

TOWN OF CANAAN

ENHANCED 911

ROAD NAMING AND NUMBERING ORDINANCE

(DRAFT - April 22, 1997.)

Section 1. TITLE

- 1.1 This Ordinance shall be cited as the "Town of Canaan, Enhanced 911, Road Naming and Numbering Ordinance".

Section 2. PURPOSE

- 2.1 This Ordinance is intended to promote the health, safety, and general welfare of the residents of the Town of Canaan.
- 2.2 The information generated by this Ordinance is intended to provide the easy and rapid location of properties for public safety. It is also intended to provide a well defined road name and numbering system to enhance record keeping for town affairs as well as specific locations for postal delivery and general business purposes.
- 2.3 This Ordinance shall establish an official **Town of Canaan, Road and Property Numbering Map**, that shall be used for the above stated purposes.
- 2.4 This Ordinance shall establish an **E-911 Database** that shall be used for E-911 data transfer. It shall include the following minimum information:
 - A. Property numbers
 - B. Road name
 - C. Property owner name
 - D. Tax map and plot number or equivalent town identification number
 - E. Existing local mailing address (until postal delivery begins)
 - F. Tenant name (if any)

Section 3. AUTHORITY

- 3.1 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 4. ADMINISTRATION

- 4.1 This Ordinance shall be administered by the Canaan Board of Selectmen/Assessors in conjunction with the Canaan Code Enforcement Officer.
- 4.2 The Canaan Board of Selectmen/Assessors shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with Sections 5 and 6 of this Ordinance.
- 4.3 The Canaan Board of Selectmen/Assessors shall be responsible for maintaining the following official records of this Ordinance:
- A. **A Town of Canaan, Road and Property Numbering Map** showing road names and property numbers.
 - B. An alphabetical list of all property owners by last name, as identified by current assessment records, showing the assigned road and property numbers.
 - C. An alphabetical list of all roads with property owners listed in order of their assigned numbers.
 - D. The E-911 Database as stated in Section 2.4.

Section 5. ROAD NAMING SYSTEM

- 5.1 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. A "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 Canaan, shall not constitute or imply acceptance of the road as a town road or public way. The following criteria shall govern the road naming system:
- A. No two roads shall be given the same name.
(e.g., Easy Street, Easy Avenue)
 - B. No two roads should have similar sounding names.
(e.g., May Street, Mae Street)
 - C. Each road shall have the same name throughout its entire length. Name changes may occur at a logical intersection, junction, or T in the road.

- D. Consideration with adjacent towns shall be noted for consistent road names between towns where possible.
- E. Road names (including thoroughfare type, such as Road, Street, etc.) shall not exceed forty-eight (48) characters and spaces.

Section 6. PROPERTY NUMBERING SYSTEM

6.1 Numbers shall be assigned to every fifty (50') feet along both sides of the road. *Even numbers shall appear on the left side* of the road and *odd numbers shall appear on the right side* of the road, determined by where the numbers begin. The following criteria shall govern the property number system:

- A. All number origins should begin from the center of Canaan or the end of the road closest to the center of town. Number origins may originate in an adjacent town if the road is named the same in the adjacent town.
- B. Number origins for dead end roads shall begin at the intersection of the adjacent road and terminate at the dead end. Number origins for circular roads shall begin at the low numbered intersection.
- C. Duplexes shall receive two separate property numbers. Apartments or condominiums shall receive a primary property number with letters or numbers as secondary location indicators. Mobile home parks shall receive a road name and the individual homes shall receive a property number.
- D. The number assigned to each structure shall be that numbered interval, falling closest to the front door. If the front door cannot be seen from the road, the number shall be that numbered interval, falling closest to the driveway of said structure.
- E. Property numbers shall not exceed 5 numbers. There shall not be fractional or hyphenated property numbers.

Section 7. COMPLIANCE

- 7.1 When the official, **Town of Canaan, Road and Property Numbering Map** has been approved by the Board of Selectmen, owners of all structures shall display and maintain, in a conspicuous place on said structure, the assigned property number in the following manner:
- A. **STRUCTURE NUMBERS**— Where the structure is within approximately fifty feet from the edge of the named road, the assigned property number shall be displayed on the front of the structure, facing the road, in the vicinity of the front door or entry. Number size and color shall be clearly visible from the road.
 - B. **ROADSIDE NUMBERS**— Where an assigned property number on the structure cannot be clearly seen from the edge of the road, the assigned property number shall be displayed on a post, fence, wall, mailbox, or some structure, clearly visible from the named road, adjacent to the walk or access drive to the residence. Number size and color shall be clearly visible from the road.
 - C. All owners of structures shall remove any different number, which may be mistaken for, or confused with, the number assigned in accordance with the **Town of Canaan, Road and Property Numbering Map**.
 - D. **INTERIOR NUMBERS**— All residents and occupants are encouraged to post the assigned address next to the telephone for emergency reference.

Section 8. NEW CONSTRUCTION AND DEVELOPMENT

- 8.1 All new construction and developments shall be named and numbered in accordance with the provisions of this Ordinance as follows:
- A. **NEW DEVELOPMENTS**— Whenever any residence or other structure is constructed, it shall be the duty of the new owner to procure an assigned number in accordance with the **Town of Canaan, Road and Property Numbering Map**.

- B. **NEW SUBDIVISIONS AND MOBILE HOME PARKS**— Any prospective developer shall submit to the Planning Board at the time of application, proposed road names and proposed lot numbers, following the criteria outlined in this Ordinance. The preliminary and final plans shall show current road names servicing the development. The plans shall also show proposed roads with increments of fifty (50') feet marked on the plans so as to aid in assignment of numbers to structures subsequently constructed.
- C. On all new structures, numbering shall be installed prior to the structure being first used or occupied, whichever comes first.

Section 9. EFFECTIVE DATE

- 9.1 This Ordinance shall become effective when adopted by a majority of voters at a special or regular Town Meeting.
- 9.2 It shall be the duty of each property owner to comply with this Ordinance.
- 9.3 Posting of assigned property numbers from the **Town of Canaan, Road and Property Numbering Map** on existing structures shall commence within ninety (90) days following notification by the Board of Selectmen/Assessors.

Section 10. MAP POSTING

- 10.1 A copy of the **Town of Canaan, Road and Property Numbering Map** shall be kept at the Town Office for public viewing. A copy shall also be kept at the Canaan Fire and Rescue Headquarters.

Section 11. SEVERABILITY

- 11.1 If any section, phrase, sentence or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent Jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.





