

AN ORDINANCE FOR THE ESTABLISHMENT
of a
STREET NUMBERING SYSTEM
for the
TOWN OF ALEXANDRIA, NEW HAMPSHIRE.

Section I. PURPOSE

- A. To identify the locations and names of all streets and roads.
- B. To establish a uniform method of numbering primary buildings on previously unnumbered 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 EFFECTED

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

Section III NUMBERING SYSTEM

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

- A. For the purpose of establishing street numbers, a street shall be considered any way, whether public or private, which serves more than two primary buildings.
- B. The starting point for each street is generally determined by its relationship to the Town Hall (center of town) and outward from this point. Exceptions may occur.
- C. Street Numbering shall be done in twenty (20) foot increments with two numbers assigned at each twenty foot increment (odd/even) with measurements beginning at the starting point of the street.
- D. Street numbering for common roadways shared with another community shall be addressed by agreement between the effected communities. (Some communities use 50 foot increments)

- E. Primary buildings located on the left side of the street beginning at its starting point shall have odd numbers.
- F. Primary buildings located on the right side of the street beginning at its starting point shall have even numbers.
- G. One odd and one even number shall be assigned to each twenty foot increment of frontage on the street as measured from the starting point of each street.
- H. Numbers will be assigned by determining the point at which main vehicular access (or main pedestrian access if no vehicular access is provided) to the primary structure intersects with the twenty foot increment on the street.
- I. Unused numbers will be held for future use to ensure against the need for renumbering.
- J. Condominium complexes, shopping centers, malls, properties with multiple primary buildings shall be assigned one street number corresponding to the primary entrance location. Units shall be internally numbered according to a logical pattern and manner as approved by the Board of Selectmen or their designee.
- K. Primary apartment buildings, buildings with apartments or buildings with a distinct separate entity that could be construed as an apartment shall be assigned one street number corresponding to the primary entrance location. Units shall be internally numbered in accordance with a logical pattern and approved by the Selectmen or designee.
- L. Street numbers shall be assigned by the Board of Selectmen or their designee.
- M. Primary buildings on existing numbered streets will retain their established street numbers and new numbers will only be assigned to unnumbered primary buildings in accordance with the existing established numbering pattern.
- N. No fraction of a street number or prefix or suffix to a street number shall be used. Internal numbers as stated in paragraphs J & K above shall be clearly marked or addressed separately. Internal numbers are to be addressed as Apt.(apartment), Unit, Suite or Building Number after the street address. Example:

The address might show as "955 West Shore Road Unit 76." Internal numbers shall be clearly displayed at the entrance to each unit.

Section IV. PROCEDURE

- A. All owners, tenants, occupants or persons in possession of primary buildings within the boundaries of the Town of Alexandria shall affix, or cause to have affixed, the assigned street number(s) (or established numbers) in accordance with this section.
- B. All properties with primary buildings shall display the assigned street number (or established number) so as to be readily visible from the street.
 - 1. For primary buildings readily visible from the street, the street number shall be conspicuously displayed on that side of the building which faces the street.
 - 2. For primary buildings not readily visible from the street, the assigned street number(s) shall 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 (see postal guidelines). However, if a mailbox is not located at the main access, or if there is no mailbox, then the assigned street number(s) shall be displayed on a sign post or similar means at the main access.
- C. All displayed street numbers shall be of a contrasting color to the means of support such as the primary building, mailbox, post, etc.
- D. All displayed street numbers shall be at least two inches in height at street side. The size of numbers placed on mailboxes shall be in accordance with U.S. Postal Service Requirements.

Section V. NEW BUILDINGS AND SUBDIVISIONS

- A. Whenever a primary building is erected or located in the Town of Alexandria, the assigned street number shall be affixed in the appropriate location as provided for by this ordinance.

- B. Every subdivision or site plan submitted to the Planning Board shall have all streets named in accordance with road naming guidelines as administered by the board of Selectmen. Every vehicular access (driveways or entrance ways) shall require a Planning Board Access Permit whether for public ways (Town or State maintained) and private way for subdivisions or site plans at the occurrence of building permit request(s) or if no building permit is required when access construction is proposed and work has started on the structure. Access ways requiring State of New Hampshire permits shall conform to this ordinance.
- C. A driveway does not constitute a street and shall not be provided separate street name and number .
- D. Construction for a primary structure must have been started before a street number is assigned.

Section VII PENALTY

- A. Any property owner who fails to comply with any relevant provision of this ordinance within one year after the start of any primary structure shall be guilty of a violation with a penalty not to exceed \$250.
- B. Any property owner who shall affix to or display upon a structure (or sign post) 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.
- C. This section does 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 display of the assigned street numbers.

Section VIII ADMINISTRATION

- A. This ordinance shall be administrated by the Board of Selectmen or their designee.
- B. The Selectmen shall impose an application fee to the applicant for costs incurred for road naming and street numbering.

Section IX APPEALS

- A. Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal to the Board of Selectmen who shall have the final administrative authority over the implementation of the provisions of this ordinance.

- 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 manner.

Section X EFFECTIVE DATE

The Street Addressing System ordinance shall take effect immediately upon adoption by the Board of Selectmen.

This Street Addressing System ordinance may be changed by the board of Selectmen after a public hearing.

Board of Selectmen

Adopted on Sept 12, 1996



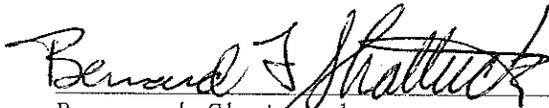
Robert Cantara

Date: 9/-12/96



Ernest Parmenter

Date: 9-12-96



Bernard Shattuck

Date: 9/12/96