

## Town of Lubec Addressing Ordinance

### **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 Lubec, Maine.

### **Section 2. Authority**

This ordinance is adopted pursuant to and consistent with 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 Lubec Board of Selectmen or its designee(s) which is/are 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 Lubec Board of Selectmen or its designee(s) shall also be responsible for maintaining the following official records of this ordinance:

- a. A town 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 name, showing the assigned numbers.
- c. 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 Lubec shall not constitute or imply acceptance of the road as a public way.

The following criteria shall govern the naming 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 Street and Peach Street).
- c. Each road shall have the same name throughout its entire length except County Road shall become Main Street at or about the current location of 167 Main Street.

#### **Section 5. Numbering System**

Numbers shall be assigned every 50 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, ascending in the numbering direction from east to west except for County Road which will ascend in numbers from west to east until County Road becomes Main Street.

The following criteria shall govern the numbering system:

- a. All numbering directions shall be from east to west except for County Road which numbering direction shall be from west to east so as to match up with the numbering system already put in place by the unorganized territory of Trescott, Maine. 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 falling closest to the front door or the driveway of said structure if the front door cannot be seen from the main road.
- c. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. For example, duplexes will have two separate numbers.
- d. Apartments will have one property number followed by an apartment number, such as 235 Maple Street, Apt 2.

#### **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. Number on the Structure. Where the structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the structure in the vicinity of the front door or entry.
- b. Number at the Street Line. Where the 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 on some structure at the property line adjacent to the walk or access drive to the numbered structure.
- c. Size and Color of Number. Numbers shall be a minimum 4

inches high and be of a contrasting color to its background.

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

#### **Section 7. New Developments and Subdivisions**

All new construction and subdivisions shall be named 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 procure an assigned number from the Lubec Board of Selectmen or its designee(s). 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 on the pre-application submission to the Lubec Planning Board. Approval by the Lubec Planning Board after consultation with Lubec Board of Selectmen or its designee(s), 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 so as to aid in the assignment of numbers to structures subsequently constructed.

**Section 8. Effective Date**

This ordinance shall become effective as of the 24th day of Sept., 1998. It shall be the duty of the Lubec Board of Selectmen or its designee(s) to notify through the normal notice process, each property owner and the Post Office of their new address at least 60 (sixty) days prior to the effective date of their use. It shall be the duty of each property owner to post new property numbers in accordance with this ordinance on the stated date of effective use. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

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END OF ADDRESSING ORDINANCE

A True Copy  
ATTEST:

Pamela McPherson  
Town Clerk, Lubec