

**TOWN OF WATERBORO**  
**ENHANCED 9-1-1**  
**ADDRESSING ORDINANCE**  
**Adopted June 3, 1995 – Amended April 25, 2003**

**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 VII, 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 Board of Selectmen who shall assign road names and numbers to all properties, both on existing and proposed roads. The Board of Selectmen shall be responsible for maintaining the following official records of this ordinance:

- a. A Town of Waterboro 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 in the Town of Waterboro that serve two or more addresses shall be named regardless of whether the ownership is public or private. A road name assigned by the town 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 (e.g., Beech and Peach, Pine Road and Pine Lane) names.
- b. Each road shall have the same name through its entire length.

**SECTION 5. NUMBERING SYSTEM**

Numbers shall be assigned every 50 (fifty) 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, determined by the number origin. The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Waterboro or that end of the road closest to the designated center. For dead end roads, numbering shall originate 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 or driveway of said structure.
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. (ie. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt 2).

## **SECTION 6. COMPLIANCE**

All owners of structures shall, on or before the effective date of this ordinance, 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 in the vicinity of 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-or-way, the assigned number shall be displayed 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.
- c. Size and color of number. Numbers shall be displayed in a color and size approved for use by the board of selectmen and shall be located as to be visible from the road.
- d. 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.
- e. Interior location. All residents and other occupants are requested to post the assigned number and road name adjacent to their telephone for emergence reference.

## **SECTION 7. NEW DEVELOPMENTS AND SUBDIVISIONS**

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

- a. New developments. Whenever any residence or any structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the board of selectmen. 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 by the Planning Board 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 so as to aid in assignment of numbers to structures subsequently constructed. The developer shall be responsible to purchase and place all road signs upon approval of the road name by the Board of Selectmen. Replacement of private road signs shall be the responsibility of the developer or homeowners association and/or residents of the road. The numbers shall be placed on each house and all road signs placed prior to any occupancy permits being issued in the development. Such road signs shall be of the same color and design as used throughout the Town of Waterboro and approved by the road commissioner prior to installation.

## **SECTION 8. EFFECTIVE DATE**

This ordinance shall become effective as of June 3, 1995. It shall be the duty of the Town of Waterboro to notify by mail each owner and the post office of the new addresses within thirty (30) days of notification. On new structures, numbering will be installed prior to final inspection, if required by ordinance, or when the structure is first used or occupied, whichever comes first.