

ORDINANCE
ENHANCED 911 ROAD NAMING, ROAD SIGNS, AND ADDRESSING
TOWN OF HIGHGATE, VERMONT

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 of 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 more easily made. (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 guideline 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 deliver 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 four (4) inches 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 following the procedure below:

- The Developer will complete a Proposed Road Name Form and submit this to the Zoning Administrator.
- The Zoning Administrator will forward this form with an image of the location on a map to the Highgate 911 Coordinator for review and to receive preliminary acceptance by the State 911 Coordinator.
- The 911 Coordinator will review the name for any conflicts. If the name is NOT accepted by the State 911 Coordinator, the reason for the rejection will be noted on the form and returned to the Zoning Administrator who will inform the landowner that a different name must be proposed and returned to the 911 Coordinator.
If the proposed name is accepted by the Highgate/ State 911 coordinator, the request will be forwarded to the Public Works Director for approval of the road location and name.
- The Public Works Director will review the road location and name for conflicts. If the Public Works Department accepts the request, the form will be forwarded to the Town Administrator for assignment of a road number.
- The Town Administrator will place the request on a Selectboard Meeting Agenda for approval and then add the name and number to the Highgate Town Road Inventory.
- The Town Administrator will forward the request to the Listers office for addition to the road mapping system and assignment of 911 numbers for new homes: to the Zoning Administrator for inclusion in the Zoning file, and to the Town Clerk for recording. 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 property on road frontage on which the front entrance is located. If 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) inches 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 a sign or number post must be used in front of the structure and placed in such a way that it can be easily seen from the roadway in front of said structure.
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 for commercial properties. Persons responsible for new development 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 regulations or 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 Plat as submitted to the Planning Commission and recorded in the Town Clerk's Office. Final approval of road names and addresses shall be approved 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 numbers of the premise.

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 day (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) for every day that the situation is not corrected.

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 July 16, 2020
Board of Selectmen

Amendment adopted at February 4, 2021 Selectboard Meeting.

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Vern Brosky III Vern Brosky III
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