

# CHAPTER 18 STREET NUMBERING

(Ord 95-03/Ord 02-04)

## ARTICLE 18-1 ADDRESSES

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### Section 18-1-1 Definitions

In this chapter unless otherwise noted, the following terms shall have the meaning indicated:

- A. **“Address”** shall mean the numbers assigned to a particular lot or parcel of land under the 911 Emergency Response System, which is the public record filed with the town clerk entitled “911 Emergency Street Maps”.
- B. **“Director”** shall mean the director appointed by the Mayor and Council to be responsible for administration of this system in the town.
- C. **“Owner”** shall mean the individual, partnership, corporation or other legal entity holding legal title to a lot or parcel in the town.

### Section 18-1-2 Addresses Required

Every owner of any house or building located on an improved lot or parcel in the incorporated area of the town, is hereby required, within 120 days after receiving notice of the assignment of an address by the town to place the designated address on such house or building, or on another secure structure in the front yard or driveway of the improved lot or parcel. Addresses shall be displayed in a conspicuous location, so that the number is discernible and readable from a publicly accessible street or road. Numbers shall be at least three and one-half inches high, at least two inches wide with a line width of at least eight-tenths inches. Addresses shall be posted using durable materials and contrasting shades or colors to facilitate visibility.

### Section 18-1-3 Lighted Numbers

Internally or externally lighted numbers may be utilized. However, no such lighted number shall violate applicable provisions of the town zoning ordinance.

**Section 18-1-4 Additional Information**

Additional directional or identification information may be placed with addresses. No such additional information shall violate applicable provisions of the zoning ordinances of the town as they currently exist or as amended.

**Section 18-1-5 Numbers on Unimproved Lots**

Addresses may also be placed on premises not occupied by houses or buildings. However, owners are not required to place addresses on unimproved lots or parcels. The town encourages the placement of such additional addresses in order to improve emergency and delivery services throughout the town.

**Section 18-1-6 Administration**

The director shall be responsible for informing owners of addresses applicable to their property and of the requirements of this chapter. The director shall also be responsible for informing owners and the 911 emergency response system when addresses are altered or reassigned. The director shall institute a program to advise owners who fail or refuse to display the address on an improved lot or parcel of the need to comply and to warn such owners that citations may be issued if the correct address is not displayed in the manner required by this chapter within thirty days after written notice of the warning.

**Section 18-1-7 911 Emergency Street Maps**

That certain document known as "911 Emergency Street Maps", three copies of which are on file in the office of the town clerk, which document was made a public record by Resolution 95-05 is hereby referred to, and adopted and made a part hereof as if fully set out in this chapter.

**Section 18-1-8 Compliance**

Any owner who fails or refuses to display an address in accordance with this chapter shall be provided written notice and a warning to comply within thirty days. Any person found guilty of violating any provision of this chapter upon conviction thereof shall be punished by a fine not to exceed \$25.00 per day. Each day a violation continues shall be a separate offense punishable as hereinabove described but not to exceed four days.