

TOWN OF SKOWHEGAN

STREET NAMING AND HOUSE NUMBERING ORDINANCE

APPROVED AT THE ANNUAL TOWN MEETING ON MARCH 11, 1996
AMENDED SPECIAL TOWN MEETING, AUGUST 2, 2001
AMENDED MARCH 8, 2004
AMENDED JUNE 13, 2022

SECTION I: PURPOSE

The purpose of this ordinance is to protect the public health, safety, and welfare by providing easy and rapid location of properties for law enforcement, fire, rescue and emergency medical services personnel; and to establish an official street naming and house numbering method for the Town of Skowhegan that will provide an actual physical location, in conformity of address, between local property tax maps, mailing and other delivery services, and the enhanced 911 telephone system.

SECTION II: 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 III: APPLICABILITY

This Ordinance shall apply to any street, public, or private; any building occupied or vacant and any lot in the Town of Skowhegan.

SECTION IV: ADMINISTRATION

The Selectmen shall have the right to adopt guidelines to assist in the administration of this ordinance.

SECTION V: AUTHORIZATION OF STREET NUMBERING

The Board of Selectmen shall appoint an Addressing Officer and a Deputy Addressing Officer who shall have the sole authorization to assign street numbers to any building or lot within the boundary lines of the Town of Skowhegan. That number shall be the official address used for property identification on Town records.

SECTION VI: METHOD OF STREET NUMBERING

- A. Numbers shall be assigned every 50 (fifty) feet in rural areas, and every 10 or 25 feet in urban areas 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 from the point of origin.

B. All corner lots will be reserved a number for each street/road etc. it borders on, which will allow for a building or vacant lot to be numbered according to the front property line.

C. Lowest numbers will start at the North Channel Bridge at the Kennebec River and proceed sequentially toward the farthest most points.

NOTE: An exception to the above numbering system may be necessary to conform with existing numbering systems in the contiguous towns.

D. In the event where more than one residence, commercial or industrial building is on a lot, the rear dwelling or structure shall be numbered with a separate number.

SECTION VII: NUMBERS AFFIXED TO BUILDINGS

Upon written notification to do so from the Town, the owner or person in charge of any residence, business, or other building shall, within thirty (30) days, cause to be affixed to such residence, business, or other building the designated number. The number shall be of reflective material, not less than three inches in height, and of a color that contrasts with the background color, and placed on the building in such a manner as to be plainly visible and legible from the street or to a person approaching from the street. Where the building is placed at such a distance from the street or road that a number placed on it is not plainly visible, the number shall be placed on a post or other suitable object in such a manner as to be visible from the street. Any person who neglects or refuses so to number such structure or erects a number other than that assigned shall be in violation of this Ordinance.

SECTION VIII: 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 or could be placed.

The Board of Selectmen shall have the sole authority to provide the name of a new street that is to be maintained by the Town of Skowhegan. However, a subdivision street will also be subject to approval by the Planning Board. All new streets to be maintained by the Town shall have green signs.

SECTION IX: PRIVATELY OWNED WAYS

All private roads or ways, serving two or more numbered structures or providing access to other privately owned ways, shall be named, approved by the Addressing Officer or Deputy Addressing Officer, and a sign that conforms with municipal sign regulations

shall be erected bearing that name. New privately owned ways shall have blue signs. The expense of the sign shall be borne by the owner of the property underlying the private road or way. Failure to erect such sign shall cause the proper sign to be erected by the Town at the expense of the owner.

SECTION X: APPEAL

Any persons aggrieved by the administration or enforcement of this Ordinance may appeal that action to the Town of Skowhegan Board of Appeals at any time within thirty (30) days of notification, by informing the Town Clerk, in writing, of said appeal. No appeal shall be considered to be a “de novo” action.

SECTION XI: ENFORCEMENT AND PENALTIES

The provisions of this Ordinance shall be enforced by the Code Enforcement Officer of the Town of Skowhegan. Upon finding a violation of this Ordinance, the Code Enforcement Officer shall give written notice to any or all of the owners, or persons in charge of the residence, business or other building, stating the action necessary to achieve compliance and a compliance date by which such action must be taken. If the person to whom the notice is addressed does not correct the violation by the compliance date, such person commits a civil violation for each day the violation remains uncorrected after the compliance date and is subject to civil penalties of not less than fifty dollars (\$50.00) nor more than one hundred dollars (\$100.00) for each subsequent violation.

SECTION XII: VALIDITY, SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES

Should any section or provision of this Ordinance be declared by the courts to be invalid such decision shall not invalidate any other section or provision of this Ordinance.

SECTION XIII: EFFECTIVE DATE

This Ordinance shall become effective immediately upon adoption, or amendment, by vote of the municipal legislative body.