

Unity Addressing Ordinance
(Proposed for Enactment on January 10, 1996)

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.

Section 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., §3001.

Section 3. Administration

A. Addressing Committee Established:

The Town of Unity hereby establishes an Addressing Committee, which shall be responsible for administering this ordinance; assistance shall be provided as outlined herein by the Board of Selectmen, the Town Clerk and the Code Enforcement Officer (CEO). The Board of Selectmen shall appoint a standing Addressing Committee, with members representative of the following organizations, boards and officials: the Unity Post Office, the Fire Department, the Board of Assessors, the Budget Committee, the Planning Board, the Board of Selectmen, Unity Ambulance Service, UNITEL, the Town Clerk and the Code Enforcement Officer. Appointments shall be made for one-year terms, with no limit on re-appointment. The Committee shall elect a chairperson and any other desired officers from among its membership. Committee meetings shall be scheduled as necessary to accomplish the work assigned within this ordinance. The Committee may adopt rules and procedures as necessary to carry out its duties.

B. Initial Development of System:

1. Committee Responsibility: The Addressing Committee shall develop recommendations for an addressing system for the Town of Unity, including but not limited to the following specific tasks:
 - a. the official naming of all existing roads;
 - b. the system to be utilized for assigning current and future addresses;
 - c. specifications, design and cost-saving opportunities for public and private road name signs; and
 - d. other steps deemed necessary and appropriate for development of the addressing system.
2. Public Hearing Required: The Addressing Committee shall hold at least one well-advertised public hearing prior to finalizing its recommendations.
3. Board of Selectmen Vote Required to Authorize: Following the public hearing, the Addressing Committee will make its recommendations to the Board of Selectmen, who shall have the authority to accept, reject or amend the Committee's recommendations. The addressing system shall become *official* upon adoption by majority vote of the Board of Selectmen at a legal meeting of the Board. The addressing system shall not become *effective*, however, until jointly planned and announced by the Board and the postal service as outlined in Subsection 4 below.
4. Postal Service Coordination: Once the Board of Selectmen has acted upon the addressing system, the Addressing Committee shall prepare the map and the Town Clerk shall prepare the lists outlined in Subsection C below and forward these to the Unity Postmaster for postal processing. The Board shall obtain an estimated date of postal address changeover and plan with the postal service to provide proper notification to property owners, residents and emergency service providers with a common effective date as outlined in Section 8 of this ordinance.

C. Maintenance of System:

1. Map: The Addressing Committee shall maintain a town map for official use showing road names and numbers.
2. Computerized Data Base: The Town Clerk shall maintain a data base in the Town Office computer system, designed to provide address lists in one or more formats requested by emergency service providers and the postal service.
3. Road Names: New road names, including subdivision roads as outlined in Section 7, shall be approved by a majority vote of the Addressing Committee.
4. Address Assignment:
 - a) Single-unit Structures: Individual addresses shall be assigned by the Code Enforcement Officer (CEO) as part of the building permit process for new structures. No additional fee shall be charged for the assignment of an address. If the structure is readily visible from the road (including during night hours), the CEO shall assign the number of the interval that falls closest to the front door of the structure; otherwise the CEO shall assign the number of the interval that falls closest to the driveway providing access to the structure. If the CEO is unsure of how to handle an address assignment, he or she should request that the Addressing Committee make a recommendation.
 - b) Multi-unit Structures: Addresses for multi-unit residential and/or commercial structures, or other unusual building configurations, shall be assigned by the Addressing Committee. Any requests for addresses other than standard interval numbers on existing named roads must be approved by the Addressing Committee.

- D. Road Signs: Based upon the recommendations of the Addressing Committee, it shall be the duty of the Board of Selectmen to procure and install road signs for all roads.

Section 4. Naming System

All roads in Unity that serve three or more addresses shall be named regardless of whether the ownership is public or private. Accessways serving less than three addresses may be named at the discretion of the Addressing Committee, which shall base its decision on the likelihood of future development occurring on the accessway. A road name assigned by the Town shall neither constitute nor imply acceptance of the road as a public way. In assigning road names, the Addressing Committee shall endeavor to ensure that no two roads are given the same or similar-sounding (e.g. Beech and Peach, Pine Road and Pine Lane) names.

