

# **TOWN OF SANBORNTON ORDINANCE FOR THE ESTABLISHMENT OF A STREET NUMBERING SYSTEM**

## **SECTION 1. PURPOSE**

- a. To establish a uniform system of numbering primary buildings.
- b. To promote efficiency in locating primary buildings.
- c. To provide more expedient emergency response.
- d. To provide a consistent system to establish mailing addresses.

## **SECTION 2. PARTIES AFFECTED**

All primary buildings within the corporate limits of the Town of Sanbornton shall hereafter be identified by reference to the uniform numbering system as promulgated or amended by the Board of Selectmen.

## **SECTION 3. NUMBERING SYSTEM**

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

- a. The starting point of each road is generally determined by its relationship to an intersection or to the center of town. The sequence of numbers advances as the road proceeds away from the designated starting point.  
**Note:** In the instance of Black Brook Road and Roxbury Road the numbers decrease from the starting point to fall in line with existing numbers on the Meredith ends of these roads.
- b. All primary buildings on the left side will have even numbers.  
**Note:** In the instance of Black Brook Road and Roxbury Road all primary buildings on the left side will have odd numbers to fall in line with numbers assigned to the Meredith ends of these roads.
- c. All primary buildings on the right side will have odd numbers.  
**Note:** In the instances of Black Brook Road and Roxbury Road all primary buildings on the right side of the road will have even numbers to fall in line with numbers assigned to the Meredith ends of these roads.
- d. One odd and one even number will be assigned to each fifty (50) foot interval of road frontage.
- e. If a primary building has several numbers due to extensive road frontage or frontage on more than one road, then the assigned number will be at the discretion of the Board of Selectmen or their designee.
- f. Unused numbers will be held for future use to ensure against the need for renumbering.
- g. Duplex, multi-family complexes, mobile home parks, shopping centers, malls, condominiums and cottage colonies shall be assigned only one number to the primary entrance onto the road. Units shall be internally numbered according to a logical pattern and manner as approved by the Board of Selectmen or their designee.
- h. Corner lots shall be assigned with the appropriate number which corresponds to the road on with the building faces or the road from which access is obtained.

#### **SECTION 4. PROCEDURES**

- a. All owners of primary buildings with the corporate limits of the Town of Sanbornton shall affix, or cause to have affixed, the assigned road number(s) in accordance with this section.
- b. All properties with primary buildings shall display the assigned road number(s) or script equivalent so as to be readily visible from the road.
  1. For primary buildings readily visible from the road, the number(s) shall be conspicuously displayed on that side of the building which faces the road.
  2. For primary buildings not visible from the road, the assigned road number(s) shall be conspicuously displayed at the point of entry to the property, so as to be visible on a year round basis. The preferred method of display at the point of entry shall be on both sides of a mailbox. However, if a mailbox is not located at the point of entry, or if there is no mailbox, the assigned road number shall be displayed on a sign post or by similar means at the point of entry.
  3. Primary buildings accessed by a common drive shall display the assigned road number(s) on the primary building.
- c. All road numbers displayed on primary buildings on property shall be of a contrasting color to the means of support.
- d. All road numbers displayed on primary buildings or property shall be at least (3 ½) inches in height. The size of numbers placed on mailboxes shall be in accordance with U.S. Postal Service requirements.

#### **SECTION 5. NEW BUILDINGS AND SUBDIVISIONS**

- a. Whenever a primary building or occupied structure shall be erected or located in the Town of Sanbornton, designated numbers shall be affixed upon said building as provided for by this ordinance.
- b. Every subdivision or site plan submitted to the Planning Board for approval shall show a road or building number of each lot, unit or structure applicable. These numbers shall be reviewed and approved by the Board of Selectmen as to conformity with Section 3 of this ordinance.
- c. In all cases, local postal officials, assessing office, Police Department, Fire Department and Ambulance Service shall be advised of road numbers assigned to new subdivisions and structures.

#### **SECTION 6. PENALTY**

- a. Any property owner who fails to comply with any provision of this ordinance within one year of the mailing date of the Notification of Road Number Assignment shall be guilty of a violation with a penalty not to exceed \$250.00
- 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 not to exceed \$250.00
- c. This section shall not apply to the display of "date of origin" numbers for historic buildings provided that they are displayed so as not to be confused with the assigned road number.

**SECTION 7. APPEALS**

- a. Any property owner aggrieved by the implementation or administration of this ordinance may appeal to the Board of Selectmen.
- b. All appeals shall be in written form setting forth the basis for the appeal.
- c. All appeals shall be acted upon in a timely fashion.

**SECTION 8. EFFECTIVE DATE**

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

**BOARD OF SELECTMEN**

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member