



**TOWN OF MACHIAS**  
**TOWN OFFICE**  
70 COURT STREET - P. O. BOX 418  
MACHIAS, MAINE 04654



***E-911 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 Machias.

**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 roads, in accordance with the criteria in Sections 4 and 5. The Planning Board shall also be responsible for maintaining the following official records of this ordinance at the town office which will be available by request:

- a. An Machias 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 Machias 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.

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

Numbers in non-established areas shall be assigned every 100 (one hundred) 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:

- a. All number origins shall begin from the designated center of Machias or that end of the road closest to the designated center. 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. (i.e. duplexes will have two separate numbers; apartments will have one road number with 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 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 displayed on the front of the residence or structure in the vicinity of the front door or entry.

- b. Number at the Street Line

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 a post, fence, wall, the mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.

c. Size and Color of Number

Numbers shall be displayed, in a clear and conspicuous manner, in a color and size approved for use by the Planning Board and shall be located as to be visible from the road.

d. Conflicting Numbers

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.

e. Interior location

All residents and other occupants are requested to post the 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 Planning Board. 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, after consultation with the Board of Selectmen, 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 100 (one hundred) feet so as to aid in assignment of numbers to structures subsequently constructed.

**Section 8. Effective Date**

This ordinance shall become effective upon approval by the town's legislative body. It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of their new address at least 30 (thirty) days prior to the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, this authority is delegated to the Planning Board who will ensure that numbering is installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

**Section 9. Enforcement**

The Board of Selectmen is responsible for enforcing the provisions of this ordinance which may be delegated to the Code Enforcement Officer. Failure to follow the requirements of this ordinance may result in penalties of up to \$25 for each occurrence. Each day that the violation continues constitutes a separate offense.

*Certified:*

*Date:* 6/10/97

Edward T. Allen

Melrose Beal

Curtis E. Doh

Land Weaver

*Machias Board of Selectmen*

Enacted at Town Meeting on June 24, 1997

Attest:

Joline M. Hooper

Joline M. Hooper - Town Clerk

## E-911 Sign Policy

The Town of Machias has adopted the E-911 addressing system. As a part of that adoption, the town has ordered and installed signs identifying the streets and roads in town.

Residents who would like to re-name their road/street will be subject to the following:

1. Contact the Town Office for inclusion on the Planning Board agenda for the next meeting. Following approval by the Planning Board:
2. Call the Addressing Officer or his designee to request the change. All changes will be accepted pending correctness and whether the name is dis-similar (sounds like) to another location in Machias. This similarity could affect emergency services' understanding a dispatcher should a call be made.
3. Payment for the new street sign must be made in advance. Signs are \$50.00 each. Signposts are \$25.00.
4. The Public Works Department will install the sign.

This policy does not affect streets/roads that are new to the E-911 system. Each road will initially be identified with a sign and signpost. This policy will only pertain to residents want to change the name of a street/road.

The undersigned, members of the Machias Board of Selectmen, do hereby implement the attached E911 Addressing Ordinance, approved at a regular Board of Selectmen's meeting on September 10, 2008.

Aubrey V. Carter  
Aubrey V. Carter, Chairman

Leslie H. Haynes  
Leslie Haynes

Stephen J. Smith  
Stephen Smith

Warren Gay  
Warren Gay, Vice-Chairman

Norman Nelson  
Norman Nelson

Witness to the signatures:

Betsy Fitzgerald

Town Manager  
Title