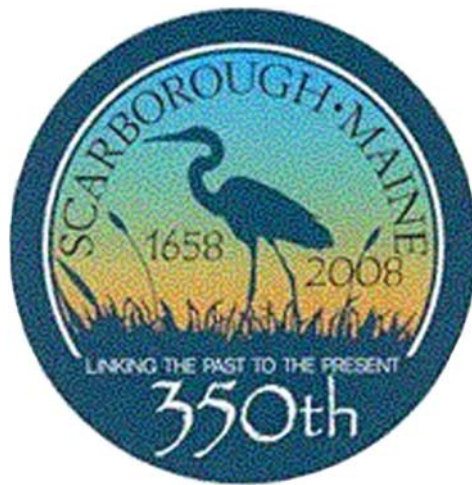


**CHAPTER 309**

**TOWN OF SCARBOROUGH**

**STREET/DEVELOPMENT**

**NAMES & NUMBERS ORDINANCE**



**Adopted 4/6/1995**  
**Amended 02/06/2008**

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**CHAPTER 309  
TOWN OF SCARBOROUGH  
ORDINANCE REGULATING  
STREET/DEVELOPMENT NAMES & NUMBERS**

**I. 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 Scarborough as well as to establish a predictable street naming and numbering system for use and way-finding by the public. (02/06/2008)

**II. Authority.**

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VII, Part 2, Section 1 of the constitution of the State of Maine and Title 30-A, M.R.S.A. Section 3001. (02/06/2008)

**III. Definitions.**

For the purposes of this ordinance: (02/06/2008)

“addressing officer” refers to a person appointed by the Chief of Police who has the authority to approve street and development names.

“business development” means a commercial, industrial, professional or financial building or buildings built in the same immediate vicinity and/or having a similar theme.

“driveway” means a paved or unpaved surface providing access from a property to a public or private street or way.

“physical address” means a permanent, unique address that clearly identifies where a property is physically located.

“property” refers to any parcel of land on which a more or less permanent structure has been erected or could be erected.

“private street” means a private way which affords the principle means of access to abutting properties that meets the design and construction standards of the Street Acceptance Ordinance but which is not dedicated for acceptance by the Town and which is intended to remain privately owned.

“private way” means a private right of way which affords the principle means of access to abutting properties, but which is not designed and constructed to the standards of the Street Acceptance Ordinance.

“public street” means a public way which affords the principle means of access to abutting properties, or a proposed way intended to be accepted by the Town as a public way in accordance with the Street Acceptance Ordinance.

“residential development” means a large parcel of land divided into two or more building lots meant for residential homes to be built in the same immediate vicinity and/or having a similar theme.

#### **IV. Renaming of Existing Street.**

Prior to changing the name of any existing street, the Scarborough Town Council shall hold a public hearing. Notice of the proposed name change, of the proposed effective date of the name change, and of the time and place of hearing shall be published and posted at least 10 days prior to the hearing. All property owners of record will be mailed a notice of the hearing at least 10 days prior to the hearing. (02/06/2008)

#### **V. Designation of New Street Names and New Development Names. (02/06/2008)**

- A.) The addressing officer shall assign/approve names for all new streets and ways proposed in the Town of Scarborough.
- B.) The addressing officer shall assign/approve names for all new business developments and new residential developments proposed in the Town of Scarborough.
- C.) All public and private streets shall be assigned a street name.
- D.) Private ways that provide access to two or more properties shall be assigned a street name.
- E.) Private driveways shall only be assigned a street name if a sequential number is unavailable on the existing street it intersects with.
- F.) Street naming standards:

No two streets or ways shall be given the same name (e.g., no Pine Road and Pine Lane or Beech Road and Beach Road).

No two streets or ways shall be given similar sounding names (e.g., Sanford Lane and Stanford Lane).

Each street or way shall have the same name throughout its entire length.

No punctuation may be used in any street or way name.

- G) Business and residential developments shall not be given similar names (e.g., Oakdale Condos, The Oaks Apartments, Oak Leaf Apartments, Village at Oak Hill, Oak Hill Condos).
- H) The word “Scarborough” may be used in development names. Development names shall not be similar (e.g., Scarborough Village and Scarborough Village Common).

## **VI. Posting of Designated Street Addresses. (02/06/2008)**

- A) All street name signs shall be constructed out of extruded aluminum blades and made of materials which are reflective.
- B) Public street blades shall be no less than nine inches (9”) in height and shall be green in color. The lettering on these signs shall be no less than six inches (6”) in height and shall be white in color. All public street signs shall be maintained by the Public Works Director or their respective designees.
- C) Private street and way blades shall be no less than six inches (6”) in height and shall be blue in color. The lettering on these signs shall be no less than four inches (4”) in height and shall be white in color, with the abbreviation “PVT” appearing after the street name on the sign.
- D) Private driveway blades shall be no less than six inches (6”) in height and shall be white in color. The lettering on these signs shall be no less than four inches (4”) in height and shall be blue in color, with the abbreviation “PVT DRVWY” appearing after the street name on the sign.
- E) No person shall erect a street name sign without meeting the criteria under subsection V. and without approval by the addressing officer.

