

**ENHANCED 911 ORDINANCE**

**FOR THE**

**TOWN OF WINDSOR, MAINE**

**Adopted: Town Meeting: June 19, 1995**

**Adopted: June 12, 2019**

## **ENHANCED 911 ORDINANCE**

### **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.

### **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.

### **ADMINISTRATION**

This ordinance shall be administered by the Board of Selectmen, who shall assign road names both on existing and proposed roads. The Board of Selectmen shall be responsible for maintaining the following official records of this ordinance:

- a. A Windsor map for official use showing road names and identification;
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned identification;
- c. An alphabetical list of all roads with property owners listed in order of their assigned identification.

### **NAMING SYSTEM**

All roads in Windsor 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 throughout its entire length.

### **NUMBERING SYSTEM**

Numbers shall be assigned every fifty feet (50') 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.

## ENHANCED 911 ORDINANCE

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Windsor or that end of the road closest to the designated center. For dead end roads, the numbering system 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 of the occupancy, (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number. such as 235 Weeks Mills Road, Apartment 2).

### 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 and letters in the following manner.

- a. **Identification on the Structure or Residence.** Where the Structure or Residence is in full view of the road and less than 100 feet from the edge of the road or right of way, the assigned number and letters shall be displayed on the front of the Residence or Structure in the vicinity of the front door entry.
- b. **Identification at the Road Line.** Where the Structure or Residence is over 100 feet or more from the edge of the road or right of way the assigned number and letters shall be displayed on a post, fence, wall, mail box, or some other structure at the property line adjacent to the walk or access drive to the Residence or Structure.
- c. **Size and Color of Identification.** Numbers and letters shall be displayed in a visible color and size approved for use by the Board of Selectmen, shall be not less than 3-inches tall on a mailbox or not less than 4-inches tall on a building, and shall be located as to be visible from the road.
- d. The property owner's duty it is to display the assigned number and letters remove any different identification which might be mistaken for, or confused with, the number and letters assigned in conformance with this ordinance.
- e. **Interior Location.** All residents and other occupants are requested to post the

## ENHANCED 911 ORDINANCE

assigned number and road name adjacent to their telephone for emergency reference.

- f. **Enforcement and Penalties.** This ordinance shall be enforced by the Board of Selectmen or one or more named designees.

Any person determined to be in violation, and who after receiving written notification by a Town of Windsor official of the requirements of this ordinance, including a description of noncompliance, shall take the necessary action to remedy the deficiency within (30) days of the date specified in the notice.

Failure to become compliant shall make the person subject after the (30) day notice to a civil penalty, payable to the Town of Windsor, of twenty-five dollars (\$25.00) for the first violation and one hundred dollars (\$100.00) for each subsequent violation notice.

### **NEW DEVELOPMENTS AND SUBDIVISIONS**

All new developments and subdivisions shall be named and numbered in accordance with the provisions of the ordinances 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 or its designated appointee. 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 plan and a 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 of 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 fifty feet (50') to aid in assignment of numbers to structures subsequently constructed.

### **EFFECTIVE DATE**

This ordinance shall become effective as of June 12, 2019. It shall be the duty of the Town to notify by mail each owner and the post office of the new addresses within 30 (thirty) days. It shall be the duty of each property owner to comply with this ordinance within 30 (thirty) days of notification. On new structures, numbering will be installed prior to final inspection, or when the structure is first used or occupied, whichever comes first.