

Town of Naples

ADDRESSING ORDINANCE

Adopted March 2, 1996
Amended: February 20, 2020

Section 1. Purpose

The purpose of this ordinance is to facilitate the rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the town of Naples.

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 implemented by the Town of Naples Enhanced 911 Addressing Officer, who is authorized to and shall cause road names to be assigned to existing roads and numbers to be assigned to all necessary structures, in accordance with the criteria in Sections 4 and 5. The Addressing Officer shall be responsible for maintaining the following official records of this ordinance:

- a. A database system in which all roads, address numbers, property owners, tax map numbers, and plot numbers are available.
- b. A list of all current roads alphabetically by name including whether they are publicly or privately maintained.

The Selectboard shall designate an E911 Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service.

Section 4. Naming System

All roads that serve one or more properties shall be named, regardless of whether the road ownership is public or private. All roads that are not wholly contained within the boundaries of private property, or campgrounds must be named. Driveways will not be named.

A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare.

"Driveway" refers to any access road to private property that is wholly contained within the boundaries of that property.

"Property" refers to any land parcel on which a more or less permanent structure has been erected or could be placed.

A road name assigned by the Town of Naples shall not constitute or imply acceptance of the road as a public way. Responsibility for installation and maintenance of signs for private roads will not be accepted by the Town. The Town will, however, install and maintain one sign to be placed at the point at which each public way intersects with a private road.

Current road names will not be changed unless they are classified as prohibited. Whenever practical, names for roads will be selected by the residents and property owners associated with the road, when the road does NOT currently have an acceptable name.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name or similar names (e.g., no Pine Road and Pine Lane). If duplication is found in existing road names, precedence shall be accorded the road which has held the name longest, or (in case of a tie) the one which has the greater number of abutting developed properties. Conflicts will be resolved by the Road Commissioner, who shall have uncontestable authority in this matter.
- b. No two roads should have similar-sounding names (e.g., Beech Street and Peach Street).
- c. Each road shall have the same name throughout its entire length. Determination of the start and stop points for each existing road is the responsibility of Addressing Officer during the initial implementation of this ordinance, based upon guidelines furnished by the State. The Planning Board will make the determination for roads developed as part of new subdivisions or other new development thereafter.
- d. Although the Addressing Officer is empowered to assign road names, first consideration will normally be given to the name selected by the majority of the owners whose property abuts the road when the response can be obtained in a timely manner. During the implementation of this ordinance, conflicts will be resolved by the Addressing Officer, which shall have uncontestable authority in this matter; thereafter, resolution authority shall rest with the Road Commissioner.
- e. Road names are restricted to a total of 30 characters and spaces, and should include a word from the following list. Abbreviations on road signs must follow the standard shown in [brackets]

Avenue [AVE]

Bend [BND]

Circle [CIR]

Court [CT]

Drive [DR]

Landing [LNDG]

Lane [LN]

Loop [LOOP]

Road [RD]

Street [ST]

Terrace [TER]

Trail [TRL]

Way [WAY]

- f. The entrance road to mobile home parks will be assigned a name, which it will bear for the entire distance throughout the park. The operator of the park is responsible for naming all other roads wholly contained within the park, posting street/road name signs, and numbering each lot or assigned space in accordance with the provisions of this ordinance.
- g. Names shall not contain hyphens, apostrophes, or non-alphabetic characters.
- h. No obscenities or profanities shall appear in any road name.

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, as the numbers ascend. The Addressing Officer may only assign a new address one a driveway has been established. A 25-foot or less interval may be applied in more densely structured areas.

The following criteria shall govern the numbering system:

- a. Roosevelt Trail (Route 302) numbering interval shall increase from east to west commencing with the number " 1 ". Roads intersecting Roosevelt Trail shall be numbered, beginning with " 1 ", from the road's intersection with Roosevelt Trail, with numbers increasing as they move away from Roosevelt Trail. Numbering for all roads shall begin with " 1 " at the end of the road which falls closest to Roosevelt Trail (Route 302), Casco Road (Route 1 1), Harrison Road (Route 35) or Sebago Road (Route 1 14), as applicable. 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 numbering interval falling closest to the driveway. If multiple residences/habitable buildings share the same driveway, they shall be treated in the same manner as duplexes (subpara c., below).
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. Duplexes will have two separate numbers, without any suffix; apartments, motels, and cabin complexes will have one road address number with a unit number, such as 2325 Maple Street, Apt 2 (or unit 2). In no case will suffixes to number be used (e.g., there cannot be a 123A or 123B address used for any building).
- d. The entrance road to campgrounds will be assigned one road address number, and the operator of the campground will be responsible for assigning site numbers and posting signs or taking other steps to guide emergency vehicles to destinations.

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. Numbers on the Structure or Residence. Where the residence or structure is within fifty (50) feet of the edge of the road right-of-way and can be seen from the road, the

assigned number may be displayed on the front of the residence or structure near the front door or entry, or at the Street line.

- b. Number at the Street Line. Where the residence or structure is over fifty (50) feet from the edge of the road right-of way or cannot be seen from the road, the assigned number shall be displayed on a post, fence, wall, mail box (when the street address becomes the mailing address) or on some structure at the property line next to the walkway or access drive to the residence or structure.
- c. Size and Color of Numbers. Numbers shall be located to be visible from the road. Minimum size for the numbers shall be 4 inches high by 3 inches wide. The color of the numbers shall contrast the mounting background in a manner which allows the numbers to be read from the road. Reflectorized numbers are recommended.
- d. Every person whose duty it 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 advised to post the assigned number and road name next to their telephone for emergency reference.
- f. Road name signs will be installed and maintained by the Town at necessary points on all roadways that are maintained by the Town or the State (except internal roads within State Parks and other similar areas), and at the intersection of those roads with all other roads or traveled ways within the geographical limits of the Town.

Section 7. Effective Date

This ordinance shall become effective one day after approval at Town Meeting. It shall be the duty of the Town to notify by mail each property owner and the Naples Post Office of a new address within 14 days of a new address request. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within thirty (30) days following notification of the new address. On new structures, numbering will be installed before final inspection, or when the structure is first used or occupied, whichever comes first.

Section 8. Enforcement

Violation of this ordinance shall be a civil violation. The person or persons committing the violation shall be liable for a civil penalty of not more than two (2) dollars per day for each and every day in which the violation occurs. Enforcement shall be the responsibility of the Code Enforcement Officer.