Section 5. Numbering System

The Addressing Committee shall assign numbers at an appropriate scale to accommodate foreseeable development 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. Through-Roads: In general, the point of numbering origin shall be the closest point on the end of a road to the junction of the Quaker Hill Road with Routes 9 & 202 (Albion Road and Lower Main Street). When this policy provides no clear starting point, the Addressing Committee shall use its discretion in establishing a point of numbering origin, considering the most likely direction of approach for emergency vehicles and other relevant factors.
- B. Dead-end Roads: For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

- C. Numbering Interval: Once existing structures are located and mapped, the Addressing Committee shall mark intervals along each road at every 50 feet in the Downtown District and every 100 feet in the Rural District, beginning at the point of numbering origin as defined above. Sequential numbers shall be assigned to each interval, alternating between odd numbers on the right side of the road and even numbers on the left side of the road. The *Unity Land Use Map* is hereby incorporated by reference in this ordinance. If the Committee finds that this numbering interval is inappropriate in one or more particular circumstances, it may make exceptions as necessary to accomplish the objective of accommodating all foreseeable development while keeping address numbers as low as possible.
- D. Number Assigned: The number assigned to each structure shall be that of the numbered interval falling closest to the front door (if the structure is readily visible from the road) or to the driveway of said structure.
- E. Multiple Structures/Uses: 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; attached commercial units will have one road number with a suite number). Accessory structures such as barns, sheds and garages shall not be assigned a separate number except in unusual circumstances such as when they are the sole structure on a lot, are served by a different driveway than the principal structure, or have a different business telephone number.

Section 6. Compliance

All owners of structures shall, within 30 days of the effective date of new address implementation, display and maintain in a conspicuous place the assigned numbers in the following manner:

- A. Number on the Structure or Residence: Each property owner shall display the assigned number on the side of the structure which faces the road. Owners of multi-unit structures shall also display unit numbers at each entrance that an emergency responder would need to find to locate the caller. Directories are recommended for large or spread out complexes to aid in emergency response.
- B. Number Displayed at the Road Line: In cases of structures located more than 50 feet from the edge of the road right-of-way, or where the front door is not readily visible from the road, the owner shall display the assigned number on a post, fence, wall, mail box, or on some structure at the property line adjacent to the walk or access drive to the structure. This is in addition to the placement of the number on the structure as required in Section 6.A above. Numbers shall be visible from both directions.
- C. Visibility of Numbers: House and road numbers shall be at least 4 inches tall and made of reflective material so as to be highly visible at night.
- D. Other Numbers Removed: Every person whose duty it 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 encouraged to post the assigned number and road 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: Prior to the start of construction of any residence or other principal structure, it shall be the duty of the new owner to procure an assigned address from the Code Enforcement Officer or Addressing Committee, as detailed in Section 3.C.4 of this ordinance.

- B. New Subdivisions: Any prospective subdivider shall show a proposed road name and lot numbering system on the Preliminary Plan Application to the Planning Board. Approval of the proposed road name and lot numbering system by the Addressing Committee shall be a condition of subdivision approval by the Planning Board. On the Final Plan, the applicant shall mark lines or dots on the plan, in the center of the roads, every 50 feet so as to aid in assignment of numbers to structures subsequently constructed. Subdivision approval shall not exempt a lot owner from receiving an official address from the Code Enforcement Officer prior to construction, as the ultimate address number assigned will relate to the specific location of the structure on the lot.

Section 8. Effective Dates

- A. Effective Date of Ordinance: This ordinance shall become effective upon the date of its passage.
- B. Official Date of New Road Names and Addresses: Initial road names and address assignments shall become official, but not effective, upon adoption by majority vote of the Board of Selectmen at a legally held meeting.
- C. Effective Date of Address Assignment: The new addresses shall become effective on a date jointly agreed-upon and announced by the postal service and the Board of Selectmen. Once the effective date is established, it shall be the duty of the Board of Selectmen to notify by mail each owner or person with a current physical address at least 30 days prior to the effective date.
- D. Effective Date of Required Compliance: It shall be the duty of the property owner to comply with Section 6 of this ordinance within 30 days of the effective date of address assignment. On new structures, numbering shall be installed at the start of construction.

Section 9. Enforcement and Penalties

- A. Enforcement Authority: Compliance with Section 6 of this ordinance shall be enforced by the Code Enforcement Officer.
- B. Penalties:
1. Owner-occupied Structures: As the purpose of this ordinance is for the life safety and public service of residents and users of structures, no penalty for non-compliance shall be levied upon the owner of an owner-occupied structure. Any penalty shall presume to be self-imposed with the assumption of greater risk and inconvenience.
 2. Leased Structures: Penalties of \$10 per day per unit of non-compliance shall be levied upon owners of structures leased to tenants when such owners refuse, after warning, to display and maintain proper numbering as outlined in Section 6 of this ordinance. Once 30 days have passed from the effective date of required compliance (as defined in Section 8.D above), if the Town finds that a violation exists, the Town shall issue a warning letter by certified mail to the property owner. Unless the violation is corrected, penalties shall begin to accrue on the 15th day following receipt of the warning letter.
 3. Violator Responsible for Cost of Prosecution: In the event that court action is necessary, the violator shall be responsible for all costs incurred by the Town in prosecuting the violation, including but not limited to court costs, time spent by Town personnel, and reasonable attorneys' fees.

Section 10. Severability

In the event that any provision of this ordinance is determined to be unenforceable, the remaining provisions shall remain in full force and effect.