

TOWN OF HIGHGATE, VERMONT
Ordinance Regarding
Enhanced 911 Road Naming, Road Signs, and Addressing

Section I Purpose:

In accordance with 24 V.S.A. Section 2291 (16) and 24 V.S.A. Section 4421, the Board of Selectmen of the Town of Highgate hereby establish the following ordinance regarding: Enhanced 911 Road Naming, Road Signs, and Addressing. The purpose for this ordinance is to help establish a more uniform road naming, road signing, and road addressing system throughout the Town of Highgate. We believe that easily locatable addresses will have a number of beneficial results: (1) It will enable emergency services to arrive at a scene faster. (2) Deliveries will be easier to find. (3) Visitors to our town will be able to find an address and know where they are in case of emergency. (4) When the State of Vermont begins Enhanced 911, the Town of Highgate will be prepared.

Section II Road Naming:

Every road, both public and private, shall be assigned a name. This will be done by the Highgate Board of Selectmen after public input and public hearing. In the future, any new development must meet the guidelines of this ordinance.

All road names must be a separate and distinct name. No two (2) roads can have the same or similar sounding names. No new roads can have any currently used name in the Town of Highgate. Furthermore, the Highgate Board of Selectmen may change the names of the roads, both public and private, (after duly warned public hearings) within the Town of Highgate when necessary to promote public welfare and safety.

Section III Administration:

Prior to the issuance of a building permit, a developer shall furnish a plan for a road addressing and road naming system in accordance with this policy to the Board of Selectmen or other designated individual, who will then assign a number so that satisfactory mail delivery and emergency systems will be maintained.

Section IV General Numbering System Guidelines:

All roads shall be given an official name by the Board of Selectmen and shall be measured in segments of 1/1000 of a mile (5.28 feet) from a designated starting point, usually the end of the road nearest the intersection of a larger road. Odd numbers shall be assigned to the Left Side of the road and even numbers to the Right Side of the road. The first 5.28 foot increment contains the number 2 and so on.

All numbers shall be established based upon front entrance from the road, from the center of the driveway (or in some cases the center of the structure).

All numbers shall be properly affixed on or near the front entrance or in some other

manner visible from the road. The numbers must be easily legible figures not less than (4") high, and in a color contrasting to the building background. (Your Fire Chief recommends reflective numbers). The United States Post Office requires correct, easily legible numbers which are not obscured by anything. The home owner is responsible for the numbers on the house or unit. If a house is not visible from the road, it needs a number at the driveway visible from the road.

Numbering shall follow the procedures as established in the Town of Highgate E-911 Atlas .

A multiple unit structure composed of two (2) or more units shall bear one (1) number for the principle building, and each unit shall affix a letter or number suffix. Numbers shall be reserved to provide for future growth in property in all areas.

Section V Designation of Road Names

Public and private roads shall be named by the Board of Selectmen. The road names shall be assigned by direction of the Board of Selectmen. After public hearing, notice shall be given to any party who resides on (or owns property accessed from) the road to be named.

Section VI Designation of Road Address

1. Road numbers for dwelling units and places of business on all public and private roads shall be assigned by the Board of Selectmen in accordance with the procedures contained herein.
2. The Board of Selectmen shall keep a record of all numbers assigned under this ordinance.

Section VII Posting of Designated Road Address and Road Signs

1. The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified by the Board of Selectmen of the number assigned after the adoption of this ordinance and implementation of statewide Enhanced 911.
2. Within sixty (60) days after the receipt of such a notification from the Board of Selectmen, the owner or occupant or person in charge of a house or building to which a number has been assigned shall affix the number to the structure, if visible from the road, or to a sign or number post if not visible from the road, in such a way that the numbers can be clearly seen from the roadway.

3. It shall be the duty of such an owner or occupant or person in charge thereof, upon affixing the new number, to remove any different number which might be mistaken for, or confused with, the number assigned to said structure from the Board of Selectmen.
4. Each principal building shall display the number assigned to the frontage on which the front entrance is located. In case a principal building is occupied by more than one business or family dwelling unit, each separate front entrance shall display a separate number.
5. Numerals indicating the official numbers for each principal building or each front entrance to such building shall be posted in a manner as to be legible and distinguishable from the road on which the property is located, with letters painted or applied, of a contrasting color to the background, of not less than four (4") in height. If a building or dwelling is situated in such a way that the numbers cannot be easily seen from the roadway in front of said structure, then sign or number post must be used in front of the structure and placed in such a way that it can easily seen from the roadway.
6. Each public and private road shall have a road sign and post. The Town of Highgate will install all posts and signs after the passage of this ordinance at no cost except commercial properties. Person(s) responsible for new developments pay for the cost of the road sign and post. No building permit shall be issued by the Zoning Administrator until said post and sign is installed and the Town receives reimbursement therefrom. All signs and post will be fabricated and installed by the Town of Highgate. Failure to comply with said regulation, destruction or removal of said road sign and post, will be subject to the provisions of Section IX of this ordinance.

Section VIII New Structures

1. Numbers will be assigned to each proposed lot or tract on the surveyor's copies of Final Plats as submitted to the Planning Commission and recorded in the Town Clerk's Office. Final approval of road names and addresses shall be approved by the Board of Selectmen.
2. No building permit shall be issued for any principal building until the owner or developer has procured from the Board of Selectmen of the Town of Highgate the official number of the premises.

Section IX Criminal Penalties

In the event that an owner or the occupant or person in charge of any house or building refuses to comply with the terms of this ordinance by failing to affix the number assigned within sixty (60) days after notification, or by failing within said period of sixty (60) days to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the number assigned thereto shall be punishable by a fine of not less than Fifty Dollars (\$50.00) for every day that the situation is not corrected.

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Section X Severability

If any portion of this ordinance and amendments is held unconstitutional or invalid by a Court of competent jurisdiction, the remainder of this ordinance shall be unaffected.

Section XI Effective Date

This ordinance shall take effect and be in full force and effect sixty (60) days after its passage, unless a petition is filed as provided by 24 V.S.A. Section 1973 requiring a vote at an annual or special meeting.

Adopted on _____

Board of Selectmen:

Richard Noel, Chair

Brian Rowell

Jennifer Ploof

Witness: _____