

Street Numbering Ordinance

SECTION 1 Purpose and Authority

The purpose of this Ordinance is to establish an official street numbering method for the Town of Oakland that will provide an actual physical location in conformity of address. For the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery and business delivery.

This Ordinance is adopted under the Home Rule Authority of the Maine Constitution Article VIII, Part 2, Section 1 and Title 30-A M.R.S.A., Section 3001.

SECTION 2 Area of Applicability

This Ordinance shall apply to any building or vacant lot in the Town of Oakland as recorded on the local property tax maps.

SECTION 3 Administration

This Ordinance shall be administered by the Town Council who shall approve road names and numbers to all properties on existing and proposed roads. The Town Council shall, by majority vote, be the deciding factor should a conflict arise. The Town Council shall be responsible for developing and maintaining the following official records of this Ordinance:

- a. An Oakland map for official use showing road names and numbers shall be located at the Town Office and available to the public during regular business hours.
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers and street/road name.
- c. An alphabetical list of all roads/streets with property owners listed in order of their assigned numbers.

SECTION 4 Naming System

All roads, streets, right of way, etc. in Oakland that serve two or more improved properties shall be named regardless of whether the ownership is public or private. A road name approved by the Oakland Town Council shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system.

- a. Similar names - no two roads shall be given the same or similar-sounding names such as Beech and Peach, Pine Road and Pine Lane.
- b. Every effort should be made that each road/street shall have the same name throughout its entire length.

SECTION 5 Numbering System

Numbers shall be assigned every 25 (twenty-five) feet along each road/street in the urban or more densely populated areas.

Numbers shall be assigned every 50 (fifty) feet along each road/street in rural or less densely populated areas. The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Oakland or that end of the road closest to the designated center. (The designated center for Oakland is at the intersection where Fairfield Street, Water Street, Main Street, Dunn Street and the Waterville Road (KMD) meet.)

For dead end roads, numbering shall originate at the entrance to the road and terminate at the dead end.

- b. All properties located on the left side of the street/road from the numbering origin will be assigned an even number.
- c. All properties located on the right side of the street/road from the numbering origin will be assigned an odd number.
- d. All corner lots will be assigned a number for each street/road it borders on, which will allow for a building or vacant lot to be numbered based on which road the front of the building faces.
- e. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.
- f. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, ie. duplexes will have two separate numbers.
- g. Apartments, condominiums, shopping centers and mobile home parks will be assigned one road or street number with an apartment, lot or unit number as a secondary location indicator, ie, 123 Oak Street, Apt. 1.

h. Each private road, camp road or fire road shall have the same name throughout its entire length. Each branch of the road shall be numbered with the lowest numbers beginning on the first branch on the right and the highest numbers on the last branch on the left.

i. Cul de sacs, loop roads, and circular roads shall begin with the numbering sequence at the right entrance from the numbering origin with low odd numbers beginning on the right of the road and even numbers on the left.

SECTION 6 Compliance

All owners of structures shall display and maintain, in a conspicuous place on said structures, the assigned numbers.

a. Number on the Structure or Residence. Where the residence or structure is clearly visible and 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 entry or on a post, fence, wall or on some structure at the property line adjacent to the walk or access drive to the residence or structure. Numbers must be clearly visible during all seasons.

b. Numbers at the Street/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 clearly visible on a post, fence, wall, or on some structure at the property line adjacent to the walk or access drive to the residence or structure. Numbers must be clearly visible during all seasons.

c. Size and Color of Number

1. Only numbers are to be used, no alphabetical letters or fractions may be used.
2. A minimum of 3" in height.
3. In a plainly visible contrasting color.
4. It is recommended that the numbers be on a reflective material and be black numbers on white background.

d. The owner or occupant of any structure shall, within thirty (30) days after receiving written notice from the Town designating the number assigned, affix said number in a clearly visible and legible area as to be seen from the street/road.

The owner or occupant of any seasonal property shall have thirty (30) days after the occupancy of the structure, to affix the number assigned by the Town in a clearly visible and legible area as to be seen from the road/street.

Occupancy of a seasonal structure is defined as the first season following the enactment of this ordinance for an existing structure or after the first occupancy of a new seasonal structure.

- e. 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, ie., old street numbers.
- f. Should a person refuse or neglect to number the structure with the designated number from the Town, he/she shall be liable to a fine.
- g. Interior location. All residents and other occupants are requested to post the assigned number and road name adjacent to each telephone for emergency reference.

SECTION 7 Subdivision and New Construction

All subdivisions and new construction shall be named and numbered in accordance with the provisions in this ordinance and as follows:

- a. New Subdivisions. Any prospective subdivisions shall show a proposed road name and lot numbering system based on this ordinance on the pre-application submission to the Planning Board. This pre-application must be submitted to the Town Council for approval of all road names.

On the final plan showing the proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every fifty (50) feet so as to aid in assignment of numbers to structures subsequently constructed.

- b. New Construction. Whenever any residence or other structure is constructed that requires an assigned number, it shall be the duty of the new owner to procure an assigned number from the Assessor who is appointed by the Town Council, at the time of the issuance of the Letter of Intent/Building Permit.

SECTION 8 Violation of this Ordinance

Any person who shall violate any of the provisions of this Ordinance shall be subject to a fine of not less than \$100 nor more than \$2,500 and other penalties provided pursuant to 30-A M.R.S.A. section 4452. All monies collected for fines shall be returned to the Town's General Fund.

SECTION 9 Enforcement of Ordinance

This Ordinance shall be enforced by the Code Enforcement Officer or its designee, appointed by the Town Council.

SECTION 10 Appeal

Any person who shall deem himself/herself aggrieved by the decision of the person authorized to enforce this Ordinance, may appeal the decision to the Town Council at any time within thirty (30) days of notification of the violation, by informing the Town Manager, in writing, of said appeal.

SECTION 11 Validity, Severability and Conflict with other Town of Oakland Ordinances

Should any section or provision of this Ordinance be declared by the Courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

SECTION 12 Effective Date

This Ordinance shall become effective immediately upon adoption by the Town Council.

Date Adopted: February 28, 1996

