

# 911 Ordinance

## Town of Sullivan



Adopted June 30, 1997  
Amended June 26, 2002  
Amended June 28, 2021

July 12, 2021

## Contents

Section 1. Introduction .....	3
1.1 Background .....	3
1.2 Purpose .....	3
1.3 Definitions .....	3
Section 2. Authority and Administration.....	3
2.1 Authority.....	3
2.2 Administration .....	3
2.3. Reference Maine Statutes .....	3
Section 3. Regulations .....	4
3.1 Naming System .....	4
3.2 Numbering System .....	4
3.3 New Construction or SubDivision.....	4
Section 4. Compliance .....	5
Section 5. Violations .....	5
Section 6. Amendments .....	5

## Section 1. Introduction

### 1.1 Background

This ordinance is designed to comply with Maine Statute Title 25 Chap 352 Emergency Services Communication [1].

### 1.2 Purpose

The purpose of this 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 Sullivan.

### 1.3 Definitions

The following terms are used in this ordinance:

1. Road refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare.
2. Property refers to any property on which a more or less permanent structure has been erected or could be placed.

## Section 2. Authority and Administration

### 2.1 Authority

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Section 1 of the Constitution of the State of Maine and Title 30-A, M.R.S.A., Section 3001 [2].

### 2.2 Administration

This Ordinance shall be administered by the Town Manager or Road Commissioner who is the Addressing Officer and shall be appointed by the Select Board for a period of one (1) year. The Addressing Officer shall assign names and numbers to all properties on both existing and proposed roads in accordance with the criteria in Sections 4 and 5 of the *Enhanced 911 Addressing Officer Manual* [3]. The Addressing Officer shall also be responsible for maintaining the official records of this Ordinance.

### 2.3. Reference Maine Statutes

[1] Emergency Services Communication Maine Statute Title 25 Chap 352

[2] M.R.S.A. Title 30-A Section 3001 – Home Rule

[3] State of Maine *Enhanced 911 Addressing Officer Manual* - Seventh Edition dated November 2015 or latest edition

## Section 3. Regulations

### 3.1 Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A road name assigned by the Addressing Officer shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

1. No two roads shall be given the same name, e.g., no Pine Road and Pine Lane.
2. No two roads shall have similar-sounding names, e.g., Beech Street and Peach Street.
3. Each road shall have the same name throughout its entire length, unless found to be inappropriate.

### 3.2 Numbering System

A number shall be assigned every fifty (50) feet along both sides of a 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. On a Town Public Way, the Addressing Officer shall determine the E-911 designation, i.e., street name and number. For a private subdivision, the subdivision plan shall indicate the fifty (50) foot demarcations, and the Addressing Officer shall assign the lot E-911 numbers. In both cases, the frontage interval may vary, depending upon the proximity of the buildings, e.g., seasonal dwellings or over-night cabins. The Addressing Officer shall then assign an E-911 number for each dwelling.

The following criteria shall govern the numbering system:

1. All number origins shall begin from the Sullivan end of the Hancock/Sullivan Bridge. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
2. 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.
3. Every structure with more than one principle use or occupancy shall have a separate number for each use or occupancy, i.e., duplexes shall have two separate numbers and apartments shall have one road number with an apartment number, e.g., 235 Maple Street, Apt 2.

### 3.3 New Construction or SubDivision

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

1. New Construction: Whenever any residence or other structure is constructed or developed, the new owner shall obtain an assigned number from the Addressing Officer at the time of the issuance of the building permit.
2. New SubDivision: Any prospective subdivider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Officer, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall mark on the plan, lines or dots, in the center of the streets every fifty (50) feet to aid in assignment of numbers to structures subsequently constructed.

## Section 4. Compliance

All owners of structures shall display and maintain in a conspicuous place on said structure, the assigned number in the following manner:

1. Number on Structure or Residence: Where the residence or structure is clearly visible and is located within fifty (50) feet of the edge of the road right-of-way (ROW), the assigned number shall be displayed on the front of the residence or structure, preferably above the front door/entry point. If the residence or structure is within fifty (50) feet of the edge of the road ROW, but is not clearly visible, then paragraph 2. below shall apply.
2. Number at the Street Line: Where the residence or structure is over fifty (50) feet from the edge of the road ROW, or the front door/entry point cannot be clearly observed within fifty (50) feet of the edge of the road ROW, the assigned number shall be displayed on a post, fence, wall, the mail box or on some structure at the Property line next to the walk or access driveway to the residence or structure. The number must be attached in an appropriate manner as to allow the number to be easily observed from an emergency vehicle. The Town of Sullivan recommends that there be a minimum height of 38 - 44 inches of clearance from the surface of the ground to the bottom of the number.
3. Size and Color of Number: The E-911 number shall be a minimum of four (4) inches in height and must be of a color which will contrast with material to which it is attached, e.g., black numbering on a white background. Any different number that might cause confusion with the assigned number in conformance with this Ordinance shall be removed.
4. Interior Location: All residents and other occupants are requested to post the assigned number and road name next to their telephone for emergency reference.

## Section 5. Violations

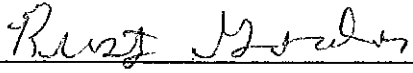
Failure to comply with any of the provisions of this ordinance shall be deemed a violation and the violator shall be liable for a fine of not more than \$100 each day such violation continues. Such fines shall be determined by the Addressing Officer and approved by the Select Board.

Theft of a town road sign shall also be deemed a violation. Any person found to be in possession of a town road sign shall be liable for a fine of not less than \$500 per incident.

## Section 6. Amendments

The Select Board may present warrants to amend this Ordinance for consideration to the Town. The Select Board shall fix the time and place of a public hearing on the proposed amendment and cause notice to be given in accordance with the laws of the State of Maine.

Sullivan Select Board

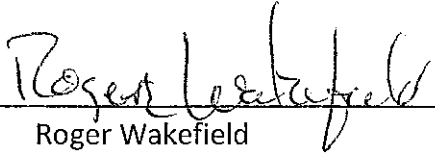


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Rusty Gordon, Chair

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Raymond Daley



Roger Wakefield