

911 Enhanced Addressing Ordinance
for
the Town of Newcastle, Maine
Adopted June 10, 1996
Revision Adopted June 10, 2011

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 Newcastle, Maine.

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 Code Enforcement 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 4 and 5. The Code Enforcement Officer shall also be responsible for maintaining the following official records of this ordinance:

- 1) A Newcastle map for official use showing road names and numbers.
- 2) An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.

- 3) 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 erected or could be placed. A road name assigned by the Town of Newcastle shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming of the system:

- a. No two roads shall be given the same name (e.g., no Pine Road and Pine Lane).
- b. No two roads should have similar-sounding names (e.g., Beech St & Peach St).
- c. Each road shall have the same name throughout 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 frontage interval may vary in more densely or lightly populated areas, and it should be so indicated where that particular interval applies).

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Newcastle or that end of the road closest to the designated center. (The numbering origin does not have to be the town center but could be a border with another community. 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 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 or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate number; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt 2).

SECTION 6: COMPLIANCE

All owners of structures, by the date stipulated in Section 8, must display and maintain in a conspicuous piece on said structure, the assigned numbers in the following manner:

- a. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet from 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 mail box or 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 Code Enforcement Officer and shall be located to be visible from the road. The numbering shall be a minimum of three (3) inches in height and of a color that is a visible contrast to the surface upon which it is mounted.
- d. 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.
- e. Interior location. All residents and other occupants are requested to post the assigned number and road name to their telephone for emergency reference.

SECTION 7: NEW CONSTRUCTION & SUBDIVISIONS

All new construction and subdivisions shall be name 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 as assigned number from the Code Enforcement 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 of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Assessors, 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 June 10, 1996. It shall be the duty of the Code Enforcement Officer to notify by mail each property owner and the Newcastle 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

This ordinance shall be the responsibility of the Code Enforcement Officer to enforce. Violations of this ordinance are subject to a fine of not more than \$200.

SECTION 10: LOCAL CONTROL

In assigning a new road name to a particular road, the Code Enforcement Officer must assign a name chosen by a majority of the residents living on the road, provided it does not violate the criteria of Section 4 and provided same road was constructed after April 1, 1994.

- a. Within six (6) months of the enactment of this amendment, a majority of the residents of a named road may petition the Code Enforcement Officer to change the name of that road, which new name the Code Enforcement Officer must assign.