

Town of Edgecomb
Located within the County of Lincoln
In the State of Maine

Section 1. Title

This ordinance will henceforth be known as the **"Addressing Ordinance."**

Section 2. Purpose

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

Section 3. Authority

This ordinance is adopted pursuant to and consistent with 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 4. Administration

This ordinance shall be administered by the 9-1-1 Addressing Officer who 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 5 and 6. The 9-1-1 Addressing Officer shall be responsible for maintaining the following official records of this ordinance:

- a. A municipal map(s) for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current tax 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.

The selectmen shall designate an Addressing Officer, who is responsible for, and authorized to provide, all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service. The selectmen may designate a selectmen as the Addressing Officer should they be unable to locate a viable candidate to fill the position.

Section 5. Naming System

All roads that serve two (2) or more structures 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. A road name assigned by the municipality 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 (ex. Pine Road and Pine Lane).
- b. No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c. Each road shall have the same name throughout its entire length within the boundaries of the Town of Edgecomb.

Section 6. Numbering System

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every fifty (50) 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, as the numbers ascend. A twenty five (25) foot, or less, interval may be applied in more densely structured areas.
- b. All number origins shall begin from the Route 1 corridor, or that end of a road closest to the designated origin. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- c. The number assigned to each structure shall be that of the numbered interval falling closest to the center of the mouth of the driveway of said structure.
- d. 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 Road, Apt 2.

Section 7. Compliance

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

- a. **Number on the Structure or Residence:** Where the residence or 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 residence or structure in the vicinity of the front door or entryway, where it will be easily visible from the road.
- b. **Number at the Road 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, the mail box, or on some structure at the property line adjacent to the access drive to the residence or structure.

- c. **Size, Color, and Location of Number:** Numbers shall be of a color that contrasts with their background color and shall be a **MINIMUM** of four (4) inches in height, and of a reflective material. Numbers shall be located to be visible from the road at all times of the year.
- d. **Proper number:** Every person, whose duty it is to display an assigned number, shall remove any different number(s) 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 their assigned number and road name adjacent to their telephone for emergency reference.

Section 8. 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 9-1-1 Addressing Officer. 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 on the pre-application submission to the Planning Board. Approval, initially, shall be by the Planning Board, after consultation with the 9-1-1 Addressing Officer. Final approval will be by warrant at the annual Town Meeting, and 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, by means of lines or dots, in the center of the streets, every fifty (50) feet so as to aid in the assignment of numbers to structures subsequently constructed.
 - The installation of a road name sign will initially be completed by the Road Commissioner for the Town of Edgecomb. If the new road name sign is for a private way and, for any reason, becomes damaged, disfigured, illegible or is missing, it will be the responsibility of the residents (or association) of that private way, to facilitate its replacement with a new sign that meets the State specifications per Appendix K of the Addressing Guidebook outlined below.

Section 9. Effective Date

This ordinance shall become effective as of the 2009 Town meeting and shall be applicable to all existing structures as well as new construction. It shall be the duty of the 9-1-1 Addressing Officer to notify by mail each property owner and the U.S. Postal Service of their new address at least 60 (sixty) 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 60 (sixty) 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 10. Enforcement

The 9-1-1 Addressing Officer will have the responsibility to assure that all structures in the Town of Edgecomb comply with all aspects of this ordinance.

Appendix K – Road Sign Recommendations
Maine Enhanced 9-1-1 Addressing Guidebook for Local Governments – 3rd Edition

Installing road signs is one of the final and more important tasks in addressing. To assist both emergency service personnel and the general public, signs must be visible and maintained. A frequent complaint about road signs is that snow banks or vegetation often hides them. Annual trimming or minor maintenance can eliminate this problem.

There are several varieties of signs that are available for public road use. The most suitable is the green background with reflective white lettering. It is important to insure that letters are tall enough and thick enough to be easily seen day or night. Proper height is also very important.

Listed below are the recommended standards concerning the size, placement, materials, colors, and lettering for road signs. **They are based on the Manual on Uniform Traffic Control Devices (MUTCD), which is the recommended standard for all public agencies, including municipalities, the Maine Department of Transportation, and the U.S. Department of Transportation, Federal Highway Administration.**

Size: Recent changes to the MUTCD list a new recommended size for lettering on road name signs. As of January 9, 1997, the MUTCD recommends six (6) inch high uppercase letters and four and one-half (4½) lowercase letters for street names and three (3) inch letters for supplemental lettering (e.g. ST, AV, RD, etc.) or section of a city (e.g. NW, SE). However, for local roads with speed limits of 25 mph or less, the MUTCD allows for the continued use of four (4) inch uppercase letters for street names with two (2) inch lowercase letters for supplemental lettering.

If six (6) inch letters are used, then nine (9) inch high blades in lengths of 24, 30, 36, or 42 inches are available. If four (4) inch letters are used, then six (6) inch high blades in similar lengths are available.

Note: *Existing road signs using four (4) inch high letters on roads with speed limits above 25 mph do not have to be immediately replaced. The new MUTCD guidelines state that the compliance date for using six (6) inch high letters is the year 2012 or whenever an existing sign is replaced within the next 15 years. Each community must decide if and when it adopts the new recommended standards for letter size.*

Placement: In business districts and on principal arteries, road name signs should be placed at least on diagonally opposite corners so that they will be on the far right-hand side of the intersection for traffic on the major street. They should be mounted with their faces parallel to the streets they name. In residential districts, at least one road name sign should be mounted at each intersection. In rural districts, signs should be placed to identify important roads not otherwise marked.

On intersection approaches, a supplemental road name sign may be erected separately or below an intersection-related warning sign. When combined with a yellow diamond sign, the color should be a black message on a yellow background.

The preferred mounting method for road signs is post top-mounting brackets. Hardware for mounting signs to posts should be subsidiary to other items. The minimum vertical clearance should be eight (8) feet to the bottom of the sign for post top-mountings.

Road name signs can be mounted on top of another sign, such as a STOP sign. Recent changes to the MUTCD allow municipalities this option, as long as the visibility of the two signs, especially the STOP sign, is not compromised.

Colors: The signs should be reflectorized. The letters and background shall be of contrasting colors and should have white letters and border on a green background.

Lettering: Letters should conform with the standard alphabets for highway signs printed by the Federal Highway Administration, such as ST, RD, LN, CT, AV, CR, etc. Conventional abbreviations are acceptable except for the road name itself.

Materials: The most commonly used material for blades is either extruded aluminum with a 0.25 inch flange thickness and a 0.090 inch web (min.) or flat sheet aluminum with a minimum thickness of 0.125 inches. Other materials, such as fiberglass, can be used, if they achieve the same level of visibility and durability.

Before installing any road signs, a community must call DIG SAFE (toll free at 888-344-7233). For additional information on a community's responsibilities under Maine's "Dig Safe" law, please call the Maine Local Roads Center at 287-2152.