

**TOWN OF HAMPDEN, MAINE
E911 ADDRESSING ORDINANCE**

ENACTED DATE: AUGUST 19, 2013
EFFECTIVE DATE: SEPTEMBER 18, 2013

AMENDED DATE: JUNE 17, 2024
EFFECTIVE DATE: JULY 17, 2024

CERTIFIED BY: Gayle C. Decker
Gayle Decker
Town Clerk

Affix Seal

**TOWN OF HAMPDEN, MAINE
E911 ADDRESSING ORDINANCE
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**ARTICLE 1.
TITLE**

1.1 Title. This Ordinance shall be known as the "Addressing Ordinance."

**ARTICLE 2.
PURPOSE**

2.1 Purpose. The purpose of this Ordinance is to enhance the easy and rapid location of structures by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Hampden.

**ARTICLE 3.
AUTHORITY**

3.1 Authority. This ordinance is adopted pursuant to and consistent with 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.

**ARTICLE 4.
DEFINITIONS**

4.1 Construction Language. In this Ordinance, certain terms or words shall be interpreted as follows: The word "person" includes a firm, association, organization, partnership, trust, company, corporation or other legally recognized entity, as well as an individual; the present tense includes the future tense, the singular number includes the plural, and the plural includes the singular; the word "shall" is mandatory; the word "structure" includes the word "building" and the word "dwelling" includes the word "residence", the word "parcel" includes the words "lot" or "plot". In case of any difference of meaning or implication between the text of this Ordinance and any map or illustration, the text shall control. Terms not defined shall have the customary dictionary meaning.

4.2 Definitions. In this Ordinance the following terms shall have the following meanings unless a contrary meaning is required by the context or is specifically prescribed:

Road: A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare serving three or more structures. A road name assigned by the municipality in accordance with this ordinance shall not constitute or imply Town acceptance of the road as a public way or Planning Board approval as a feature of a subdivision plan.

**ARTICLE 5.
ADMINISTRATION**

5.1 Administration. This Ordinance shall be administered by the designated e911 Addressing Officer who is authorized to and shall assign and/or approve road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Articles 6 and 7. The Addressing Officer shall be responsible for maintaining the following official records of this ordinance:

- a) A municipal map(s) for official use showing road names and numbers.
- b) An alphabetical list of all property owners as identified by current tax 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.

The Town Manager shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the state agency responsible for the implementation of Enhanced 9-1-1 service.

**ARTICLE 6.
ROAD NAMING SYSTEM**

6.1 Road Naming System. All roads that serve three or more structures shall be named regardless of whether the ownership is public or private. A road name assigned by the municipality 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 (ex. Pine Road and Pine Lane).
- b) No two roads shall have similar-sounding names (ex. Beech Lane and Peach Lane).
- c) Each road shall have the same name throughout its entire length located within the boundaries of Hampden. Roads that continue through into an adjacent town may change names at the town border.

**ARTICLE 7.
NUMBERING APPLICATION PROCESS AND NUMBERING SYSTEM**

7.1 Numbering Criteria. The following criteria shall govern the numbering system:

7.1.1 Numbers shall be assigned when a driveway/road entrance is created, or a structure is placed on a parcel. This includes but is not limited to: single or multi-family dwellings, camps, businesses, apartments, mobile homes, construction site office trailers, or forestry activities entrance. This process is initiated when a building permit application is pulled or when a Town of Hampden Driveway Permit is approved or Maine DOT Entrance Permit is approved.

7.1.2 Numbers shall be assigned every 50 (fifty) feet along both sides of the road regardless of zone or location in town, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, as the numbers ascend.

7.1.3 All number origins shall begin from the intersection of Route 9 (Western Avenue) and Route 1A (Main Road North) or that end of a road closest to the designated origin. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

7.1.4 The number assigned to each structure shall be that of the numbered interval falling closest to the driveway of said structure or numbered to ensure the continued numbering pattern on the road/street.

7.1.5 Parcels with more than one structure, such as a mobile home park or group development, shall be assigned unique addresses that make the most logical sense to each situation. Each structure shall be identified by a unique number. For example, 235 Maple Road, Lot 1 or 235 Maple Road, Unit 1.

7.1.5.1 When numbering multi-family townhouse type building on the same parcel, one street number will be assigned to the project then each building will have numbers corresponding to the building (ex: building one will contain units 10-19, building two will contain units 20-29, etc). Each building shall be clearly marked with its corresponding building number and said mark shall be clearly visible upon approach from the project's entrance. Unit numbers will be visible from the front of the building and will be number increasing from left to right as viewed from the front.

