

<p style="text-align:center"><b>TOWN OF BELGRADE</b> <b>ADDRESSING ORDINANCE</b></p>
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**SECTION 1: PURPOSE AND AUTHORITY**

The purpose of this Ordinance is to establish an official street numbering method for the Town of Belgrade that will provide an actual physical location in conformity of address. It is intended for the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery, and business delivery.

This Ordinance is adopted under the Home Rule Authority of the Maine Constitution Article VIII, Part 2, Section 1, and Title 30A MRSA, Section 3001.

**SECTION 2: AREA OF APPLICABILITY**

This Ordinance shall apply to any building or vacant lot in the Town of Belgrade as recorded on the local property tax maps.

**SECTION 3: ADMINISTRATION**

This Ordinance shall be administered by the Belgrade Board of Selectpersons who shall approve road names and numbers to all properties on existing and proposed roads. The Board of Selectpersons shall, by majority vote, be the deciding factor should a conflict arise. The Board of Selectpersons shall be responsible for development, management, and maintenance of the street/road name program to include the following requirements:

a. A Belgrade map for official use showing road names and numbers shall be located at the Town Office and be available to the public during regular business hours.

b. An alphabetical list of property owners as identified by current assessment records, by last name, showing the assigned numbers and street/road name.

c. An alphabetical list of all streets/roads with property owners listed in order of their assigned numbers.

d. Procurement, placement, and maintenance of street/road signs necessary to identify the named streets/roads established in accordance with this Ordinance.

**SECTION 4: NAMING SYSTEM**

All roads, streets, right of way, etc. in Belgrade that serve two or more improved properties shall be named regardless of whether the ownership is public or private. A road name approved by the Board of Selectpersons 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 names such as Beech and Peach, Pine Road and Pine Lane, etc.

b. Every effort should be made that each street/road shall have the same name throughout its entire length.

**SECTION 5: NUMBERING SYSTEM**

Numbers shall be assigned every fifty (50) feet along each street/road. The following criteria shall govern the numbering system:

a. All number origins shall begin from the designated center of Belgrade or that end of the road closest to the designated center (The designated center for Belgrade is at the intersection of Routes 27 and 135). For dead end roads, numbering shall originate at the entrance to the road and terminate at the dead end.

b. All properties located on the left side of the street/road from the numbering origin will be assigned an even number.

c. All properties located on the right side of the street/road from the numbering origin will be assigned an odd number.

d. All corner lots will be assigned a number for each street/road on which it borders. This will allow for a building or vacant lot to be numbered based on whichever road the front of the building faces.

e. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.

f. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. (Example: duplexes will have two separate numbers)

g. Apartments, condominiums, shopping centers, and mobile home parks will be assigned one street or road number with an apartment, lot, or unit number as a secondary location indicator. (Example: 123 Oak Road, Apt. 1)

h. Each private road, camp road, or fire road shall have the same name throughout its entire length.

i. Cul-de-sacs and loop/circular streets and roads shall begin with the numbering sequence at the right entrance from the numbering origin with low odd numbers beginning on the right of the street/road and even on the left.

#### **SECTION 6: COMPLIANCE**

All owners of structures shall display and maintain, in a conspicuous place on said structures, the assigned numbers.

a. Number on the Structure or Residence. Where the residence or structure is clearly visible and within fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence/structure in the vicinity of the front door or entry , or on a post, fence, wall, or on some structure at the property line adjacent to the walk or access drive to the residence/structure. Numbers must be clearly visible during all seasons.

b. Numbers at the Street/Road Line. Where the residence or structure is over fifty (50) feet from the edge of the right-of-way, the assigned number shall be clearly visible on a post, fence, wall, or on some structure at the property line adjacent to the walk or access drive to the residence or structure. Numbers must be clearly visible during all seasons.

c. Size and Color of Number.

1. Only numbers are to be used, no alphabetical letters or fractions may be used.
2. All numbers shall be a minimum of three (3) inches in height.
3. Numbers should be plainly visible in contrasting colors.
4. It is recommended that the numbers be on a reflective material.

d. Unless otherwise stated in the written notice, the owner or occupant of any structure shall, within thirty (30) days after receiving said notice from the Town designating the number assigned, affix said number in a clearly visible location in accordance with this Ordinance.

e. Unless otherwise stated in the written notice, the owner or occupant of any seasonal property shall have thirty (30) days after the occupancy of the structure, to affix said number in a clearly visible location in accordance with this Ordinance.

Occupancy of a seasonal structure is defined as the first season following the enactment of this ordinance for an existing structure or after the first occupancy of a new seasonal structure.

f. 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, for example, old street numbers or rural route numbers.

g. Should a person refuse or neglect to number the structure with the designated number from the Town, he/she shall be in violation of this Ordinance.

h. Interior location. All residents and other occupants are requested to post the assigned number and road name adjacent to each telephone for emergency reference.

#### **SECTION 7: SUBDIVISIION AND NEW CONSTRUCTION**

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

a. New Subdivision. Any prospective subdivisions shall show a proposed street/road name and lot numbering system based on this Ordinance on pre-application submission to the Planning Board. This pre-application must be submitted to the Board of Selectpersons for approval of all road names. On the final plan showing the proposed roads, 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 assignment of numbers to structures subsequently constructed.

b. New Construction. Whenever any residence or other structure is constructed that requires an assigned number, it shall be the duty of the new owner to procure an assigned number from the currently appointed municipal Code Enforcement Officer at the time of issuance of a building permit.

**SECTION 8: VIOLATION OF ORDINANCE**

Any person who violates any of the provisions of this Ordinance shall be subject to a fine of not less than \$100 nor more than \$2,500 and other penalties provided pursuant to 30-A MRSA, Section 4452.

**SECTION 9: ENFORCEMENT OF ORDINANCE**

This Ordinance shall be enforced by the Code Enforcement Officer or his/her designee, appointed by the Board of Selectpersons.

**SECTION 10: APPEAL**

Any person who shall deem himself/herself aggrieved by a decision of the official appointed to enforce this Ordinance, may appeal the decision to the Board of Selectpersons at any time within thirty (30) days of notification of the violation, by informing the Town Manager, in writing, of said appeal.

**SECTION 11: VALIDITY, SEVERABILITY, AND CONFLICT WITH OTHER TOWN OF BELGRADE 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 12: EFFECTIVE DATE**

This Ordinance shall become effective immediately upon adoption by the Town.

**DATE ADOPTED: June 11, 1996**