

**LYMAN  
TOWN ORDINANCE  
ON  
STREET ADDRESSES**

First Revision 6/96

**Section 1: Purpose**

The purpose of this ordinance is to enhance the easy and rapid location of properties for the delivery of public safety and emergency services, postal delivery and business delivery with consideration for emergency services being paramount.

**Section 2: Authority**

This ordinance is adopted pursuant to and consistent with Municipal Home Rules Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A MRSA Section 3001.

**Section 3: Administration**

This ordinance shall be administered by the Addressing Committee who shall assign road names and numbers to all properties, both on existing and proposed roads. The Addressing Committee shall be responsible for maintaining the following official records of this ordinance:

- a. A Town of Lyman map for official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- d. Development and maintenance of a Master Street Address Guide.

**Section 4. Naming System**

All roads in the Town of Lyman that serve two or more addresses shall be named regardless of whether the ownership is public or private. A road name assigned by the Town of Lyman shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- a. Similar names - no two roads shall be given the same or similar sounding names.
- b. Each road shall have the same name throughout its entire length.

## Section 5. Numbering System

Numbers shall be assigned every 50 ~~fifty~~ feet in intervals no greater than fifty feet apart along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin. The following criteria shall govern the numbering system:

a. All number origins shall begin using the village of Goodwins Mills as the center of origin, or that end of the road closest to the designated center of origin or in a manner that is consistent with numbering of roads in adjacent towns. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

b. The number assigned to each structure shall be that of the numbering interval falling closest to the front door or driveway of said structure.

c. ~~Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy.~~

## Section 6. Compliance

All owners of structures shall, on or before the effective date of this ordinance, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

a. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed ~~on the front of the residence or structure in the vicinity of the front door or entry~~ on the residence or structure conspicuously displayed to be easily visible from the road.

b. Number at the Street Line. Where a residence or structure is over 75 feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, mail box or on some structure at the property line adjacent to the walk or access drive to the residence or structure.

c. Size and Color of Number. Numbers displayed shall be a minimum of 4 (four) inches in height, and of a color to contrast with the color of the structure or residence. Numbers shall be made from a light reflective material. Numbers shall be located as to be visible from the road.

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

e. Interior Location. All residents and other occupants are requested to post the assigned number and road name adjacent to their telephone for emergency reference.

f. Road Signs. The Town of Lyman shall provide, install and maintain street signs for all public ways.

(1) For private ways, the Town of Lyman will provide and install a street sign as a one-time service. Additionally, private ways must clearly display a sign indicating "private way". This sign shall be similar in style and design as the actual street sign. After the initial sign is installed, the property owner owner(s) along said private way must maintain the sign and replace as necessary. Replacement signs may be purchased through the Town of Lyman.

(2) Signs for public ways shall be white or silver reflective letters on a green background. Signs for private ways shall be similarly styled as public ways signs, yet shall be white or silver letters on a blue background. As much as possible, signs should conform to standards adopted by the Federal Highway Administration and the Maine Department of Transportation. The Road Commissioner is responsible for procurement, installation and maintenance of street signs.

### Section 7: New Developments and Subdivisions

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

a. New Developments. Whenever any residence or structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the ~~Building Inspector~~ Assessor. This shall be done at the time of the issuance of the building permit.

b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application submitted to the Planning Board. Approval by the Planning Board shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of streets every 50 (fifty) feet so as to aid in assignment of numbers to structures subsequently constructed.

### Section 8: Master Street Address Guide (MAG)

The Town of Lyman shall provide the Emergency Services Communication Bureau with a listing of road names, number ranges, emergency service zones, accurate physical addresses for all of its residents, and all coin operated telephones in Lyman. This information will be used to establish a Master Street Address Guide (MAG) for the purpose of routing 911 emergency telephone calls to the appropriate public safety answering point. After establishment of the MAG the Town of Lyman shall continue to verify the accuracy of the routing information contained in the MAG and advise the Emergency services Communications Bureau of any changes in road names, the establishment of new roads, changes in address numbers used on existing roads, closing and abandonment of roads, changes in police, fire and emergency medical service or other appropriate agencies, jurisdiction over any address, annexations and any other changes to municipal boundaries or any other matter that will affect the routing of 911 emergency calls.

Section 9: Municipal Address Coordinator

The Board of Selectmen shall appoint an individual to serve as Municipal Address Coordinator for all issues involving the development and maintenance of the Master Street Addressing Guide. The Municipal Address Coordinator shall maintain liaison with the Emergency Services Communications Bureau and all emergency service providers, serving the Town of Lyman.

Section 10: Effective Date

This ordinance shall become effective as of July 1, 1996. It shall be the duty of the Town of Lyman to notify by mail each owner and the Post Office of the new address within thirty days of the effective date of this ordinance. It shall be the duty of each property owner to comply with this ordinance within 30 (thirty) days of notification. on new structures, numbering will be installed prior to its first use or occupancy.

Adopted July 29, 1996

True Attest Copy May 31, 2012



Town Clerk