

TOWN OF APPLETON  
ADDRESSING ORDINANCE  
June 13, 1995

SECTION 1. PURPOSE

The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety and emergency, postal delivery, and business delivery.

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 I 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 Board of Selectmen who shall assign road names and numbers to all properties, both on existing and proposed roads. The selectmen shall be responsible for maintaining the following official records of this ordinance:

1. A map of Appleton for official use showing road names and numbers.
2. An alphabetical list of property owners as identified by current assessment records, by the last name, showing the assigned numbers.
3. An alphabetical list of all roads with property owners listed in order of their assigned number.
4. The following names shall assigned to existing roads as of the date of the ordinance. The GIS map shows the corresponding roads and names.

SECTION 4. NAMING SYSTEM

All roads in the Town of Appleton that serve two or more addresses shall be named regardless of whether the ownership is private or public. A road name assigned by the Town of Appleton shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

1. Similar names - no two roads shall be given the same or similar-sounding (e.g. Beech and Peach, Pine Land and Pine Road) names.
2. Each road shall have the same name throughout its entire length.

SECTION 5. NUMBERING SYSTEM

Numbers shall be assigned every 10 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 following criteria.

shall govern the numbering system.

1. All number origins shall begin from the designated center of Appleton or that end of the road closest to the designated center. For deadend roads, numbering shall originate at the intersection of the adjacent road and terminate at the deadend.
2. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.
3. Every structure with more than one principal 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 numbered with an apartment number, such as 235 Elm Street, Apt. 2).

## SECTION 6. 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 in the following manner:

1. Number on the structure or residence.  
Where the residence or structure is within 50 feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.
2. Number at the street line.  
Where the residence or structure is over 50 feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.
3. Size and color of numbers.  
Numbers shall be displayed in a color and size approved for use by the selectmen and shall be located as to be visible from the road.
4. Every person whose duty is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
5. Interior location.  
All residents should post the assigned number and road name adjacent to their telephone for emergency reference.

## SECTION 7. DEVELOPMENTS AND SUBDIVISIONS

All new developments and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

1. New developments.

Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to produce an assigned number from the Planning Board. This shall be done at the time of the issuance of the building permit.

2. New subdivisions.

Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application on submissions 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 make on the plan, lines or dots, in the center of the street every 10 feet so as to aid in assignment of numbers to structures subsequently constructed.

#### SECTION 8. EFFECTIVE DATE

The ordinance shall become effective as of July 1, 1995. It shall be the duty of Town of Appleton to notify by mail each owner and the Post Office of the new address within thirty (30) days. It shall be the duty of each property owner to comply with this ordinance with thirty (30) days of notification. On new structures, numbering will be installed prior to final inspection, if required by local ordinance, or when the structure is first used or occupied, whichever comes first.

A TRUE ATTEST COPY:

Pamela J Tibert

Approved, Tuesday, June 13, 1995