


<p>TOWN OF SANDGATE Sandgate, VT 05250</p> 	<p>TITLE:</p> <p style="text-align: center;">STREET NAMING AND STREET ADDRESSING</p>	<p>Document Type: Ordinance</p> <p>Document Number/ Revision: 202.01</p> <p>Original Issue Date: About 1995</p> <p>Reissue Date: 01/21/2013</p>
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SECTION I. PURPOSE:

In accordance with 24 V.S.A. Section 2291(16) and 24 V.S.A. Section 4421, the Sandgate Selectboard hereby establishes the following ordinance regarding Street Naming and Street Addressing. The purpose for this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Sandgate. Easily locatable addresses have a number of beneficial results: (1) they enable emergency services to arrive at a scene faster. (2) Deliveries will be easier to find. (3) Visitors to our town will be able to find an address and know where they are in case of emergency.

SECTION II. STREET NAMING:

Every street and road, both public and private shall be assigned a name. This will be done by the Sandgate Selectboard after public input and public hearing. In the future, any new development must meet the guidelines of this ordinance.

All road names must be separate and distinct. No two roads can have the same or similar sounding names. No new road can have any currently used name in the Town of Sandgate. Furthermore, the Sandgate Selectboard, may change the names of the streets, both public and private, (after duly warned public hearings) within the Town of Sandgate when necessary to promote public welfare and safety.

SECTION III. 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 follow this policy so that satisfactory mail delivery and emergency systems will be maintained.

SECTION IV. GENERAL NUMBERING SYSTEM GUIDELINE:

The Selectboard appoints an 911 Administrator to assign address numbers and act as liaison with the Enhanced 911 Board. All roads 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, and in a color contrasting to the building background. (Your Fire Chiefs recommend reflective numbers.). 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 shall begin at the northerly boundary of the Town of Arlington and the southerly boundary of the Town of Sandgate and its intersection with Sandgate Road, with the first 5.28 feet being number one on the left and number two on the right, and continuing in a northerly direction. Every street or road which intersects with Sandgate Road shall begin with the number one and two for the first 5.28 feet of its intersection with Sandgate Road, and shall continue until the road terminates or becomes a new road. Every new road will begin at its intersection with the old road, with the number one on the left and number two on the right for the first 5.28 feet, and continue to its termination or change to a new road.

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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 Selectboard of the Town of Sandgate, and it is hereby ordained by authority of the same, as follows:

SECTION V. DESIGNATION OF STREET NAMES:

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

SECTION VI. DESIGNATION OF STREET ADDRESS:

- A. Street numbers for dwelling units and places of business on all public and private streets shall be assigned by the 911 Administrator in accordance with the procedures set forth herein.
- B. The 911 Administrator shall keep a record of all numbers assigned under this ordinance and act as liaison with the Enhanced 911 Board.

SECTION VII. 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 911 Administrator of the number assigned.
- B. Within sixty (60) days after the receipt of such notification from the 911 Administrator, 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.
- C. 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 911 Administrator.
- D. 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.
- E. 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 VIII. NEW STRUCTURES:

- A. Numbers will be assigned to each proposed lot or tract on the surveyor’s copies of Final Subdivision Plats by the 911 Coordinator appointed by the Selectboard.
- B. No building permit shall be issued for any principal building until the owner or developer has procured from the 911 Coordinator the official number of the premises. (Final approval of a certificate of occupancy of any principal building erected or repaired shall be withheld until permanent and proper numbers have been displayed in accordance with the requirements of VII.B above.)

SECTION IX. PENALTIES:

In the event that the owner or the occupant or person in charge 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/she 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 X. 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 and an annual or special meeting.

ATTACHMENT: Sandgate Town Highway numbers and names

Revision History:

Doc. Number	Date	Actions
202.00	About 1995	Approved by the Selectboard
202.01	01/21/2013	Reissued and reformatted with no change in content except the “911 Administrator” now assigns numbers; Street Addressing added to Title to more accurately address the coverage.

SANDGATE TOWN HIGHWAY NUMBERS AND NAMES

TH Number	Name	Comments
1	Sandgate Road	From Arlington town line to intersection of TH#2 and north to Manchester town line.
2	West Sandgate Road	From intersection of TH#1 west to New York state line.
3	Chunks Brook Road	aka Tate Mountain Road at 4-way intersection of Rupert Road and Sandgate Road
4	Rupert Road	aka West Rupert Road
5	Snow Road	
6	Bell's Road	aka Chambers Road and Perkins Hollow Road
8	Campbell Road	
9	Lincoln Lane	aka Nehran Road or Prindle Hill Road
10	West Road	
11	Wilcox Hollow Road	
12	Wuerslin Road	aka Nantel Road
14	Hamilton Hollow Road	aka Hopper Brook Road
15	Pantaleon Road	Off of Chunks Brook Road
17	Southeast Corners Road	
18	Woodcock Road	
20	Tudor Road	
21	Mountain View Road	Off of Tudor Road