

Board of Selectmen
Phil A. Whitney
Dan Lief
Orville E. Blank



Town Clerk / Treasurer
Denise McCormick
P.O. Box 56
Cranberry Isles, ME 04646

ZONE 2: ISLESFORD ADDRESS ORDINANCE
OF THE
TOWN OF CRANBERRY ISLES, MAINE

To: Denise McCormick, Town Clerk

We certify this Zone 2: Islesford Address Ordinance for the Town of Cranberry Isles,
Hancock County, Maine as approved by vote at the 2005 Annual Town Meeting.

See a. w. 21
Orville E. Blank
Phil A. Whitney

A True Copy, Attested By:

Denise McCormick

Denise McCormick
Town Clerk
April 5, 2005

Selectmen of Cranberry Isles, ME.

Date: April 5, 2005



Suggested revision of
Town of Cranberry Isles Street Name and Addressing Ordinance
which was passed by a 40 to 4 vote on August 9, 2004 at Special Town
Meeting:

Zone 2: Islesford Address Ordinance

Section 1. **TITLE**

This ordinance will henceforth be known as the "Zone 2: Islesford Address Ordinance"

Section 2. **PURPOSE**

The purpose of this ordinance is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical service personnel in Zone 2: Islesford.

Section 3. **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. § 3001.

Section 4. **ADMINISTRATION**

This ordinance shall be administered by a five member Addressing Committee for Zone 2, appointed by the Board of Selectmen, who 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 Section 5 and 6. Three members of the Addressing Committee then present for a meeting shall constitute a quorum, and any action may be taken by a simple majority of those members of the Addressing Committee present and voting at that meeting. The Addressing Committee for Zone 2 shall be responsible for maintaining the following official records of this ordinance with a copy filed in the office of the Town Clerk:

- a. A Zone 2: Islesford map for official use showing road names and numbers.

- b. An alphabetical list of all property owners as identified by current tax records, by last name, showing assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

The Selectmen shall designate an Addressing Officer, who may be the Town Clerk, who is responsible for and authorized to provide all required addressing and database information to the State and/or County agency responsible for the implementation of Enhanced 911 service.

Section 5. **NAMING SYSTEM**

All roads that serve two or more structures 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. A road name assigned by the municipality 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 within the zone.
- b. No two roads shall have similar-sounding names within the zone. (ie. Beech Lane and Peach Lane).
- c. Each road shall have the same name throughout its entire length.

Section 6. **NUMBERING SYSTEM**

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every fifty (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, as the numbers ascend.
- b. All number origins shall begin from the Town Ramp or municipal wharf, or that end of a road closest to the designated origin. For dead end roads,

numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

- c. 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.
- d. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, ie. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Road, Apartment 2.

Section 7. **COMPLIANCE**

All owners of structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, assigned numbers in the following manner:

- a. Number on the Structure or Residence. Where the residence or structure is within fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed by the front door or entrance to the residence or structure; being approximately 18 inches from the top of the door or entrance.
- b. Number at the Road Line. Where the residence or structure is over fifty (50) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, or on some structure at the property line adjacent to the walk or access drive to the residence or structure, and visible from the left or right-hand side of the road.
- c. Size, color, and location of number. Numbers shall be of a color that contrasts with their background color and shall be a minimum of four (4) inches in height. Numbers shall be located to be visible from the road at all times of year.
- d. Proper number. Every person whose duty is to display an assigned number shall remove any different number which 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 telephones for emergency reference.

Section 8. **NEW CONSTRUCTION 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 obtain an assigned number from the Town Clerk. This shall be done at the time of the issuance of the building permit, with a copy of this information provided to the Town Code Enforcement Officer.
- b. New Subdivisions. Any prospective subdivider shall 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 Addressing Officer, 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 fifty (50) feet so as to aid in the assignment of numbers to structures subsequently constructed.

Section 9. **EFFECTIVE DATE**

This ordinance shall become effective sixty (60) days following voter approval at either a regular or special Town Meeting. It shall be the duty of the Addressing Officer to notify by mail each property owner and the U.S. Postal Service of their new address at least sixty (60) days prior to the effective date of its use. It shall be the duty of each property owner to comply within this ordinance, including the posting of new property numbers, within sixty (60) days following notification. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

Section 10. **SEVERABILITY**

Each of these sections shall be construed as separate. If any section, sentence, clause or phrase shall be held invalid for any reason, the remainder of that section and all other sections shall continue in force.