TOWN OF FAIRFIELD
STREET NUMBERING ORDINANCE

SECTION 1 PURPOSE

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical personnel in the Town of Fairfield.

SECTION 2 AREA OF APPLICABILITY

This ordinance shall apply to any building or vacant lot in the Town of Fairfield as recorded on the local tax maps.

SECTION 3 AUTHORIZATION OF STREET NUMBERING

This ordinance shall be administered by the Fire Chief or his/her delegate who is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 and 5.

SECTION 4 METHOD OF STREET NUMBERING

(A) All properties listed on the Town’s Tax Maps on the North or East side of a street or road will be assigned an EVEN number.

(B) All properties listed on the Town’s Tax Maps on the South or West side of a street or road will be assigned an ODD number.

(C) All corner lots will be assigned a number for each street or road that it borders, which will allow for a building or vacant lot to be numbered according to the front property line. The walk or access drive to the building will be considered the front.

(D) On all streets and roads running South to North the Lowest numbers will start at the most southerly point on the Town Tax Maps. EXAMPLE: Properties along Main Street shall be numbered with the lowest address numbers beginning at the Fairfield-Waterville municipal border and continuing in sequence travelling northbound toward Skowhegan.

(E) On all streets and roads running East to West the lowest number will start at the most Easterly point and continue Westerly.
NOTE: An exception to the above numbering system is authorized for the purpose of sequencing that will conform to existing City of Waterville numbering system on roads that connect Fairfield and Waterville, such as the Ridge Road and Norridgewock Road.

(F) Names of new streets or roads shall not be duplicated or bear phonetic resemblance to the names of existing streets or roads within the Town of Fairfield.

SECTION 4-A METHOD OF NUMBERING MULTI-TENANT AND MULTI STORY BUILDINGS

(A) Single story buildings with a single shared main entrance with separate occupancies shall be numbered as follows: One main address number shall be placed at the main entrance or sign if in place, then each individual occupancy shall be marked as units within the building with the lowest number being 1 and continuing 2, 3, 4, or A, B, C, etc. according to section 4(D) and (E). Example: A building at 357 Main Street with four units should be marked as 357 Main Street, then starting from the most southern unit 1, 2, 3, 4 or A, B, C, D, northward. (Or east to west depending on how the building is orientated.) Each unit shall be marked at its entrance. For commercial buildings a marquee should be placed at the main entrance with the names and numbers of the individual occupants.

(B) For single story buildings with individual entrances for each occupancy the building shall have one main address placed in a conspicuous place on the front of the building or sign if in place and each individual occupancy shall be numbered as units with the lowest number being 1 and continuing 2, 3, 4, or A, B, C, D, etc. in accordance with Section 4(D) and (E).

(C) For multi-story commercial buildings or apartment buildings with more than 4 units with a shared entrance, one main address number shall be placed at the main entrance or sign if in place. Each occupancy shall be numbered with numbers and letters with the letter designating the level. Example: First floor occupancies shall be marked as: 1A, 1B, 1C and so forth. The second floor occupancies shall be marked 2A, 2B, 2C and so on, for each level or the lowest number may be 100 and continue on 101, 102, for the first floor, and the second floor 200, 201, 202, etc. for each level, according to Section 4(D) and (E). For commercial buildings a marquee should be placed at the main entrance with the names, numbers and level of each occupancy.

(D) For multi-story apartment buildings with separate entrances a main address number shall be placed on front of the building and each individual entrance shall be numbered using 1, 2, 3 or A, B, C, etc.

SECTION 5 COMPLIANCE

All owners of buildings shall, by the date stipulated in Section 7, display and maintain in a conspicuous place on said building, the assigned numbers in the following manner:
(A) Number on the building or residence: Where the building or residence is within 50 (fifty) feet of the edge of the right-of-way, the assigned number shall be displayed on the front of the building or residence as near to the front door or entry as practical but in such a manner it can be seen from the edge of the right-of-way.

(B) Number at street Line: Where the residence or building is over 50 (fifty) feet from the edge of the right-of-way, the assigned number shall be displayed on a post, fence, wall, mail box, or some structure at the property line next to the walk or access drive to the residence or building.

(C) Size and color of number: Numbers shall have a minimum height of 4” and be of a color that contrasts with their background. Numbers shall be placed on the building or post in such a manner that they are visible from the roadway.

Recommendations

- Do not attach numbers made from solid materials such as brass or wood directly to the siding, door or painted surface. These types of numbers should be placed on a background of a contrasting color.
- When placing numbers on a roadside mailbox, numbers should be placed on both sides of the box and snow should be removed from the box.
- All numbers should be reflective if possible.
- Do not cover numbers with storm doors, decorations, or shrubbery.
- Every person whose duty it 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.
- Interior location: All residences and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

SECTION 6 NEW CONSTRUCTION AND SUBDIVISIONS

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

(A) New construction: Whenever any residence or other occupied building is constructed or developed, it shall be the duty of the owner to obtain an assigned number from the Fire Department. This shall be done at the time of the issuance of the building permit.

(B) New Subdivisions: Any prospective sub-divider 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 addressing authority, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed streets or roads, the
applicant shall mark on the plan, lines or dots, in the center of streets or roads every 100 (one hundred) feet to aid the assignment of numbers to residence or buildings subsequently constructed.

SECTION 7 EFFECTIVE DATE

This ordinance shall become effective as of its adoption date February 13, 2013. It shall be the duty of the Fire Department to notify by mail each property owner and the Post Office of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new construction, numbering shall be installed before final inspection or when the building is first used or occupied, whichever comes first.

SECTION 8 ENFORCEMENT

Enforcement of this Ordinance shall be the responsibility of the Fire Department. The Fire Department will investigate complaints of violations and notify alleged violator before commencing legal action. Any person who shall violate any or the restrictions of this Ordinance shall be liable to pay a penalty to the Town of Fairfield which shall be assessed at the rate of $10.00 per day for each and every day that such violation shall continue.

SECTION 9 APPEAL

Any person who shall deem himself aggrieved by the administration of this ordinance or by the failure or refusal of the person authorized to enforce this ordinance may appeal the decision to the Town Council of the Town of Fairfield at any time within thirty (30) days of notification of violation, by informing the Fire Department in writing, of said appeal.

SECTION 10 VALIDITY, SEVERABILITY AND CONFLICT WITH OTHER ORDINANCES

Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this Ordinance.

Dated: August 20, 1996
Amended: February 13, 2013