

## NAMING AND NUMBERING OF TOWN HIGHWAYS

### AN ORDINANCE CONCERNING THE NAMING AND NUMBERING OF TOWN HIGHWAYS.

The Board of Selectmen of the Town of Rockingham, Vermont hereby Ordain that the following Ordinance shall govern the naming and numbering of Town Highways:

#### SECTION I: APPLICABILITY AND PURPOSE

A. Applicability:

This ordinance shall apply to any Town Highway within the legal limits of the Town of Rockingham, Vermont.

B. Purpose:

The municipality adopts this ordinance for the establishment of standards in identifying properties by a numbered address to promote the general welfare.

This ordinance is further adopted in order to maintain uniformity in all record keeping related to highway names; to avoid confusion which may result from unclear responsibility related to naming of highways; to allow for the proper provision of public safety related services, i.e., Police, Fire, Ambulance and Public Works; and to allow the effective delivery of general services provided by the municipality and Post Office department.

#### SECTION II: NAMING OF HIGHWAYS

A. Authority:

The Board of Selectmen shall have the sole authority for the naming of highways within the Town of Rockingham, Vermont.

B. Nature of Board Action:

The official naming of highways shall be by resolution of the Board of Selectmen.

C. Permanency of Names:

Once a highway has been officially named by the Board of Selectmen, it cannot, under any circumstances, be changed unless an error or omission is identified in the process leading to naming of a highway.

1. In the event that an error or omission ensues in any highway naming or numbering activity, residents affected must notify the Board of Selectmen in writing within six months of the adoption of the Resolution.
2. The ordinance adopted by the Board of Selectmen regarding naming or numbering of highways shall be made a permanent part of the records of the Town Clerk immediately following the adoption of the Ordinance.

Any Resolutions adopted by the Board of Selectmen regarding naming or numbering of highways shall be appended to the original Ordinance and made a permanent part of the records in the Town Clerk's office immediately following adoption.

### SECTION III: NUMBERING OF HIGHWAYS

- A. Highways to be officially named by the Board of Selectmen of the Town of Rockingham shall be measured under the direction of the Municipal Manager in segments of fifty (50) feet from a designated starting point – usually that end of the highway nearest an existing Town Highway.
- B. These segments will be numbered consecutively starting with the number 1, with the odd numbers on the right side of the highway and the even numbers on the left side of the highway.
- C. For segments which are occupied or which have an official plot plan, the center of a driveway or entrance to a location is the essential numbering point. However, the center of the house could be used as the point of numbering and should be indicated by an “H” on the adopted Resolution.
- D. For an unoccupied segment, the numbering point shall be approximately the measured center of the segment abutting on the highway.
- E. Highways within the urban area will retain numbers as presently assigned unless a new subdivision is created, in which case, they shall be handled as noted in Sections A – D.

### SECTION IV: PROCEDURE FOR OFFICIAL NUMBERING

- A. Future Subdivisions:  
Any numbering of subdivisions which transpires after the adoption of the master Resolution accompanying this Ordinance shall transpire as follows:
  - 1. The numbering plan must accompany any highway naming resolution and shall be adopted as a separate resolution along with the resolution naming the highway.
- B. Record Keeping:  
Record keeping for all future numbering Resolutions shall parallel that for highway naming Resolutions, i.e., that they must be appended to the original Ordinance immediately after adoption.
- C. Display of Numbers:  
The segment number of an occupied segment will be displayed at the access to the residence in a manner visible from the highway.

### SECTION V: OFFICIAL MAP

- A. Within one year after the adoption of this Ordinance and master Resolution attached hereto, the Board of Selectmen shall have drafted an Official Town Map incorporating all of the new highway names.
  
- B. Update of Town Map:  
Every five (5) years after the completion of the Official Town Map, it shall be updated by the Town.

## SECTION VI: STREET SIGNS

- A. 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 the Ordinance.
- B. All signs should conform to a uniform format established by the Town.
- C. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

## SECTION VII: PRIVATE HIGHWAYS

- A. Definition:  
For the purpose of this section, a private highway shall be defined as any access to more than one residence upon which the Post Office department enters to deliver services. Any other access to multiple residences shall be considered a common driveway.
- B. Common driveways need not bear a street name and shall be afforded letters of the alphabet added to the parcel number corresponding to the point of access to the Town Highway.
- C. A private highway, as defined above, shall be required to bear a name and a street sign. Said name shall be assigned by the Board of Selectmen upon request by the residents for mail delivery. The sign bearing the name shall conform to Town standards for road signs and shall indicate that it is a private driveway. The Town shall purchase and maintain said signs.
- D. A private highway named according to C above shall be numbered in accordance with this Ordinance.

## SECTION VIII: NOTICE AND IMPLEMENTATION

- A. Public Notice:  
The Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of the Ordinance for Naming and Number of Town Highways.
- B. The Town shall ensure, through cooperative efforts with the Post Office, that each individual homeowner on an occupied segment is notified of the new Ordinance and any changes in highway naming and numbering.
- C. After a highway name has been adopted, any affected homeowner must be notified within six (6) months.

## SECTION IX: SEVERABILITY

If any part of this Ordinance shall be held invalid, such part shall be deemed severable, and the invalidity thereof shall not affect the remaining parts of this Ordinance.

SECTION X: EFFECTIVE DATE

This Ordinance shall be effective on November 7, 1987; all in accordance with Title 24 V.S.A. Chapter 59.

PASSED AND ADOPTED BY THE BOARD OF SELECTMEN in the Town of Rockingham, Vermont, this 8<sup>th</sup> day of September, 1987.

TOWN OF ROCKINGHAM, VERMONT

s/Thomas Fitzgerald  
s/Dale Houston  
s/Douglas MacPhee  
s/Lawrence G. Slason

BOARD OF SELECTMEN

Attest: s/Rita M. Bruce, Town Clerk