

Thorndike Addressing Ordinance

(Enacted December 13, 1995; amended March 21, 2015)

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. Initial Development of System:

1. Addressing Committee: During the initial assignment of road names and development of the addressing system, the Board of Selectmen shall appoint an Addressing Committee to make recommendations regarding:
 - a. The official naming of all existing roads;
 - b. Clarification of the legal status of all existing roads and public easements;
 - c. The system to be utilized for assigning addresses;
 - d. Specifications and cost-saving opportunities for numbers to be displayed by property owners; and
 - e. Specifications, design and cost-saving opportunities for public and private road name signs.
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 Thorndike 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.

- B. Maintenance of System: Following the initial assignment of road names and development of the addressing system, the Addressing Committee shall cease to exist. Responsibility for maintaining the addressing system shall be shared between the Planning Board (approving future road names), the Town Clerk (maintaining the computerized data base), and the Board of Selectmen (assigning addresses; maintaining map; enforcement), who is authorized to delegate these duties to one or more addressing officers on an annual basis as it sees fit. The Board shall keep the Emergency Services Communications Bureau apprised of official addressing officer assignments.
1. Map: The Board of Selectmen or its designee 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. The municipal officers may institute an appropriate fee schedule for any other parties wishing to purchase information maintained in this database.
 3. Road Names: New road names, including subdivision roads as outlined in Section 7, shall be approved by a majority vote of the Planning Board.
 4. Address Assignment: Addresses shall be assigned by the Board of Selectmen or its designee as part of the Building Permit process for new structures or the Entrance Permit process for new or improved Driveway Entrances. No additional fee shall be charged for the assignment of an address. If the structure is readily visible from the road, the addressing shall assign the number of the interval that falls closest to the front door of the structure; otherwise the addressing officer shall assign the number of the interval that falls closest to the driveway providing access to the structure.
- C. Road Signs: Once the addressing system is approved, 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 Thorndike that serve three or more addresses shall be named regardless of whether the ownership is public or private. Accessways serving less than three addresses are classified as driveways but may be named at the discretion of the Planning Board, which shall base its decision on the likelihood of future development occurring on the road. 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 and Planning Board 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: All east-west number origins shall begin from Route 220 or the closest point thereto. All south-north number origins shall begin from the section of Route 139 extending from the junction with Route 220 in Thorndike Village to the Knox Town Line, or the closest point thereto.

- 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 Village 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 *Thorndike 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). 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, or within 60 days of the address assignment notification by the Board of Selectmen, whichever is later, display and maintain in a conspicuous place the assigned numbers in the following manner:

- A. Number Displayed at the Road Line: Each property 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 residence or structure. Numbers shall be visible from both directions. It is recommended that numbers be at least 4 inches tall and made of reflective material so as to be highly visible at night.
- B. Unit Numbers Marked: In multi-unit structures, the property owner shall also display unit numbers at each entrance that an emergency responder would need to find to locate the caller.
- C. 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.
- D. 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 Board of Selectmen or designee.

- 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 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, or within 60 days of notification, whichever is later. 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 may be enforced by either the Code Enforcement Officer or the Constable.
- B. Penalties:
- I. 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 may 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.