

Addressing Ordinance
TOWN of CAPE ELIZABETH

CHAPTER 22

ADDRESSING ORDINANCE

Adopted Eff. 10/14/98

Section 22-1-1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical service personnel in the Town of Cape Elizabeth. The Town recognizes that, in some instances, it will be necessary to modify published and displayed addresses of certain resident locations to further the intent and purpose of the addressing project. Whenever possible, the addressing committee will mitigate disruption to town residents by changing only those addresses where there is a compelling public safety need to do so, and by those other means practicably available to it.

Section 22-2-1. Authority

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 22-3-1. Administration

This ordinance shall be administered by the addressing coordinator, who shall be the Chief of Police. The addressing coordinator is authorized to and shall assign property numbers and recommend road names for consideration by the Town Council both on existing and proposed roads, in accordance with the criteria in Sections 4 and 5. The addressing coordinator shall be assisted in this effort by the enhanced 911 Street Numbering Committee, as appointed by the addressing coordinator. The addressing officer, who shall be the town tax assessor, shall 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 22-4-1. 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 Cape Elizabeth shall not constitute or

imply acceptance of the road as a public way. The enhanced 911 Street Numbering Committee shall invite the involvement of those residents of affected neighborhoods in determining new or modified street names necessary to establish enhanced 911 addressing protocols. The enhanced 911 Street Numbering Committee shall liaison with members of the Cape Elizabeth Historic Preservation Society (or similar organization) who may serve as an information resource to resident of affected neighborhoods, and to the enhanced 911 Street Numbering Committee.

The following criteria shall govern the naming system:

- A. No two roads shall be given (substantively) the same name or similar sounding name.
- B. Each road shall have the same name throughout its entire length.

Section 22-5-1. Numbering System

Where needed, 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.

The following criteria shall govern the numbering system:

- A. All number origins shall begin from the intersection of the primary or secondary through or cross street. 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 principal 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.
- E. On those streets accessed from either end, the property numbers shall begin and originate from that end of the street egressing onto the adjoining street carrying the greatest traffic volume.
- F. Notwithstanding the above, streets with the same name continuing into Cape Elizabeth from another municipality shall be numbered consistently beginning with the next consecutive number succeeding from those of the other municipality (to that extent possible).
- G. 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 Addressing Officer. This shall be done at the time of the issuance of the building permit.

Section 22-6-1 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 Structure. Where the structure is within 50 (fifty) feet from the edge of the road right-of-way and clearly visible, 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, or not visible from the road, the assigned number shall be displayed on a post, fence, wall, the mailbox, or on some other structure at the property line adjacent to the walk or access drive to the numbered structure.

C. Size and Color of Numbers. Numbers shall be a minimum four inches high and be of a contrasting color to its background.

D. Every person whose duty is to display the assigned street number shall remove any different number from the structure, mailbox, post or stanchion 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 street number and road name adjacent to their telephone for emergency reference.

Section 22-7-1. Notification and Inspection

It shall be the duty of the addressing coordinator to notify by mail 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 state date of effective use. On new structures, numbering will be installed prior to final inspection or when the structure is first occupied, whichever comes first.

Section 22-8-1. Enforcement

Whoever violates any provision of this ordinance shall be punished in accordance with those penalties identified in Chapter 1, Section 1-1-7 of the Revised Official Code of the Town of Cape Elizabeth.