



422 BEAR RIVER ROAD, NEWRY, ME 04261
(207) 824-3123

Addressing Ordinance for the Town of Newry

ATTEST: A true copy of the ordinance entitled Addressing Ordinance for the Town of Newry, as certified to me by the municipal officers of the Town of Newry, Maine, and adopted by the town meeting on the 13th day of May, 2025.

Date: 4/22/25

Signature: [Handwritten Signature]
Town Clerk



422 BEAR RIVER ROAD, NEWRY, ME 04261
(207) 824-3123

CERTIFICATION OF PROPOSED ORDINANCES BY MUNICIPAL OFFICERS

This certifies to the municipal clerk of the Town of Newry that the within ordinance is a true copy of an ordinance entitled:

Addressing Ordinance for the Town of Newry

to be acted upon by the voters at a town meeting to be held on May 13, 2025.

Dated: 4/22, 2025

Municipal Officers of Town of Newry, Maine

Dany Wright
Vinyl Colvin
Mandy B.

Addressing Ordinance for the Town of Newry

Section 1. Title

This ordinance will henceforth be known as the “Addressing Ordinance.”

Section 2. Purpose

The purpose of this Addressing Ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the town of Newry.

Section 3. Authority

This Addressing Ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. § 3001 *et seq.*

Section 4. Administration

This Addressing Ordinance shall be administered by the Select Board which is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with criteria in Section 5 and 6. The Select Board or its designee shall also be responsible for maintaining the following official records of this Addressing Ordinance:

- a. A municipal map for official use showing road names and numbers.
- b. A numerical list of all property owners as identified by current assessment records, by map and lot, showing the assigned numbers.
- c. An alphabetical list of all roads listed in order of their assigned numbers.

The Select Board shall designate an Addressing Officer, who is responsible for and authorized to provide all required addressing and database information to the State agency responsible for implementation of Enhanced 9-1-1 service.

Section 5. Naming System

All roads that serve two or more structures shall be named regardless of whether

the ownership is public or private. A “road” refers to any highway, road, avenue, lane, private road, town way, public easement, or similar paved, gravel, or dirt thoroughfare. “Property” refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Newry shall not constitute or imply acceptance of the road as a public or town way.

The following criteria shall govern the naming system:

- a. No two roads shall be given the same name (e.g. no Pine Road and Pine Lane).
- b. No two roads should have similar-sounding names (e.g., Beech Street and Peach Street).
- c. Each road shall have the same name throughout its entire length.

Section 6. Numbering System

The following criteria shall govern the numbering system:

- a. Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin. (The frontage interval may vary in more densely or lightly populated areas, and it should be indicated where that particular interval applies.)
- b. All number origins shall begin from the border with the Bethel Town Line along Route 2, and will ascend up Sunday River Road and Bear River Road to the Town borders, and along Route 2 from Bethel Town Line to the Hanover Town Line. Sunday River Road numbering shall be a continuation of Bethels numbers on that road. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- c. The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
- d. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy. Duplexes will have two separate numbers; town houses will have separate numbers; apartments will have one road number with an apartment number (e.g., 235 Maple Street, Apt.2); and condominiums will have one road number with a unit number (e.g., 111 Maine St. Apt A or 111 Maine St., Suite 101).

Section 7. Compliance

All owners of the structures shall, by the date stipulated in Section 9, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Number on the structure or residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry.
- b. Number at the Road Line. Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, the mailbox, or on some structure at the property line next to the walk or access drive to the residence or structure, at a height to avoid snowbanks covering the numbers.
- c. Size, Color, and Location of Number. Numbers shall be displayed in a color and size approved for use by the Select Board and shall be located to be visible from the road. Numbers shall be of a color that contrasts with their background color and shall be a minimum of 3" in height on mailboxes and 4" inches in height on structures and posts. Numbers shall be located so as to be visible from the road at all times of the year.
- d. Proper Number. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this Addressing Ordinance.
- e. Interior Location. All residents and other occupants are requested to retain the assigned number and road name in a location within the structure or residence or on their person for emergency reference.

Section 8. New Construction and Subdivisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this Addressing Ordinance and as follows:

- a. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Select Board. This shall be done at the time of the issuance of the building permit.
- b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system for the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Select Board,

shall constitute the assignment of road names. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every 50 (fifty) feet to aid in assignment of number to structures subsequently constructed.

Section 9. Effective Date

This Addressing Ordinance shall become effective as of May 13, 2025. It shall be the duty of the Select Board to notify by mail each property owner and the U.S. Postal Service of a new address at least 30 (thirty) days before the effective date of its use. It shall be the duty of each property owner to comply with this Addressing Ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before structure is first used or occupied, whichever comes first.

Section 10. Enforcement

This Addressing Ordinance shall be enforced by the Code Enforcement Officer.