

TOWN OF WATERBURY
Ordinance Regarding Street Naming & Street Addressing

As Amended On April 18, 2011

Section I - Purpose

- A. In accordance with 24 V.S.A. Sec. 2291 (16), 24 V.S.A. Sec. 4421 and 30 V.S.A. 7056 the Board of Selectmen of the Town of Waterbury hereby establish the following ordinance regarding: Street Naming & Addressing. The purpose for this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Waterbury. 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 make. 3) The U.S. Postal Service will soon stop Rural Route deliveries and require a street address. 4) Visitors to our town will be able to find an address and know where they are in case of emergency. 5) The Town of Waterbury will be prepared for the implementation of Enhanced 911.

Section II - Definitions

APARTMENT HOUSE - A building under one ownership in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: the apartment house shall be given one street number and each individual apartment shall be given an apartment number. For example, 21 Upper Handle Road, Apt. 1; 21 Upper Handle Road, Apt.2.

RESIDENTIAL CONDOMINIUM COMPLEX - A building with individual separately owned units in a multi-unit structure usually with land owned in common. These shall be numbered as follows: each condominium street shall be given a street name and each condominium unit within the complex shall be given its own street number. For example: 2 Green Willow (Timber Creek Complex).

COMMERCIAL COMPLEX - A building or buildings under one ownership used for commerce or industrial use, shall be numbered as follows: each building shall be given its own street number, and each unit within the complex shall be given its own unit or suite number. For example: 111 Route 100, Suite 1. Where there are multiple streets in a complex, each street shall be named and each building given its own address number. In the case of commercial condominiums each separately owned unit in the building should have a unit number and further leased/division should be given a letter. For example: 111 Route 100, Suite 1, Unit A.

COMBINED COMMERCIAL AND APARTMENT COMPLEX - A building or buildings used for commercial use in which there are also apartments, shall be numbered as follows: each building shall be given its own street number, each commercial unit shall be given a respective unit or suite number and each apartment number a respective apartment number. At no time shall a unit or apartment be given the same numbers. For example: 58 Route 100, Unit 1 (first floor

business) 58 Route 100, Apt 3 (third floor apartment).

DUPLEX APARTMENT - An apartment with rooms on two floors and a private inner stairway shall be numbered as follows: each building shall be given its own street number and each apartment within that building shall be given its own apartment number. For example: 3 Handle Road, Apt.1; 3 Handle Road, Apt.2.

DUPLEX HOUSE - A dwelling consisting of two separate units, that is separated from the adjoining units by a wall that extends from ground to the roof shall be numbered as follows: each family unit shall be given its own street number. For example: 5 Cooper Hill Road, 7 Cooper Hill Road.

ENFORCEMENT OFFICER - The Enforcement Officers authorized to issue complaints under this ordinance shall be the Zoning Administrator and the Enhanced 9-1-1 Coordinator. The Select Board shall appoint the Enhanced 9-1-1 Coordinator for an annual term expiring each year on April 30th.

SINGLE FAMILY DWELLING - A detached one family house shall be given its own street number. For example: 48 Higley Hill Road.

SINGLE FAMILY UNIT WITH AN APARTMENT - A detached one family house with an apartment shall be numbered as follows: each single family dwelling unit shall be given a street number and each apartment shall use that street number along with a respective apartment number. For example: 37 Cheney Brook Road; 37 Cheney Brook Road, Apt.1.

Section III - Street Naming

- A.** Every street and road, both public and private, shall be assigned a name. This will be done at first by a special Task Force (a committee made up of Listers, Police Dept. Fire Dept., Post Office, Rescue, Zoning, and Road Commissioner) and after public input with final approval by the Waterbury Board of Selectmen. Thereafter the Waterbury Board of Selectmen shall name all roads as needed.
- B.** In the future any new development must meet the guidelines of this ordinance.
- C.** All road names must be a separate and distinct name. No two roads can have the same or similar sounding name. No new road can have any currently used name in the Town of Waterbury. Further, the Waterbury Board of Selectmen may change the names of the streets, both public and private, (after duly warned public hearings) within the Town of Waterbury when necessary to promote public welfare and safety.
- D.** Very common names for streets, roads and developments such as: snow, Waterbury, mountain, maple, and deer shall be discouraged in the future.

