

## **E-911 Addressing Ordinance**

### Section 1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Randolph.

### 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. Section 3001.

### Section 3. Administration

This ordinance shall be administered by the Board of Selectmen, which is authorized to, and shall, assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 5. The Board of Selectmen shall also be responsible for maintaining the following official records of this ordinance:

- a. A Randolph 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.

### Section 4. Naming System.

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A "road" 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. A road name assigned by the Town of Randolph shall not constitute or imply acceptance of the road as a public way. The Board of Selectmen has final authority over the ultimate name of a road.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (e.g. no Brookview Drive and Brookview Court).
- b. No two roads should have similar-sounding names (e.g. Beech Street and Peach Street).
- c. Each road shall have the same name throughout its entire length and the name will be a distinct word with no numeric references.

- d. If a road must be named or renamed, the residents of the road will have the opportunity to, propose the new name, subject to final approval by the Board of Selectmen.

### Section 5. Numbering System

Numbers shall be assigned every 50 (fifty) feet 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 frontage interval may vary in more densely or lightly populated areas depending on the conditions.)

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the Randolph/Chelsea townline on Route 9 and ascend in a southerly or easterly direction. For dead end roads or cul-de-sacs, numbering shall originate at the intersection of the adjacent road and terminate at the dead end, in most cases.
- b. 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 road.
- c. 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 road number with an apartment number, such as 235 Maple Street, Apt 2).

### Section 6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the 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 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 r  
from the edge of the road right-of-way or it cannot be seen from the road 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 and Color of Number. Numbers shall be displayed in a color and size approved for use by the Board of Selectmen and shall be located as to be visible *from the road n all seasons when considering the presence of snow banks* and/or tree branches. The numbers should be a contrasting color from its surface, preferably reflective and be at least three inches tall.

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.

#### Section 7. New Developments 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 procure an assigned number from the Board of Selectmen. This shall be done at the time of the issuance of the building permit.
- b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, followed by approval by the Board of Selectmen, 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 every 50 (fifty) feet so as to aid in assignment of numbers to structures subsequently constructed.

#### Section 8. Effective Date

This ordinance shall become effective as of the date of Town Meeting acceptance. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of their new address at least 30 (thirty) days prior to the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

#### Section 9. Enforcement

It will be the duty of the Code Enforcement Officer to enforce all provisions of this Ordinance. Failure to comply with this Ordinance could possibly put any resident at risk due to delayed emergency response time, confusion, and possible adverse consequences to anyone in need of emergency services.

Signed by:

Robert Davis, Selectman  
R. Gloria Mansir Fitzherbert, Selectman  
Peter B. Oakes, Selectman

Attested:



Linda S. Casland