane and Peach Lane).
- c. Each street shall have the same name throughout its entire length.

### **Section 5. Numbering System**

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every 50 (fifty) feet along both sides of the street, with even numbers appearing on one side of the street and odd numbers appearing on the other side of the street, as the numbers ascend. A 25-foot or less interval may be applied in more densely structured areas.
- b. All number origins shall begin from the east and continue west and from the south and continue north. For dead end streets, numbering shall originate at the intersection of the adjacent street and terminate at the dead end.
- c. 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 street.
- d. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e. duplexes will have two separate numbers; apartments will have one street number with an apartment number, such as 235 Maple Road, Apt 2.
- e. Corner lots should be assigned a number according to where the front door faces the street. There may be instances, however, when a corner lot might be numbered based on its driveway, if it makes sense from an emergency responder perspective.

### **Section 6. Responsibility of Owner**

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

- a. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the street right-of-way,
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the assigned number shall be displayed on the front of the residence or structure in the vicinity of 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 street 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 residence or structure.
- c. **Size, Color, and Location of Number.** Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the street at all times of the year.
- d. **Proper number.** Every person whose duty is to display an assigned number shall remove any different number which 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 their assigned number and street name adjacent 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 Code Enforcement Officer. This shall be done at the time of the issuance of the building permit.
- b. **New Subdivisions.** Any prospective subdivider shall show a proposed street name and lot numbering system on the pre-application submission to the Planning Board Approval by the Planning Board, after consultation with Municipal Officers shall constitute the assignment of street names and numbers to the lots in the subdivision. On the final plan showing proposed streets, the applicant shall mark on the plan, lines or dots, in the center of the streets every fifty (50) feet so as to aid in the assignment of numbers to structures subsequently constructed.

## **Section 8. When Effective**

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This chapter shall become effective immediately. The provisions of this chapter shall be enforced by the Code Enforcement Officer. Appeals of decisions by the or Code Enforcement Officer shall be made to the Board of Adjustment and Appeals as permitted in Chapter 603.4, Zoning Districts and Enforcement. It shall be the duty of the Municipal Officers or its designee to notify by mail each property owner and the post office of a new address at least 30 days before the effective date of its use. It shall be the duty of each property owner to comply with this chapter, including the posting of new property numbers, within 30 days following notification. On new structures, numbering will be installed before final inspection or issuance of certificate of occupancy, whichever comes first.

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Town of Chebeague Island  
192 North Road  
Chebeague Island, ME 04017

Phone: 207-846-3148

www.townofchebeague.org

Fax-207-846-6413

**Certification of Proposed Ordinances by the Board of Selectmen**

This certifies to the Town Clerk of Chebeague Island that the within ordinance is a true copy of an ordinance entitled **Street Naming and Numbering Ordinance of the Town of Chebeague Island, Maine**, to be acted upon by the voters at a town meeting to be held on June 6, 2015.

Dated: May 13, 2015

Board of Selectmen:

William J. Cothran

David R. Bell

Jessie Campbell

Emma Mally Hamon

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**Exhibit D**

Town of Chebeague Island Code of Ordinances  
Chapter 17 – Land Use & Planning  
Article V11 – Street Naming and Numbering Ordinance

**Street Naming and Numbering Ordinance  
of the Town of Chebeague Island, Maine**

Meeting:

Adopted by the Town

June 9, 2015  
Effective June 9, 2015  
Attest:

*Michelle Jackson* Town Clerk

Seal:

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