

## TOWN OF CLARENDON

### STREET NAMING AND STREET ADDRESSING ORDINANCE

#### 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 Clarendon hereby establishes the following ordinance regarding: Street Naming and Street Addressing. The purpose of this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Clarendon. 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) When the State of Vermont begins Enhanced 911, the Town of Clarendon will be ready for it.

#### SECTION II STREET NAMING

Every street and road, both public and private, shall be assigned a name. This will be done by the Clarendon Board of Selectmen after public input and public hearing and using the following guidelines:

Through streets will be named: drive, street, or road.  
Cul de sacs will be named: court, place, lane, way, heights, row, circle, or alley.

A shared driveway of any length having three or more residences on it shall be defined as a private road. Private roads shall be named.

A driveway having one or two residences on it shall be defined as a driveway, and shall not be required to be named.

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 roads can have the same or similar sounding names. No new road can have any currently used name in the Town of Clarendon. Furthermore, the Clarendon Board of Selectmen may change the names of the streets, both public and private, (after duly warned public hearings) within the Town of Clarendon when necessary to promote public welfare and safety.

#### SECTION III STREET SIGNS

The Board of Selectmen, upon adoption of this ordinance, shall institute a program for the installation and maintenance of street name signs in accordance with the names established by this ordinance; excepting private drives with 1-2 houses on it.

All signs shall conform to the manual on Uniform Traffic Control Devised for Streets and Highways. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

#### SECTION IV ADMINISTRATION

Prior to the issuance of a building permit, a developer shall furnish a plan for a street addressing and street naming system in accordance with this policy to the Zoning Administrator, who will then assign a number so that satisfactory mail delivery and emergency systems will be maintained.

#### SECTION V GENERAL NUMBERING SYSTEM GUIDELINE

All roads shall be given an official name by the Board of Selectmen and shall be measured in segments of 1/1,000 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 numbers 1 and 2, the second 5.28 foot increment contains the numbers 3 and 4, and so on.

All numbers shall be established based on front entrance from the street, 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 street. The numbers must be easily legible figures not less than four inches (4") high, reflective, and in a color contrasting to the building background. 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, using the 1/1000 (5.28') measurement, shall begin at the beginning point of each road and end numbering at the designated end point using the E911 Clarendon Town Highway "Road Name Edit Plot" map as reference. Odd numbers shall be on the left side and even numbers on the right. The center point for Clarendon is designated as the Clarendon Town Hall which is located on the Middle Road in Clarendon.

A multiple unit structure composed of two or more units shall bear one number for the principal 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.

Be it ordained by the Board of Selectmen of the Town of Clarendon, and it is hereby ordained by authority of the same, as follows:



## SECTION VI DESIGNATION OF STREET NAMES

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

## SECTION VII DESIGNATION OF STREET ADDRESS

1. Street numbers for dwelling units and places of business on all public and private streets shall be assigned by the Board of Selectmen in accordance with the procedures set forth herein.

2. The Board of Selectmen shall keep a record of all numbers assigned under this ordinance.

## SECTION VIII POSTING OF DESIGNATED STREET ADDRESS

1. The owner of any house or building to which a number has been assigned will be notified by the Board of Selectmen of the number assigned to the same at any time after the adoption of this ordinance.

2. Within sixty (60) days after the receipt of such 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 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 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 street on which the property is located, with letters painted or applied, of a contrasting color to the background, of not less than four inches (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 a sign or number post must be used in front of the structure and placed in such a way that it can easily be seen from the roadway.

SECTION IX NEW STRUCTURE

1. 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 Clarendon the official number of the premises. (Final approval of a certificate of occupancy of any principal building erected or repaired after the effective date of this ordinance shall be withheld until permanent and proper numbers have been displayed in accordance with the requirements of No. 1 above.)

SECTION X PENALTIES

In the event that the owner 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, he shall be punished by paying a fine of not less than Fifty Dollars (\$50.00) for every day that the situation is not rectified.

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 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. This ordinance shall be effective as of

May 23, 1996

Ralph Austin  
Ralph Austin, Chairman  
Timothy W. Waite  
Timothy W. Waite, Selectman  
Sally D. Deinzer  
Sally Deinzer, Selectman  
Michael Klopchin  
Michael Klopchin, Selectman  
David E. Potter  
David E. Potter, Selectman

CLARENDON BOARD OF SELECTMEN  
CLARENDON, VERMONT



Passed and adopted by the Selectmen of the Town of Clarendon, Vermont on Board of Selectmen at a regular meeting thereof held on 25th day of March, 1996.

CITIZENS RIGHT TO PETITION FOR A VOTE ON THE ORDINANCE AT AN ANNUAL OR SPECIAL MEETING. AS PROVIDED FOR IN 24 V.S.A. SEC. 1973. The Street Naming & Street Addressing Ordinance (set forth in this notice) may be disapproved by a vote of a majority of the qualified voters of the Town of Clarendon voting on the question at an annual or special meeting duly warned for that purpose, pursuant to a petition signed and submitted in accordance with 24 V.S.A. Sec. 1973(b). a petition for a vote on a question of disapproving the above described Clarendon Street Naming & Street Addressing Ordinance shall be signed by not fewer than five percent of the qualified voters of the Town of Clarendon, and presented to the Board of Selectmen or the Town Clerk within 44 days following the date of adoption of the ordinance. If you have any questions about the Street Naming & Street Addressing Ordinance set forth in this notice, write or call the Clarendon Town Office, P.O. Box 30, North Clarendon, Vermont 05759 (802) 775-4274.

Unless a petition is filed in accordance with 24 V.S.A. Sec. 1973, the ordinance will become effective on May 23, 1996.

A notice giving subtitles of this ordinance was published in the Rutland Daily Herald on April 3, 1996. With a full text copy available at the Clarendon Town Office, Clarendon, Vt.

**RECORDING INFORMATION:**

Received and recorded in the records of the Town of Clarendon, Vermont on        day of        1996 and recorded in the Town Records Vol. 34 Pages 15-19 .

Attest: Joyce A. Pedone  
Joyce Pedone, Town Clerk