

911 ADDRESSING ORDINANCE  
TOWN OF SOUTHWEST HARBOR

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ARTICLE I, PURPOSE

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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 Southwest Harbor.

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ARTICLE II, AUTHORITY

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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 MRSA Sec. 3001.

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ARTICLE III, ADMINISTRATION

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This Ordinance will be administered by the 911 Addressing Officer who is authorized and will assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in ARTICLE IV and V. The 911 Addressing Officer will be responsible for maintaining the following official records in conformance with this ordinance.

- A. A Southwest Harbor 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 names, showing the assigned numbers.
- C. An alphabetical list of all the roads with property owners listed in order of their assigned numbers.

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ARTICLE IV, AUTHORITY

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All roads that serve two or more properties will be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, 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 Southwest Harbor will not constitute or imply acceptance of the road as a public way.

The 911 Addressing Officer will prepare a map, which map or any revision thereof after approval by the Selectboard is hereby incorporated and made a part hereof.

Any action enacted by the 911 Addressing Officer naming any road, public or private, will amend the map. The following criteria will govern the naming system:

- A. No two roads will 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 Road and Peach Road).
- C. Each road will have the same name throughout its entire length.
- D. The Road Commissioner will cause to be erected and maintained, at all road intersections within the Town, substantial signs on which will be marked plainly the names of roads. Road name signs will consist of white letters on a green reflective surface. Road name signs designating private roads will be displayed over a sign of equal dimensions bearing the legend "Private Road" in white letters on a blue reflective surface.

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#### ARTICLE V, NUMBERING SYSTEM

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Numbers will be assigned every 50 feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, determined by the number origin.

The following criteria will govern the numbering system:

- A. All number origins will begin from the where Route 102 enters Southwest Harbor. For dead end roads, numbering will originate at the intersection of the adjacent road and terminate at the dead end.
- B. The number assigned to each structure will be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number will be that of the interval falling closest to the driveway of said structure.
- C. Every structure with more than one principle use or occupancy will be a separate number for each use or occupancy.

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#### ARTICLE VI, COMPLIANCE

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All owners of structures will, by the date stipulated in ARTICLE VIII, display and maintain in a conspicuous place 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 feet from the edge of the road right-of-way, the assigned number will be displayed on the residence or structure near the front door or entry.

- B. Number at the Road Line. Where the residence or structure is more than 50 feet from the edge of the road or right-of-way. The assigned number will be displayed on a post, fence, wall, the mailbox or on 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 will be displayed in a color and size approved for use by the 911 Addressing Officer and will be located to be visible from the road.
- D. All premises will bear a distinctive road number in accordance with and as designated upon the road numbering map on file in the office of the Assessor. No person will fail to place the correct number upon the front of occupied premises, the number facing the road and adjacent to the principal entrance and in such a position as to be plainly visible from the road. Numbers hereafter placed will not be less than 3 inches in height and will contrast in color with the building or background on which they are attached.
- E. Every person whose duty is to display the assigned number will remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this Ordinance.
- F. Interior Location. All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

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## ARTICLE VII, NEW CONSTRUCTION AND SUBDIVISIONS

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

- A. New Construction. Whenever any residence or other structure is constructed or developed, it will be the duty of the new owner to obtain an assigned number from the 911 Addressing Officer. This will be done at the time of the issuance of the building permit.
- B. New Subdivisions. Any prospective subdivider will show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the 911 Addressing Officer will constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant will mark on the plan, lines or dots in the center of the roads every 50 feet to aid in assignment of numbers to structures subsequently constructed.

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ARTICLE VIII, EFFECTIVE DATE

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This Ordinance will become effective as of May 3, 2022 and as amended. It will be the duty of the 911 Addressing Officer to notify by mail each property owner and the Post Office of a new address at least 30 days before the effective date of its use. It will be the duty of each property owner to comply with this Ordinance, including the posting of new property numbers, within 30 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.

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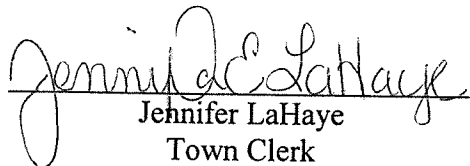
ARTICLE IX, ENFORCEMENT

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Any person who, after being notified by the 911 Addressing Officer fails to comply with any of the provisions of this section within the time limit of not less than 30 days specified in such notice, will be considered a violation of this Ordinance in accordance with Title 30-A §4452.

*[end of ordinance]*

I attest this to be a true copy of this ordinance.

  
Jennifer LaHaye  
Town Clerk

Legislative History

5-08-90: Ordinance becomes effective  
12-10-21: Reformatted by CEO  
01-16-22: Draft approved by Planning Board  
02-22-22: Draft approved by Selectboard  
05-03-22: Adopted at Town meeting