

LEBANON ADDRESSING ORDINANCE

TOWN OF LEBANON, MAINE

Section 1. Purpose

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

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 Addressing Coordinator. The Addressing Coordinator shall be appointed by the Selectmen of the Town of Lebanon. The Addressing Coordinator is authorized ID 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 Addressing Coordinator shall also be responsible for maintaining the following official records of this ordinance:

- A. A Lebanon Town 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 addresses.
- C. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

Section 4. Street 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 Addressing Coordinator for the Town of Lebanon shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming system:

- A. No two roads shall be given the same name (e.g. no Pine Road and Pine Lane).
- B. No two roads shall have similar sounding names (e.g. Beech Street and Peach Street).
- C. Each road shall have the same name throughout its entire length.

Section 5. Numbering System

Numbers shall be assigned every fifty (50) feet along both sides of the road with the 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 designated numbers shall begin from the intersection of Rt. 202 and Depot Rd. and Little River Road or that end of the road closest to this intersection- (Except the numbering for Rt. 202 shall begin at the Sanford Town Line). For dead end roads, the 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 one falling closest to the driveway of said structure.
- C. Every structure with more than one principal use of occupancy shall have a separate number for each use or occupancy. (i.e. Duplexes shall have two separate numbers; apartments shall have one road number with an apartment number; such as 235 Mapple Street Apartment 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 structure is within fifty (50) feet of the edge of the road right-of-way the assigned number shall be displayed on the front of the structure near the front door or entry.

B. Number at the Street Line. Where the residence or structure is over fifty (50) 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 next to the walk or access drive to the residence or structure.

C. Size and Color of Number. Numbers shall be displayed. The numbers shall be at least three (3) inches tall- The color of the number shall be a black number with a white background. The numbers shall be located so as to be visible from the road.

D. Removal of Conflicting Numbers. 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 or other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

Section 7. New Construction and Subdivisions

All new construction and subdivisions shall have the roads named and structures 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 owner to obtain an assigned number from the Addressing Coordinator. This shall be done before the issuance of the building permit.

B. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system on the plan submitted to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Coordinator, shall constitute the assignment of road names and numbers to the lots to 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 fifty (50) feet to aid in the assignment of numbers to structures subsequently constructed.

Section 8. Effective Date

This ordinance shall become effective thirty (30) days after passage. It shall be the duty of the Addressing Coordinator to notify by mail each property owner and the Post Office of a new address at least thirty (30) 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 Thirty (30) days following notification-On new structures, numbering shall be installed prior to final inspection and issuance of certificate of occupancy, or when it is first used or occupied, whichever comes first.

THIS ORDINANCE WAS PASSED BY THE TOWN OF LEBANON VOTERS JUNE 21, 1997.

THIS IS A TRUE COPY.

ATTEST: LAURA BRAGG TOWN CLERK