Section IV - Administration

- A.** A uniform system of numbering properties and principal buildings as shown on the property tax maps which are maintained by the Board of Listers is hereby adopted for use in the Town of Waterbury. In addition, use of the Atlas Index Map for the Town of Waterbury may be used to determine the appropriate assigned number.
- B.** The Board of Listers shall number parcels as necessary and update the property tax maps annually according to the method of numbering set forth in Section V. Existing numbering of parcels not in conformity with this chapter shall be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.
- C.** Prior to the issuance of a zoning permit for a subdivision involving any new roads, the property owner shall obtain approval for the road names from the Board of Selectmen. Prior to the issuance of a zoning permit for the construction or reconstruction of any structure requiring an address, the property owner shall obtain approval for a locatable address number for the structure and any additional separate dwelling units within the structure, from the Board of Listers. The Board of Listers hereby has the authority to designate the Enhanced 9-1-1 Coordinator as their agent to perform this numbering duty.

Section V - General Numbering System Guideline

- A.** All roads to be given an official name by the Board of Selectmen and shall be measured in segments of 1/1000 of a mile 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 number for each building shall be the number of 1/1000ths of a mile(s) from the starting point of the road. For example a building which is 1/2 mile from the starting point of the road and is on the left side has the number 501, and if it is on the right side it has the number 500. (Starting points for roads will be done under the guidance of said Task Force).
- B.** 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).
- C.** Property numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. If a house or other building is situated in such a way that the numbers cannot be easily seen from the roadway in front of the 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 from the roadway. All numbers must be displayed on the side of the road where the structure is located.
- D.** The numbers must be easily legible reflective figures not less than three inches (3") high and in a color contrasting to the building or other background. The United States Post Office requires correct, easily legible numbers that are not obscured by anything including

vegetation and snow banks. The home owner is responsible for placing and maintaining the numbers on the house or sign post, including maintaining visibility of the numbers at all times, from both directions on the road or street.

- E. Numbers shall be reserved to provide for future growth in property in all areas.

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 this ordinance. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.
- B. All signs shall conform to the Waterbury Zoning Regulations, 2007, as amended, Article VIII, Signs, and the most current State of Vermont, Agency of Transportation Guidelines on Street Signs.

Section VII - Public Notice and Implementation

- A. Public Notice: The Town of Waterbury, Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: Street Naming & Street Addressing.
- B. This Ordinance: Street Naming & Addressing, shall be: 1) entered into the Selectmen's minutes, and 2) shall be posted in at least five (5) conspicuous places within the Town of Waterbury, and 3) the full text of the Ordinance or a concise summary of it published in the Times Argus not more than fourteen (14) days following the date specified below when this ordinance is adopted.
- C. Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 V.S.A. Sec. 1973.

Section VIII - Designation as a Civil Ordinance; Enforcement

- A. For the purpose of 24 V.S.A Sec. 1971 this Ordinance is designated as a Civil Ordinance. Civil enforcement of municipal zoning violations may be brought pursuant to 24 V.S.A. Sec. 1974a or as a civil action in superior court.
- B. The Enforcement Officer shall issue to any property owner who violates the provisions of Section V of this ordinance a notice of alleged violation, which shall contain, as a minimum, the following information and shall have attached thereto a copy of this article:
 - a. Name of property owner;
 - b. Street number;
 - c. Date of violation;

- d. Compliance date;
- e. Amount of maximum fine.

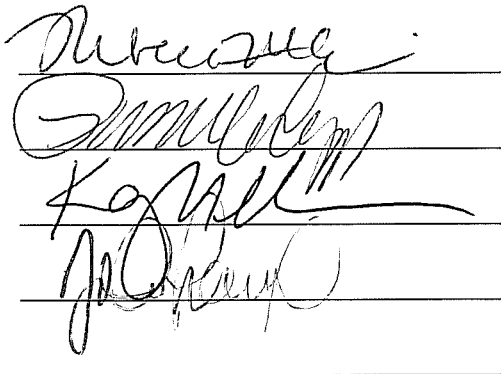
- C. If the property owner is not in compliance with this ordinance by the compliance date set forth in the notice of alleged violation, the enforcement officer shall file a civil complaint pursuant to 24 V.S.A. Sec. 1974a.
- D. The maximum penalty for a violation of this ordinance is \$500. Each month the violation continues shall constitute a separate offense. The penalties and waiver fees for violations of this ordinance are as follows.
 - a. The civil penalty for a first offense shall be \$100; \$200 for a second offense within a six-month period; and \$400 for each subsequent offense
 - b. The waiver fee shall be \$50 for the first offense; \$100 for a second offense within a six-month period; and \$200 for each subsequent offense within a six-month period.

Section IX - Severability

- A. 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.

This Ordinance is hereby adopted by the Select Board of the Town of Waterbury on this 18th day of April, 2011. Unless a petition is filed as provided by law, this ordinance shall become effective upon the expiration of sixty (60) days after said date.

APPROVED:



Select Board
Town of Waterbury