

# *Town of Sorrento Ordinance for*

## *Street Naming and Property Numbering (as amended June 8, 2021)*

### 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 services, 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 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

### Section 3. Definitions

For the purpose of this ordinance, the following definitions shall apply: A “street” is any highway, road, street, avenue, lane, private way or similar paved, gravel or dirt way within a city, town or plantation. An “improved property” refers to any property on which a more or less permanent structure has been erected or placed.

### Section 4. Official Map

**The map entitled Major Planimetric and Cultural Features for Sorrento, Maine as prepared by the Department of Public Safety and the Maine Office of GIS in Support of the 9-1-1 Enhanced System Development** is hereby adopted as the official map by which streets are named and property numbers assigned. The map, as approved by the Maine office of the Geographical Information Systems (GIS) shall be held in the custody of the 911 Addressing Officer. Assignment of numbers to properties, both on existing and proposed streets, shall be the responsibility of the 911 Addressing Officer. The 911 Addressing Officer shall be responsible for maintaining the following official records of the numbering system:

- a. **The Major Planimetric and Cultural Features for Sorrento, Maine as Prepared by the Department of Public Safety and the Maine Office of GIS in Support of the 9-1-1 Enhanced System Development Map.**
- b. An alphabetical list of all property addresses by last name showing the assigned numbers and street names.
- c. An alphabetical list of all streets with property owners listed in order of their assigned numbers.

## Section 5. Numbering and Naming System

Each residence and business property shall have a number indicating its position on the street on which it is located. Every street with more than one property, improved or unimproved, shall have a name. All street names shall be alpha names only (no numeric reference). No street name shall sound like any other street name. The Town of Sorrento voters are the final authority in assigning or accepting names for such public ways while the final authority in assigning or accepting names for private streets shall be the joint decision of the Planning Board, The Board of Selectmen and the E-911 Addressing Officer. A street name assigned by the Town of Sorrento shall not constitute or imply acceptance of the street as a public way. Street names shall conform to U.S. Postal Service guidelines as published in their publication 28, Postal Addressing Standards.

In general, one whole number shall be assigned for every fifty (50) feet of street frontage, whether the property is improved or vacant. In general, numbering shall begin at the end of the street closest to the datum line (the designated point of origin in Sorrento is the center point at the intersection of Waukeag Avenue, Doane's Point Avenue, Kearsarge Avenue and Sorrento Avenue), with even numbers appearing on the left side of the street and odd numbers appearing on the right side of the street. Every improved property with more than one principle use or occupancy shall have a separate designator for each use or occupancy. All properties shall be numbered with no alpha characters (i.e. 235 Maple Street, Apt. 2 (not Apt. B)).

## Section 6. Property Owners to Post Numbers

Every owner of an improved property shall display and maintain in a conspicuous place on said property, the number assigned. Every person whose duty it 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. Numbers shall be placed on the right-hand side of the architectural door facing the street at a height sixty (60) inches from the threshold. If there is no door facing the street, then the numbers shall be applied facing the street, to the corner of the building nearest the entry at a height sixty (60) inches from the sill. The numbers, five (5) inches in height, shall contrast with the color of the house. Numbers shall be applied to each physical building. Mailboxes shall display the assigned number of the structure with three (3) inch reflective numbers if the mailbox is on the same side of the road as the structure, and two (2) inch reflective numbers if the structure is on the side of the road opposite the mailbox. Mailboxes shall be positioned as near to the driveway as possible, but on the same side of the road as they are now.

When there is no mailbox and the structure is not visible from the street or is more than fifty (50) feet from the street, the number shall be displayed on a post that is forty-eight (48) inches from the level of the road to the bottom of the lowest number. Numbers shall be vertically descending. The post shall be a nominal four (4) inches by four (4) inches, and the numbers displayed shall be three (3) inch reflective numbers. Number posts shall be positioned at one corner of the driveway as close to the road as practical. It shall be the responsibility of the property owner to make certain the number is always visible.

## Section 7. Proposed Streets and Proposed Structures

Proposed streets shall be named and numbered in accordance with the provisions of Section 5 of this ordinance. New structures shall be posted with numbers in accordance with the provision of Section 6 of this ordinance. On the final plan showing proposed streets, the applicant shall mark on the plan lines or dots in the center of the streets every fifty (50) feet so as to aid the Town of Sorrento in assigning numbers to buildings subsequently constructed. Proposed property numbers shall be noted on the blueprints, drawings or plans submitted with the application for any required building or land use permits or approvals.

## Section 8. Street Signs

Sizes: Lettering on road name signs shall be at least four (4) inches high. Supplemental lettering to indicate the type of road (e.g. Street, Avenue, Road, etc.) or section of the town (e.g. N.W.) may be in smaller lettering at least two (2) inches high. The sign blades will be six (6) inches high in lengths of 18, 24, 30, 36, or 42 inches with four (4) inch high letters for street names.

Placement: On principal arteries, road name signs shall be placed at least on diagonally opposite corners so that they will be on the far right-hand side of the intersection for traffic on the major street. They shall be mounted with their faces parallel to the streets they name. In residential districts, at least one road name sign shall be mounted at each intersection. In rural districts, signs shall be placed to identify important roads not otherwise marked.

On intersection approaches, a supplemental road name sign may be erected separately or below an intersection-related warning sign. The preferred mounting method for road signs is post top-mounting brackets. Hardware for mounting signs to posts shall be subsidiary to other items. The minimum vertical clearance shall be eight (8) feet to the bottom of the sign from the road level for post top-mountings.

## Section 9. Unlawful to Deface Numbers or Street Signs

No person shall alter, deface or remove any number placed on any property in accordance with this ordinance, except for repair or replacement of such number. No person may alter, deface or remove any street name sign erected in accordance with this ordinance, except for repair or replacement of such sign.

## Section 10. Penalty

Any violation of the provisions of this ordinance shall be subject to a civil penalty, payable to the Town of Sorrento, of not less than one hundred (100) dollars and not more than one thousand (1,000) dollars for each violation, together with payment of attorney's fees as provided by law. Each day a violation is permitted to continue is a separate offense.

### Section 11. Deeds

This ordinance does not change any present or existing deeds. It shall be the responsibility of the owner to change former street names in any new deed(s) to the new street names, with the new street names referenced as "...formerly known as..."

### Section 12. Separability

If any portion of this ordinance shall be declared invalid, it shall not affect any other portion of this ordinance.

### Section 13. Effective Date

This ordinance shall become effective as of September 16, 1996. Property owners will be notified of their new address within sixty (60) days of approval by the Post Office. It shall be the duty of each property owner to comply with this ordinance within thirty (30) days of notification. For non-residents, numbers shall be displayed by July 1, 1997. 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.