

**TITLE II
HEALTH, SAFETY & WELFARE
ENHANCED 911 ORDINANCE**

Chapter 6 Enhanced 911 Ordinance

6. A.1 Title, Purpose and Authority

6. A.1.a Title

This chapter may be referred to as the "E911 Ordinance".

6. A.1.b 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 Ogunquit.

6. A.1.c Authority

The Ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided 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.

6. A.2 Administration

The Town of Ogunquit Selectmen is authorized to, and shall, assign road names and numbers to all properties, both existing and proposed roads, in accordance with the criteria in Sections 4 and 5. The Code Enforcement Officer shall be responsible for maintaining the following official records of this ordinance:

6. A.2.a ¹These maps are digitally produced on compact discs (CD's) by The Maine Office of Geographic Information Systems. Updates are generated by the Addressing Officer. Copies of these CD's are located at the Land Use Office.

6. A.2.b ²A complete list of all property owners listed by Address, Map & Lot and Last name is located at Town Hall and The Assessor's Office.

¹ Section 6.A.2 .a – STM 11-3-2009

² Section 6.A.2.b – STM 11-3-2009

6. A.3 **Naming System**

All roads that serve two (2) 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 property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Ogunquit shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- 6. A.3.a** No two (2) roads shall be given the same name (e.g., no Shore Road and Shore Lane).
- 6. A.3.b** No two (2) roads should have similar-sounding names (e.g., Beach Street and Peach Street).
- 6. A.3.c** Each road shall have the same name throughout it's entire length.

6. A.4 **Numbering System**

Numbers shall be assigned every fifty (50) feet along both sides of the road, with even numbers appearing on the right side of the road and odd numbers appearing on the left side of the road, determined by the number origin. The frontage interval may vary in more densely populated areas (i.e. Perkins Cove and Ogunquit Square areas.)

The following criteria shall govern the numbering system:

- 6.A.4.a** All number origins shall begin from the designated center of Ogunquit Square or at the end of the road closest to the Ogunquit Square, with the exception of US 1 (Main St) whose number origin will begin at the southerly end of town. For dead end roads, the numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- 6. A.4.b** The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- 6.A.4.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 125 US 1, Apt. 1).

6. A.5 **Compliance**

All owners of structures within the Town of Ogunquit 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:

6. A.5.a Number on the structure or residence Where the residence or structure is within fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.

6.A.5.b Number at the Street Line Where the residence is over fifty (50) 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 next to the walk or access drive to the residence or structure.

6. A.5.c Size and Color of Number Numbers shall be displayed in a color and size approved for use by the Code Enforcement Officer and shall be visible from the road.

6. A.5.d Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

6. A.5.e Interior location All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

6. A.6 **New Construction and Subdivision**

All new construction and subdivision shall be named and numbered in accordance with the provisions of this ordinance and as follows:

6. A.6.a 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 Code Enforcement Office. This shall be done at the time of issuance of the building permit.

6. A.6.b New Subdivision Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Code Enforcement Officer, shall constitute the assignment of road names and numbers to the lots in the subdivision. On a final plan showing proposed roads, the applicant shall mark on the plan, lines or

dots, in the center of the streets every fifty (50) feet to aid in the assignment of numbers to structures subsequently constructed.

6. A.7 Enforcement

³When it has been determined by the Addressing Officer that an officially issued E-911 address number is missing, incorrect or not visible from a distance of 50Ft. from the street, the Addressing Officer shall within (3) three business days, notify the property owner of the violation. Notification shall be sent by Certified Mail. Notification shall also be given verbally whenever possible but does not eliminate the requirement for the addressing officer to notify the property owner via Certified Mail. The Addressing Officer shall order placement of the assigned E-911 number and shall explain the penalties, as noted in Section 6.A.7.a and Section 6.A.7.b for noncompliance as applicable to the property.

6. A.7.a A business property owner has (10) ten business days from the date of receipt of the Certified Mail to install an officially issued E-911 address number as ordered to do so by the Addressing Officer. If the business property owner fails to comply within the (10) ten business days the Addressing Officer will send a follow up warning letter via Certified Mail stating that if the business property owner does not comply within (5) five business days from receipt of the warning letter they shall be subject to the denial or immediate revocation of his/her business license. The above shall be enforced by the Ogunquit Code Enforcement Officer.

6. A.7.b A residential property owner has (10) ten business days from the date of receipt of the Certified Mail to install an officially issued E-911 address number as ordered to do so by the Addressing Officer. If the residential property owner fails to comply within the (10) ten business days the Addressing Officer will send a follow up warning letter via Certified Mail stating that if the residential property owner does not comply within (5) five business days from receipt of the warning letter they shall be fined \$50.00 plus an additional \$5.00 for each day the violation continues thereafter. The above shall be enforced by the Ogunquit Code Enforcement Officer.

6. A.8 Effective Date

This Ordinance shall become effective as of December 10, 1996. It shall be the duty of the Code Enforcement Officer to notify by mail each property owner and the Post Office of a new address at least thirty (30) days before the effective date of its use. It shall be the duty of each

³ Section 6.A.7 – STM 11/3/2009

property owner to comply with this ordinance, including the posting of new property numbers, within thirty (30) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.