

E911 ORDINANCE

July 1, 1998

I. TITLE:

This ordinance shall be known and cited as the E911 Ordinance of the Town of Woolwich, Maine, and is referred to herein as "this ordinance".

II. 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 Woolwich, Maine.

III. 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.

IV. ADMINISTRATION:

This ordinance shall be administered by the Board of Selectmen who are 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 V and VI. The Selectmen shall also be responsible for maintaining the following official records of this ordinance:

- a. A Town of Woolwich 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.

V. 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 Woolwich shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming of the system:

- a. No two roads shall be given the same name (e.g. no Brookside Drive and Brookside Lane).
- b. No two roads should have similar sounding names (e.g. Beech Drive and Peach Drive).
- c. Each road shall have the same name throughout its entire length.

VI. 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, ascending from the number origin.

The following criteria shall govern the numbering system:

- a. All number origins shall begin with the Woolwich end of the Carlton Bridge or that end of the road closest to the Carlton Bridge. 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. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy

(i.e. apartments will have one road number with an apartment number, such as 235 Maple Drive, Apt 2).

VII. COMPLIANCE:

All owners of structures, by the date stipulated in Section IX,

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 near 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, the mail box or some structure at the property line next to the walk or access drive to the residence or structure.
- c. Size and Color of Number. The numbering shall be a minimum of four (4) inches in height and of a color that is a visible contrast to the surface upon which it is mounted.
- d. Every person whose duty is to display the assigned number shall remove any different number that 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 to their telephone for emergency reference.

VIII. 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 town. This shall be done at the time of the issuance of the occupancy permit by the Codes Enforcement Officer.
- b. New Subdivisions. Any prospective subdivider shall provide a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with 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 street every 50 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

IX. EFFECTIVE DATE:

This ordinance shall become effective as of July 1, 1998. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before 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 after final inspection.

X. ENFORCEMENT:

This ordinance shall be the responsibility of the Codes Enforcement Officer to enforce. Violations of this ordinance are subject to a fine of not more than \$200.00.