

**STREET NAME AND  
NUMBERING ORDINANCE  
FOR THE  
MUNICIPAL TOWN OF OXFORD**

Adopted  
June 5, 1995

Amended  
August 20, 1998

Town of Oxford

STREET NAMING AND NUMBERING ORDINANCE

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.

Section 2. Authority

This ordinance is adopted pursuant to and consistent with the municipal home rule powers as provided for in article VIII, Part 2, Section 1 of the constitution of the state of Maine and Title 30-A M.R.S.A. Section 3001 (Home Rule).

Section 3. Administration

It shall be the sole responsibility of the Oxford board of selectmen for the administration of this ordinance. The board may delegate administration to the town manager, code enforcement officer or their designees, a street naming and numbering advisory committee and/or the planning board for the various aspects of the ordinance.

Section 4. Official Map

The map entitled "Maine G.I.S. Map of the Town of Oxford", dated November 3, 1994 is hereby adopted as the official map by which building numbers are designated. The map shall be held in the custody of the town clerk. Assignment of numbers to buildings shall be the responsibility of the town manager or his/her designee.

Section 5. Numbering System

- a. In general one whole number shall be assigned for every fifty (50) feet of street/road frontage, whether the property is improved or vacant, on every street within the town. In general numbering shall begin with the end of the street/road closest to the Oxford post office.
- b. Even numbers will be designated for the left side of the street/road and odd numbers will be designated for the right side.
- c. The number assigned to each structure shall be that of the numbered interval falling closest to the front door or driveway of said structure.
- d. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- e. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy (i.e. duplexes will have two separate numbers; apartments will have one road number with an apartment number, such as 235 Maple Street, Apt 2).

Section 6. Naming System

- a. All roads in Oxford 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 shall not constitute or imply acceptance of the road as a public way.

- b. No two roads will be given the same or similar sounding names (E.G. Beech and Peach, Oak Road and Oak Lane) names.
- c. Whenever possible each road shall have the same name throughout its entire length.

#### Section 7. Compliance

All owners of structures shall, within 30 days of notification by the town, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Where the structure or residence is within fifty (50) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence in the vicinity of the front door or entry. If the front door does not face the road, the number should be placed on the side of the structure facing the road.
- b. Where the residence or structure is over fifty (50) feet from the road, the assigned number shall be displayed on a post, fence, wall, or mailbox near the access drive to the structure.
- c. Numbers shall be at least four (4) inches in height and be visible from the road. The numbers shall be of a color that contrasts the color of the background on which they are mounted.
- d. Building owners must remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
- e. All residents are encouraged to post the assigned number and road name adjacent to their telephone for emergency reference.
- f. Any building owner refusing to comply with the terms of this ordinance by failing to affix the assigned number within 60 days after notification, or by failing to remove old or confusing numbers, shall be punishable by a fine of not more than \$10.00 per day of non-compliance.

#### Section 8. New Developments and Subdivisions

- a. Whenever a structure is constructed or developed, it shall be the duty of the new owner to procure and assigned number from the designated person or board. This shall be done at the time of the issuance of the building permit.
- b. 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 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 the streets every fifty feet so as to aid in assignment of numbers to structures subsequently constructed.

#### Section 9. Effective Date

This ordinance shall become effective as of the date enacted. It shall be the duty of the town to notify by mail each owner and the post office of the new address within thirty days. It shall be the duty of each property owner to comply with this ordinance within thirty (30) days of notification. On new structures, numbering will be installed prior to final inspection or when the structure is first used or occupied, whichever comes first.

## Section 10. Road Naming

The Oxford selectmen shall have the responsibility of assigning new road names and of changing current road names, if necessary. People affected by the name changes shall be notified prior to the change.