

effective 11/23/01

TOWN OF GRAFTON
ORDINANCE REGARDING
STREET NAMING AND STREET ADDRESSING

SECTION I - PURPOSE

In accordance with 24 VSA ch 61 2291(16) the Board of Selectmen of the Town of Grafton hereby establishes the following ordinance in order to develop a more uniform street naming and street addressing system throughout the Town of Grafton to enable people to locate addresses effectively for providing emergency services and deliveries.

SECTION II - APPLICABILITY

Each street or road shall be assigned a name by the Board of Selectmen that is separate and distinct from any previously assigned name in the Town of Grafton. This includes private roads to be identified as "Lane" with 2 or more occupied structures. Each structure on each street or road used for occupancy, short-term or long-term, shall be assigned a locatable address number.

SECTION III - GENERAL NUMBERING SYSTEM GUIDELINES

Highways to be officially named by the Board of Selectmen of the Town of Grafton shall be measured in segments of 5.28 feet from a designated starting point. Numbering of roads intersecting the main highways will start at the end of the road nearest the intersection with the larger highway.

Low numbers shall start at the Town Hall and increase as roads head away from the starting point, excepting Main Street whose starting point shall be the Brick Church.

Odd numbers shall be assigned to the left side of the street and even numbers to the right as they head away from the starting point.

All numbers shall be assigned in relation to the center of a driveway or entrance to a location where possible. However, the center of a structure could be used as a point of numbering.

All numbers should be properly affixed on or near the front door in some other manner to make the house number visible from the driveway entrance.

A multiple unit structure composed of two (2) or more units should bear one number for the principal building and each unit shall affix a letter or number suffix, establishing letter suffixes for residences and unit numbers for businesses (example: residence - Apt. A, business - Unit 1).

SECTION IV - FUTURE DEVELOPMENT

Prior to the issuance of a Major Subdivision Permit a developer shall furnish a plan for a street naming and street numbering system in accordance with this ordinance to the Planning Commission.

SECTION V - STREET SIGNS

The Board of Selectmen shall continue the program for the installation and maintenance of street name signs in accordance with the names established by resolution of the Board of Selectmen.

All signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways.

All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

SECTION VI - RECORDING OF STREET NUMBERS

1. The Town Clerk shall keep a record of all numbers assigned under this ordinance.
2. Posting of Designated Street Address
 - a. 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 Post Office or the Town Clerk or the E911 Coordinator of the number assigned to the same at any time after the adoption of this ordinance.
 - b. within sixty (60) days after the receipt of such notification from the Post Office, the owner or occupant or person in charge of a house or building to which a number has been assigned should 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 at the driveway entrance.
 - c. It should be the duty of such 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 by the Town of Grafton.
 - d. Each principal building should 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 may display a number and separate suffix.
 - e. Numerals indicating the official numbers for each principal building or each front entrance to such building should be posted in a manner as to be legible and distinguishable from the street on which the property is located, with letters painted or applied, of a contrasting color to the background, of not less than three inches (3") in height. If a building or dwelling is situated in such a way that the numbers can not 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 at the driveway entrance.

SECTION VII - NEW STRUCTURES

Numbers will be assigned by the E911 Coordinator to each proposed lot or tract on the surveyor's copies of Final Major Subdivision Plats.

SECTION VIII – DESIGNATION

This ordinance is designated to a civil ordinance pursuant to 24 VSA Section 1971(b). This ordinance may be referred to as the Grafton ORDINANCE REGARDING STREET NAMING AND STREET ADDRESSING and a certification by the Town Clerk that the ordinance was lawfully adopted and currently exists as an ordinance of the Town shall be prima face evidence that the ordinance was lawfully adopted.

SECTION IX – ENFORCEMENT

If the owner of a property has not posted a street address or within 60 days after notification in accordance with the provisions of this ordinance, notification shall be made to the Board of Selectmen. The Board of Selectmen will issue a written warning advising the owner of the property that the street address has not been posted in accordance with the provisions of this ordinance and the property owner has 30 days to comply.

A violation of this ordinance shall be a civil matter enforced in accordance with the provisions of 24 VSA Section 1974(a) and 1977 et seq. A written warning will be issued to the violator(s) of this ordinance and the violator(s) has 30 days to comply. If after 45 days from the date of the written warning the violation has not been corrected street address has not been posted in accordance with the provisions of this ordinance, a civil penalty may be imposed of not more than \$10 for each offense. The waiver fee for each offense shall be set at \$5. Each day that a violation is continued shall constitute a separate offense.

SECTION X – ENFORCEMENT OFFICERS

The custodial official of the Town's ticket books shall be the Town Clerk. The issuing officials shall be members of the Selectboard. The appearing officials shall be members of the Selectboard.

SECTION XI - 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 and Amendments shall not be affected.

SECTION XII – OWNER OBLIGATION

The provisions of this ordinance shall not create liability on the part of the town, of any town official, or employee related to the E911 Locatable Address System.

AMENDED: 9/24/01

POSTED & PUBLISHED: 10/2/01

EFFECTIVE DATE: 11/23/01

BOARD OF SELECTMEN:

Stan Mack
Anna Vesely
Carl Hughes

Amendment Ordinance Regarding Street Naming and Street Addressing

The Ordinance Regarding Street Naming and Street Addressing was amended on September 24, 2001. It will take effect on Friday, November 23, 2001, unless a petition signed by at least five percent of the voters of the Town of Grafton is filed with the municipal clerk by November 7, 2001, asking for a vote to disapprove the ordinance. If a petition is received, the Selectmen will warn a special meeting and the voters may vote on that question.

The Ordinance Regarding Street Naming and Street Addressing contains the following sections:

SECTION I:	PURPOSE
SECTION II:	APPLICABILITY
SECTION III:	GENERAL NUMBERING SYSTEM GUIDELINES
SECTION IV:	FUTURE DEVELOPMENT
SECTION V:	STREET SIGNS
SECTION VI:	RECORDING OF STREET NUMBERS
SECTION VII:	NEW STRUCTURES
SECTION VIII:	DESIGNATION
SECTION IX:	ENFORCEMENT
SECTION X:	ENFORCEMENT OFFICERS
SECTION XI:	SEVERABILITY
SECTION XII:	OWNER OBLIGATION

A full text of the Ordinance may be found at the Grafton Town Clerk's office, Main Street, Grafton. Telephone 843-2419. A copy may also be obtained at the Selectmen's office, Main Street, Grafton. Telephone 843-2552.

GRAFTON BOARD OF SELECTMEN