

# **TOWN OF OTIS**

## **ENHANCED 9-1-1 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 Otis.

### **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 Selectmen and their designees, who are authorized to and shall assign road names and numbers to all properties, both existing and proposed roads, in accordance with the criteria in Section 4 and 5. The Selectmen and their designees shall also be responsible for maintaining the following official records of this ordinance:

- A. An Otis 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 or could be placed. A road name assigned by

the Town of Otis 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 to every parcel as identified by the Tax Maps on file at the Town Office 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. All number origins begin from the Town Line and proceed North. For dead end roads, numbering shall ordinate 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 of occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road name 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 of 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 mailbox, 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 in a color and size approved for use by the Selectmen and shall be located so as to be visible from the road.

### **D. Interior Location**

All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

**E.** 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.

## **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**

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 Selectmen.

### **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, after consultation with the 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 to aid in assignment of numbers to structures subsequently constructed.

## **SECTION 8. EFFECTIVE DATE**

This ordinance shall become effective as of **July 1, 1996**. It shall be the duty of the 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 before final inspection or when the structure is first used or occupied, whichever comes first.

## **SECTION 9. ENFORCEMENT**

- A. The Constable, or other designees of the Selectmen, shall be responsible for the enforcement of the provisions of the ordinance.
- B. Disfigurement or removal of any road sign(s), lot number(s) or

mailboxes is subject to a fine.

- C. Any vehicle blocking a public way excluding emergency vehicles responding to an incident shall be towed at the owner's expense and are subject to a fine.
- D. Fines shall not be less than one hundred dollars (100.00) nor more than one thousand five hundred dollars (1,500.00) per event. Any fines shall accrue to the municipality. Any costs incurred by the municipality to enforce this ordinance including court costs and attorney fees shall be the responsibility of the violator(s).
- E. Any person giving information resulting in the successful prosecution of a civil action against a violator shall be eligible for an award in an amount determined by the Selectmen.

ATTEST:

A True Copy.

**\*\* Adopted June 17, 1996**

Sharon L. Perry  
Administrative Assistant