7.1.5.2 When numbering multi-family apartment buildings one street number will be assigned to the building then each apartment will have numbers corresponding to the floor the apartment is located. (ex: floor 1 will contain apartments 10-19, floor 2 will contain apartments 20-29, if more than 10 units per floor 3-digit numbers will be used, floor 1 apartments 100-199.) Each building shall be clearly marked with its corresponding building number and said mark shall be clearly visible upon approach from the project's entrance.

7.1.5.3 When numbering multi-unit commercial buildings one street number will be assigned to the building then each suite will have numbers corresponding to the floor the suite is located. (ex: floor 1 will contain suites 10-19, floor 2 will contain suites 20-29, if more than 10 units per floor, 3-digit numbers will be used, floor 1 suites 100-199.) Each building shall be clearly marked with its corresponding building number and said mark shall be clearly visible upon approach from the project's entrance. Suite numbers will be visible from the front of the building and will be number increasing from left to right as viewed from the front.

7.1.6 Parcels containing a single duplex building shall receive a single street number and each unit shall be assigned a unit number. For example: 361 Smith Street, Unit 2.

7.1.7 Residential backlots containing separate primary structures shall be numbered sequentially from the road or way providing frontage. For example: 541 Main Road with 543 Main Road as a backlot.

7.1.8 Numbering on private roads shall be the same as numbering on public roads so long as the private road is recorded at the Penobscot County Registry of Deeds.

7.1.9 Driveway with more than 1 structure that it serves will be numbered as follows:

7.1.9.1 Two (2) Structures – each structure will be numbered individually with the lower number being the first structure on the driveway.

7.1.9.2 Three (3) or more Structures – A private road name will be approved by the addressing officer and the structures will be numbered the same as 7.1.8.

7.2 Numbering Application Process. Numbers will be assigned when an applicant fills out and submits a “Driveway Entrance/E-911 Address” application available at the town office. This application can be completed as a stand-alone application for an already-existing structure, or as part of the building permit application process for new structures. Applicants must adhere to all terms of the application, including staking and flagging the proposed or existing driveway entrance. The Addressing Officer will then GPS the staked/flagged location, process the GPS data, and scale out and assign an appropriate number.

ARTICLE 8. COMPLIANCE

8.1 Compliance. All owners of structures shall display and maintain in a conspicuous place, assigned numbers in the following manner:

- a) Number at the Road Line. The assigned number shall be displayed on a post, fence, wall, mail box, or on some structure adjacent to the walk or access drive to the residence or structure.
- b) Size, Color, and Location of Number. Numbers shall be in conformance with the Maine Uniform Building and Energy Code (MUBEC).
- c) Proper number. Every person whose duty is to display an assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this Ordinance.

ARTICLE 9.
NEW CONSTRUCTION, NEW SUBDIVISIONS, AND NEW ROADS

9.1 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 Addressing Officer. This shall be done at the time of the issuance of the driveway permit or prior to issuing the building permit.

9.2 New Subdivisions. Any prospective subdivider shall show a proposed road name system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Officer, shall constitute the assignment of road names 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 50 feet so as to aid in the assignment of numbers to structures subsequently constructed.

9.3 New Roads. Any prospective new roads not serving a new subdivision shall show a proposed road name on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Officer, shall constitute the assignment of road names. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 feet so as to aid in the assignment of numbers to structures subsequently constructed.

ARTICLE 10.
EFFECTIVE DATE

10.1 Effective Date. This Ordinance is not retroactive. Pursuant to Section 213(c) of the Town Charter, this Ordinance shall become effective at the expiration of 30 days after its adoption by the Town Council. It shall be the duty of the Addressing Officer to notify each property owner and the U.S. Postal Service of any new addresses assigned after the effective date of this ordinance.

ARTICLE 11.
ENFORCEMENT AND CIVIL PENALTY

11.1 Enforcement. The Addressing Officer has the authority to enforce the provisions of this Ordinance, as well as any officer of the Public Safety Department. If the Addressing Officer finds that any provision of this Ordinance has been violated, the Officer shall notify the property owner(s), or other person(s) responsible, in writing of the nature of the violation and the corrective action required. If the corrective action is not completed within 15 days of the issuance of the notice, the Town Manager, upon notice from the Addressing Officer, may authorize any and all actions and proceedings that may be available or necessary to enforce the provisions of this Ordinance.

11.2 Civil Penalty. Any person who violates any provision of this Ordinance commits a civil violation, and shall be subject to relief and a civil penalty in accordance with 30-A M.R.S. A. §4452, as may be amended or replaced from time to time. Each day that a violation continues

shall constitute a separate violation. If the Town is the prevailing party in an enforcement action, it shall be entitled to its costs, expert witness fees, and reasonable attorney's fees.

**ARTICLE 12.
SEVERABILITY**

12.1 Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.