

ADDRESSING ORDINANCE

FOR THE MUNICIPALITY OF FORT KENT

Amended 11/24/08 effective: 7/1/09

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The Addressing Ordinance for the Town of Fort Kent

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 Fort Kent.

Section 2 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 3 Administration

This ordinance shall be administered by the Planning Board, which is 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. Additionally, the Town has a statutory obligation to administer and maintain its portion of the Emergency Services Communication Bureau E-911 Addressing System.

The Town is responsible to maintain and keep current certain documents and maps to support the E-911 Addressing System. These documents and maps will be used by the Planning Board, or its designee, to aid in the administration of this Ordinance. E-911 Addressing System information available to the Planning Board includes:

1. Fort Kent map for official use showing road names and numbers
2. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers
3. 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 Fort Kent 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 when deemed appropriate by the Planning Board.

Section 5 Numbering System

Numbers shall be assigned every 50 (fifty) 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, determined by the number origin. (The frontage interval may vary in more densely or lightly populated areas, and it should be so indicated where that particular interval applies.)

The following criteria shall govern the numbering system:

- A. All number origins shall begin from the designated center of Fort Kent or the end of the road closest to the designated center. The designated center shall be the Fish River. 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. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- C. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. (i.e. duplexes will have two separate numbers; apartments will have one road number and an apartment number, such as 235 Maple Street, Apt 101 (first floor, 201 for second floor).
- D. Appendix I – See the end of this Ordinance for numbering examples

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 or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be 4" (4 inches) minimum and visible from the roadway without having to enter the driveway.
- B. Size and Number on the Structure or Residence. Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on structure in 6" (six inch) minimum and be visible from the roadway or on a post, fence, wall, mail box, or on some structure at the property line 3" (three inch) minimum visible on both sides next to the walk or access drive to the residence or structure.
- C. Color of Number. Numbers shall be displayed in a contrasting color.
- D. Every person whose duty 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 the assigned number and road name next to their telephone for emergency reference. All apartment buildings will have each apartment door numbered with a minimum of 2" (two inch) numbers.

Section 7 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 Planning Board or its designee. 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 of the pre-application submission to the Planning Board. Approval by the Planning Board 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, line or dots, in the center of the streets every 50 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

Section 8 Effective Date

This ordinance shall become effective as of July 1, 2009. It shall be the duty of the Planning Board or designee to notify in writing each property owner and they will in turn notify the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of the new property numbers, within 30 (thirty) 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.

Section 9 Enforcement

A. If numbers have not been installed in compliance with the effective date of the ordinance, the Fort Kent Police Department shall:

1. Cause a dated letter to be sent to the property owner explaining:

a. The reason and advantages of taking part in the program;

b. That the lack of a number denies the owner, tenants, and/or the neighbors the advantage of consistent roadway numbering which could delay timely life saving emergency response; and

c. The need to comply with the ordinance.

2. If after 30 (thirty) days from the date of the notification, there is still non-compliance, the non-compliant property owners will be notified that emergency services i.e., police department, fire department, ambulance, etc., will not assume any responsibility for their inability to locate the property in the event of an emergency.

APPENDIX I:

Numbering Examples

	USE	STREET ADDRESS	UNIT OR APARTMENT	Notes
1	Single Residential Dwelling, such as a typical home	45 Pleasant Street	N/A	Each structure will have a unique number
2	Single Structure containing Multiple Owned units, such as a condominium complex	110 Pine Street	Unit 1, Unit 2, Unit 3, etc.	If a condominium complex is comprised of several structures, each with multiple units, each structure will have a separate Street address
3	Single Structure containing Multiple Rented Apartment Units, used for housing	24 East Main Street	Apt 101, Apt 102, Apt 201, Apt 301, etc	<ul style="list-style-type: none"> • The lowest level units shall be designated Apt 101, 102, 103, etc • The next level up shall be designated Apt 201, 202 , ...
4	Single Structure containing Multiple Rented Commercial Spaces	46 Market Street	Suite 101, Suite 102, Suite 201, etc	<ul style="list-style-type: none"> • The lowest level units shall be designated Suite 101, Suite 102, ... • The next level up shall be designated Suite 201, 202, ...
5	Structure Containing Both Housing and Commercial Spaces	37 West Main Street	Suite 101, Suite 102 Apt 101, Apt 201, etc	See examples 3 and 4 for Apartment and Suite designations
<p>The term “Apartment or Apt” shall be used for dwelling or housing uses only</p> <p>The term “Suite” shall be used for commercial uses only</p>				