

## ROAD NAMING AND 911 NUMBERING ORDINANCE

*As approved on May 11, 2021*

*The Selectboard of the Town of Shelburne hereby ordains:*

### **ROAD NAMING**

The Town's DRB Coordinator/Assistant Zoning Administrator shall serve as the Town's E911 Coordinator to manage the process of road naming and E911 addressing in an effective and efficient manner, since most road naming or E911 addressing is related to new development.

When a road must be named or renamed, the E911 Coordinator shall ask the proponent of a new subdivision or owner(s) of a private road to submit to the Selectboard at least three distinct names for each road to be named or renamed, and indicating a preference for the suffix to be assigned to the road name (Road, Street, Lane, Way...), and shall forward the request to the Selectboard for consideration at a public meeting.

The Selectboard is authorized to name or rename public or private roads, including:

- Public roads;
- Private roads or driveways serving three or more primary structures;
- Private roads or driveways serving three or more parcels of land;
- Private roads or driveways serving three or more E911 addresses; or
- Private roads or driveways serving one or more E911 addresses where three or more parcels or land uses are planned or permitted.

Road names shall be separate and distinct from each other to minimize risk of confusion (for example, not Beach and Peach; not West Street and West Avenue, etc).

The Town encourages road naming based upon historical references to Shelburne, physical features of the landscape, and the like; and discourages naming roads after oneself.

The Selectboard reserves the right to decline to accept suggested road names, and may either request additional suggestions, or may name the road itself, at its sole discretion.

When a road is named or renamed, the E911 Coordinator shall file the road name and its map location with the Town Clerk, Assessor, Shelburne Police, Fire, and Rescue, the Highway Superintendent, and the Town Manager; and shall also notify the Vermont E911 system using their prescribed approach; all within five business days after the road name decision is made.

Within 30 days of road naming or renaming (unless delayed due to season, weather, or other circumstances), the Highway Department shall install a street sign meeting current applicable standards, with the approved street name and suffix. Private roads shall be marked "Private" or "PVT". Where an

existing sign must be replaced due to a requested renaming, the requestor(s) shall reimburse the Town for all materials costs within 30 days of billing.

### **ADDRESSING**

The E911 Coordinator shall assign addresses to all new buildings, homes, and businesses; and/or parcels of land created within new subdivisions, in accordance with the most recent standards of the Vermont E911 Board. In the case of new subdivisions, whenever practical and when curbcuts are located, addresses shall be assigned upon approval of a final plat for a project, and shall be marked accordingly on a copy of the subdivision plat in the Planning & Zoning Office, so that whenever a building permit or other municipal approvals are sought for a parcel, the address has already been assigned. Addresses within a subdivision or on a street shall be assigned so as to minimize duplication of similar looking or sounding addresses and to minimize risk of confusion (ie, not 113, 213, 313...).

### **STREET NUMBERING**

Consistent with State of Vermont E911 standards\*, all existing or new structures or land uses that require E911 addresses shall display those addresses in prominent locations visible from the street, whether on the primary structure on a parcel, on a free-standing post, or on a mailbox on the street. Where homes or structures are located a distance from the road, the address shall be posted in a prominent location visible from the street, and also on the home or structure itself. Where homes or structures share a driveway, addresses shall be posted in as many locations as needed to communicate effectively: in a prominent location visible from the street, where driveways diverge, and on homes or structures themselves.

In the case of existing buildings or land uses, once a tenant or property owner is notified by the E911 Coordinator of the need to post an E911 address, it shall be posted or displayed in one or more prominent and visible locations as described above within 30 days of that notice. For new buildings or land uses, no Certificate of Occupancy may be issued until the E911 address is posted or displayed in one or more prominent and visible locations as described above to the E911 Coordinator's satisfaction.

Numbers shall be at least three inches in height\*\*, and shall be legible and distinguishable from the street. Any other numbers that may cause confusion with the assigned E911 address shall be removed from the building or site. The property owner is responsible for the cost of acquiring and installing E911 address numbers; and these shall be maintained and displayed permanently and continuously.

### **COMPLIANCE**

Any property where no 911 address is posted shall install and display the 911 address in one or more prominent and visible locations within 60 days of adoption of this Ordinance.

The assigned 911 address shall be displayed in one or more prominent and visible locations on any property and/or structure prior to beginning new construction and throughout the construction process under any zoning permit

No Certificate of Occupancy may be granted for any purpose unless and until the assigned 911 address is displayed in one or more prominent and visible locations on the property and/or structure.

911 addresses shall remain on display permanently in one or more prominent and visible locations on a structure and/or property.

## **ENFORCEMENT**

Any person who violates any section of the Ordinance shall be subject to a civil penalty of up to \$400 per day for each day that a violation continues. The Town's DRB Coordinator/Assistant Zoning Administrator, Fire Chief, Police Chief, and Town Manager are authorized to act as issuing Municipal Officials to pursue a municipal complaint before the Judicial Bureau or other appropriate judicial body if voluntary compliance cannot be gained.

An issuing Municipal Official is authorized to seek and recover civil penalties in the following amounts for each violation/offense. Note that each day is considered an additional violation/offense.

### Civil Penalties:

First Violation/Offense:	\$100
Second Violation/Offense:	\$200
Third Violation/Offense:	\$300
Fourth and subsequent Violations/Offenses:	\$400

### Waiver Fees:

An issuing Municipal Official is authorized to seek and recover a waiver fee, in lieu of a civil penalty, in the following amounts, for any person who declines to contest a municipal complaint and pays the required waiver fee(s) voluntarily:

First Violation/Offense:	\$50
Second Violation/Offense:	\$100
Third Violation/Offense:	\$150
Fourth and subsequent Violations/Offenses:	\$200

Note that paying civil penalties or waiver fees does not relieve a landowner from the responsibilities under this Ordinance to post the assigned 911 address in one or more prominent and visible locations.

\*NOTE: Vermont E911 addressing is based on distance from a known starting point (for example, where a side road begins at its intersection with a main road), measured in feet and divided by 5.28 (1/1000 of a mile). Thus, an address of 250 is ¼ mile, 500 = ½ mile, 1000 = 1 mile; odd numbers on the left, even numbers on the right. This makes it easy to approximate a location based on the address, and creates a consistent addressing pattern and system.

\*\*Three inch size numbers are the smallest acceptable size, and are commonly available at hardware stores. Larger size numbers may be displayed and are encouraged, as are reflective numbers.

ADOPTED BY THE SHELBURNE SELECTBOARD ON May 11, 2021

ATTEST \_\_\_\_\_

FILED WITH THE TOWN CLERK ON May 26, 2021