

4-6 STREET ADDRESS ORDINANCE

4-6.1 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.

4-6.2 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 M.R.S.A., Section 3001.

4-6.3 Administration

This ordinance shall be administered by the Board of Selectmen or their designee, who shall assign road names and numbers to all properties, both on existing and proposed public and private roads, in accordance with the Maine Enhanced 9-1-1 (E-911) Address Guidebook for Local Governments, the applicable E-911 manuals and recommendations by the Town E-911 committee. The Board of Selectmen or their designee shall be responsible for maintaining the following official records of this ordinance:

- a. A Town of Kennebunk 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.

4-6.4 Naming System

All roads in the Town of Kennebunk that serve two or more addresses shall be named regardless of whether the ownership is public or private. 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. Similar names - no two roads shall be given the same or similar -sounding (e.g. Beech and Peach, Pine Road and Pine Lane) names.
- b. Each road should have the same name throughout its entire length.

4-6.5 Numbering System

Numbers shall be assigned every 50 (fifty) feet in residential districts and every 25 (twenty-five) feet in commercial districts along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right 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 designated center of the Town of Kennebunk or that end of the road closest to the designated center. 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 driveway of said structure.
- c. Every structure with more than one principal 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 road number with an apartment number, such as 235 Maple Street, Apt 2)

4-6.6 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 accordance with the Maine Enhanced 9-1-1 (E-911) Address Guidebook for Local Governments, the applicable E-911 manuals and recommendations by the Town E-911 committee 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 road right-of-way, 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 road right-of-way, the assigned number shall be displayed on a post, fence, wall, mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
- c. **Size and Color of Number.** Numbers shall be of a color that contrasts with their background color and shall be a minimum of (4) inches in height. Numbers shall be located to be visible from the roadway at all times of year. (03-25-2008)
- 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. Interior location: All residents and other occupants are requested to post the assigned number and road name adjacent to their telephone for emergency reference.

Any property owner wishing to protest the Town's numbering or naming systems or addressing requirements set forth in this ordinance may appeal to the Board of Selectmen.

4-6.7 New Developments and Subdivisions

All new developments and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

a. New Developments. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Town Assessor. This shall be done at the time of the issuance of the building permit.

b. New Subdivisions. Any prospective sub-divider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board 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 at the appropriate intervals, so as to aid in assignment of numbers to structures subsequently constructed.

4-6.8 Effective Date

This ordinance shall become effective as of the date of approval. It shall be the duty of the Town of Kennebunk to notify by mail each owner and the Post Office of the new address within thirty days. It shall be the duty of each property owner to comply with this ordinance within 30 (thirty) days of notification. On new structures, numbering will be installed prior to final inspection, if required by local ordinance, or when the structure is first used or occupied, whichever comes first.

ADOPTED 06-12-1996; AMENDED 06-21-2011