

**AN ORDINANCE FOR THE ESTABLISHMENT
of a
STREET NAMING & NUMBERING SYSTEM
for the
TOWN OF ENFIELD, NEW HAMPSHIRE**

Section I. PURPOSE

- A. To establish the locations and names of all streets and roads.
- B. To establish a uniform method of numbering primary buildings on streets and roads.
- C. To promote efficiency in locating primary buildings.
- D. To provide more expedient emergency response.
- E. To provide a consistent system for mailing addresses.

Section II. PARTIES AFFECTED

All primary buildings, streets, and roads within the boundaries of the Town of Enfield shall hereafter be identified according to the uniform street naming and numbering system as herein contained as adopted or amended by the Board of Selectmen pursuant to their authority as outlined in RSA 231:133 and 231:133-a.

Section III. DEFINITIONS

For the purpose of this ordinance the following definitions will apply:

Street: A state highway, town road, avenue, lane and/or any other way whether public or private used or in existence for vehicular travel exclusive of a driveway which serves not more than two adjacent lots or sites. The word street shall include the entire right-of-way.

Primary Building: Any residential dwelling temporary or permanent, used seasonally or throughout the year, or any building which represents or is used for the central purpose of the lot.

Section IV. NAMING SYSTEM

A uniform street naming system has been developed for all streets based upon the following process:

- A. There shall be no duplication of street names within the Town.
- B. Street names shall not sound alike (e.g. Beach and Peach, Lynwood and Linwood).
- C. The use of directional words such as north, south, east, and west shall be discouraged.
- D. Street names shall not be differentiated solely by their suffix (e.g. Pine Place, Pine Lane, and Pine Avenue).
- E. Each street shall have only one name along its entire length.

- F. The Board of Selectmen shall establish names for all streets and shall maintain an updated and accurate master list of all street names to be known as the Master Street Name List.

Section V. NUMBERING SYSTEM

A uniform street numbering system has been developed for all primary buildings based upon the following process:

- A. The starting point for each street is generally determined by its relationship to U.S. Route 4 (a.k.a. School Street, Prospect Street, Miracle 1/4 Mile, Drybridge Hill) and U.S. Route 4A (a.k.a. Lebanon Road) or its logical direction given existing usage as indicated on the Master Street List in **Appendix B**.
- B. All primary buildings on the left side of a street beginning at its starting point will have odd numbers.
- C. All primary buildings on the right side of a street beginning at its starting point will have even numbers.
- D. One odd and one even number will be assigned to each fifty (50) foot interval of frontage on the street as measured from the starting point of each street.
- E. Numbers will be assigned by determining the point at which the main vehicular access (or main pedestrian access if no vehicular access is provided) to the primary building coincides with a fifty foot interval on the street as outlined by the formula the chart in **Appendix A**. [ex: If the driveway serving a single family house is on the left side of a road and is in the tenth 50 foot segment, then the street number would be #19.]
- F. Unused numbers will be held for future use to ensure against the need for renumbering.
- G. Condominium complexes, shopping centers, malls, and properties with multiple primary buildings shall be assigned one street number corresponding to the primary entrance location. Pre-existing developments and units shall be internally numbered according to a logical pattern and manner as approved by the Planning Board.
- H. Street numbers shall be assigned by the Planning/Zoning Administrator.

Section VI. PROCEDURES

- A. All property owners within the boundaries of the Town of Enfield shall affix, or cause to have affixed, the assigned street number(s) in accordance with this section.
 - 1. For all primary buildings the street number shall be conspicuously displayed on that side of the building which faces the main vehicle access.
 - 2. For primary buildings not readily visible from the street, the assigned street number(s) shall also be conspicuously displayed at the main vehicular (or pedestrian if no vehicular access exists) access to the property, so as to be visible on a year-round basis. The preferred method of display at the main vehicular or pedestrian access shall be on both sides of a mailbox. The front may be used when applicable. (see **Appendix C**. However, if a mailbox is not located at the main access, or if there is no mailbox, then the assigned street number shall be displayed on a sign post or similar means at the main access.

- B. All displayed street numbers shall be of a contrasting color to the means of support such as the primary building, mailbox, post, etc.
- C. All displayed street numbers shall be at least three and one-half (3-1/2) inches in height and two and one-half (2-1/2) inches in width and affixed in a permanent manner.
- D. All displayed street numbers shall be in Arabic form (0, 1, 2, 3, 4, 5, 6, 7, 8, 9).

Section VII. NEW BUILDINGS AND SUBDIVISIONS

- A. Whenever a primary building is erected, located, or expanded in the Town of Enfield, the assigned street number shall be affixed in the appropriate locations as provided by this ordinance. Owners of new or expanded primary buildings shall procure their number assignment from the Planning/Zoning Administrator. Number assignment is required prior to the issuance of a building permit and shall be displayed during construction. Numbers shall be displayed prior to the issuance of a Certificate of Occupancy.
- B. Every subdivision or site plan submitted to the Planning Board for approval shall show an assigned street number for each primary building as applicable.
- C. Every subdivision or site plan submitted to the Planning Board for approval shall show the approved street name for all existing streets and a name approved by the Planning/Zoning Administrator in consultation with the Master Street Name List for all proposed new streets.
- D. In all cases, the Planning/Zoning Administrator shall notify the Selectmen's (assessing) office, Police and Fire Departments, FAST Squad, and Dispatch Center as appropriate, of new assigned street numbers and names.

Section VIII. PENALTY

- A. Any property owner who fails to comply with any relevant provision of this ordinance within one year of the mailing date of the Notification of Street Naming and Numbering Assignment shall be guilty of a violation with a penalty of not more than \$25.00 for each day of non-compliance.
- B. Any property owner who shall affix to or display upon a structure any number other than that assigned to it pursuant to this ordinance shall be guilty of a violation with a penalty of not more than \$25.00 for each day of non-compliance.
- C. Property owners in non-compliance shall be notified by certified mail and given 30 days from the post date to comply with the ordinance before penalty is enforced and begins to accrue. The penalty will continue to accrue until the violation ceases.
- D. This section shall not apply to the display of "date of origin" numbers for historic buildings provided that they are displayed so as to not be confused with the display of the assigned street numbers.

Section IX. ADMINISTRATION

- A. This ordinance shall be administered by the Planning/Zoning Administrator.

Section X. APPEALS

- A. Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal in writing to the Planning/Zoning Administrator.
- B. The decision of the Planning/Zoning Administrator may be appealed to the Board of Selectmen who shall have the final administrative authority over the implementation of the provisions of this ordinance.
- C. All appeals shall be in written form to the Board of Selectmen (see **Appendix**), setting forth the basis for the appeal, and said board shall act upon the appeal within 60 days from date of receipt.

Section XI. SEVERABILITY CLAUSE

- A. If any part of this ordinance is found to be invalid, it shall have no effect on the balance of this ordinance.

Section XII. EFFECTIVE DATE

The above described ordinance shall take effect immediately upon adoption by the Board of Selectmen.

Adopted: April 17, 1995
By: Enfield Board Of Selectmen