## **VII. Designation of Street Addresses. (02/06/2008)**

- A) The Scarborough Assessor, after consulting with the Addressing Officer, shall assign a street number for occupancy located on any street. The Assessor shall assign such numbers to dwellings, places of business and buildings existing on the effective date of this Ordinance no later than 30 days after the effective date. The Assessor shall assign such numbers to new dwellings, places of business and buildings at the time subdivision approval, building permits or certificates of occupancy are requested, as provided in Section VIII of this Ordinance.
- B) Numbers shall run sequentially and shall start at the end of the street closest to the center of town. Odd numbers shall be on the right side of the street and even numbers shall be on the left side of the street.
- C) Property address numbers shall be whole numbers and shall not have fractions or letters attached (e.g., 45A Brown Street or 45½ Brown Street).

- D) The Assessor shall keep a record of all numbers assigned under this Ordinance.
- E) Upon assigning a number to any dwelling, place of business or building, the Assessor shall send written notice of the assigned number to the owner, occupant, or person in charge of the dwelling, place of business or building.
- F) Where a building contains more than one dwelling or place of business, the Assessor shall determine whether each dwelling or place of business shall be assigned its own street number or whether, because of the quantity or configuration of the dwellings or places of business within the business, only one street number should be assigned to the building.

### **VIII. Posting of Designated Street Addresses. (02/06/2008)**

- A.) Within 60 days after receipt of written notice from the Assessor that a number has been assigned to a dwelling, place of business or building, the owner, occupant or person in charge shall display the assigned number on the exterior of the dwelling, place of business or building or in some other location on the premises, so that the number is conspicuous and legible from the street. The number must be 4 inches in height and made of materials which are reflective or which contrast with the background materials so that the number is visible after dark when illuminated by an ordinary flashlight from the street. A street number may be incorporated into an on-premises advertising sign or business directory sign permitted under the Scarborough Zoning Ordinance, provided the display of the street number otherwise complies with the requirements of this Ordinance.
- B.) Within 60 days after receipt of written notice from the Assessor that a number has been assigned to a dwelling, place of business or building, the owner, occupant or person in charge shall remove any different number which might be mistaken for or confused with the assigned number.
- C.) Where one driveway allows shared access to more than one address, a street number sign shall be erected at the street intersection. This sign must clearly reveal the range of addresses that can be accessed by this shared driveway and a similar sign must appear at every split or fork of the driveway.
- D.) Where a house is set back out of view from the street and there is no mailbox available to post the street address, a street number sign shall be erected at the street intersection in order to clearly display the assigned street address.
- E.) Where a principal building contains more than one dwelling or place of business and each such dwelling or place of business has been assigned a separate street number, the street number shall be displayed at the front entrance to each dwelling or place of business so that the number is conspicuous and legible from the street.

- F.) The owner, occupant or person in charge of each dwelling, place of business or building to which a number has been assigned shall maintain such number so that it is conspicuous and legible from the street at all times of year.

**IX. New or Renovated Properties. (02/06/2008)**

- A.) The Code Enforcement Officer shall not grant a building permit for any dwelling, place of business or building until the Assessor has assigned a street number to the dwelling, place of business or dwelling.
- B.) Notwithstanding anything to the contrary in Section 302 of Title 1 of the Maine Revised Statutes, the requirements of this Section V shall apply to applications for subdivision approval, building permits and Certificates of Occupancy pending upon the effective date of this Ordinance, except that no such approval, permit or certificate shall be withheld if the Assessor has not yet assigned street numbers to the property at the time when the application is otherwise in order for approval.
- C.) Developers of subdivisions shall be required to erect signs naming streets within each approved subdivision at the onset of the construction phase. Street signs shall be approved by the Public Works Director.
- D.) No certificate of occupancy will be issued until a street number is properly affixed to the dwelling or place of business.

**X. Enforcement and Penalties.**

The provisions of this Ordinance shall be enforced by the Code Enforcement Officer of the Town of Scarborough. Upon finding a violation of this Ordinance, the Code Enforcement Officer shall give written notice to any or all of the owners, occupants or persons in charge of the dwelling, place of business or other building, stating the action necessary to achieve compliance and a compliance date by which such action must be taken. If the person to whom the notice is addressed does not correct the violation by the compliance date, such person commits a civil violation for each day the violation remains uncorrected after the compliance date and is subject to civil penalties of between \$10.00 and \$50.00 for each subsequent violation. (02/06/2008)

**XI. Effective Date.**

This Ordinance shall take effect at 12:01 a.m. on the day after its enactment by the Scarborough Town Council. Effective date is July 1, 1995. Owners of existing structures shall have until October 1, 1995 to comply with the terms and conditions of this Ordinance. (02/06/2008)