

**Town of Georgia
Ordinance Regarding
Street Naming & Street Addressing**

Section I – Purpose

In accordance with 24 V.S.A., sec. 2291 16 and 24 V.S.A. 4421 the Board of Selectmen of the Town of Georgia hereby establishes the following ordinance regarding: Street Naming & Street Addressing. The purpose for this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Georgia. We believe that easily locatable addresses will have a number of beneficial results:

- It will enable emergency service to arrive at a scene faster.
- Deliveries will be easier to find.
- The U.S. Postal Service will soon stop Rural Route deliveries and require a street address.
- Visitors to our town will be able to find an address and know where they are in case of emergency.
- When the State of Vermont begins Enhanced 911 the Town of Georgia will be ready for it.

Section II – Street Naming

Every public street and road, and any private road serving more than two residential or commercial structures shall be assigned a name. A special committee, appointed by the Selectboard has completed this process.

In the future all new development must meet the guidelines of this ordinance.

Request for street or road names intended to be accepted as public highways shall be submitted to the Georgia Historical Society for recommended names. The Historical Society shall recommend a name or names having historical significance and submit them to the developer and Selectboard for approval. The developer may request additional names if desired. These recommendations will not be mandatory. The Georgia Selectboard shall have final decision for approval.

The Georgia Historical Society may make recommendations of names having historical significance for streets or roads, which will remain private, to the developer and Selectboard. These recommendations will not be mandatory. The Georgia Selectboard shall have final decision for approval. All road names must be a separate and distinct name. No two roads can have the same or similar sounding names. No new road can have any currently used name in the Town of Georgia. Road names must be reviewed for conflicts with adjacent towns where the Town of Georgia may share postal routes (zip codes).

The Georgia Board of Selectmen may change the names of the streets, both public and private within the Town of Georgia when necessary to promote public welfare and safety.

Section III – Administration

A uniform system of numbering properties and principal buildings is hereby adopted for use in the Town of Georgia.

New Structure. Prior to the issuance of a building permit, a developer or landowner shall furnish a plan showing driveway and building locations in accordance with this policy to the Town Planner/Zoning Officer (or other designated official) for approval and assignment of address. The designated official shall use an address already assigned under subdivision, if possible.

If, in the opinion of the designated official, the driveway location approved under subdivision cannot be used to physical site restrictions and or safety considerations they may approve a new location and assign a new address. The Road Commissioner may also require a change of location for the same reasons as above. Assignment of a new address

differing from that approved under subdivision will not require subdivision amendment, but may require submission and filing of an "as built" plat.

At such time as the Town acquires property tax mapping the Listers shall be consulted in this process to maintain consistency.

Subdivision of land. With the filing of a Final Plat application, the developer shall provide the Planning Commission with a plan for street addressing and naming in accordance with this ordinance. Addresses and names will be assigned as part of subdivision approval. The addresses shown on the plan shall be considered final upon issuance of a Zoning Permit for the structure to be placed on the lot. The Planning Commission may require filing of an "as built" plat where changes have been made to the addressing plan as a result of issuance of Zoning Permits. Proposed names will be forwarded to the Selectboard and Historical Society as specified above for action and approval.

Section IV – General Numbering System Guideline

Roads to be given an official name by the Board of Selectmen shall be measured in increments of 5.28 feet from a designated starting point. Numbering should increase from the identified being point of the road and generally increase from south to north and east to west. Odd numbers shall be assigned to the **LEFT** side of the road and even numbers to the **RIGHT** side of the road.

The address shall be determined by measuring the distance (in feet) from the begin point of the road to the center of the driveway, dividing by 5.28 and rounding off for an even/odd designation. Example: center of drive is 1500' from begin point of road and on left-hand side of Mill River Road. $1500/5.28 = 284.09$, round off to 285 for odd number left-hand side of road. Address is 284 Mill River Rd.

All numbers shall be established based on front entrance from the front entrance from the street and or 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 two inches (2") high and in a color contrasting to the building background. The United States Post Office requires correct, easily legible numbers, which are not obscured by anything. **The homeowner is responsible for the numbers on the house or unit.** If the house is not visible from the road it needs a number at the driveway visible from the road.

Failure to place numbers or placement of numbers not visible to emergency service providers may result in delays or inability to locate the site. The Town of Georgia, or any entity or organization providing emergency services on behalf of the Town of Georgia, assumes no responsibility or liability under such circumstances. Numbers shall be reserved to provide for future growth in property in all areas.

Section V – 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 on street number and each individual apartment shall be given an apartment number. For example, 21 Upper Handle Road, Apt. A, 21 Upper Handle Road, Apt. B.

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

COMMERICAL 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 shall be given its own unit or

suite number. For example: 111 Route 100, Suite 1. Where there are multiple roads in a complex, each road shall be named and each building given its own 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 the building shall be given its own apartment number. For example: 3 Handle Road, Apt. A, 3 Handle Road Apt. B.

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

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

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 Apt. A, 37 Cheney Brook Road, Apt. B.

Section VI – Street Signs

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.

Section VII - Enforcement and Penalties

- A) It shall be a civil offense to vandalize (steal, deface, destroy or damage) public signs within the Town of Georgia. Violations of this Section shall be a civil matter enforced in accordance with the provisions of 24 VSA Section 1974a and 1977 et seq. Each offense shall constitute a separate violation.**
- B) Violations of this Section are subject to a penalty of \$250.00 for each offense. A waiver fee of \$150.00 shall be set for each offense.**
- C) Appeals: Appeals may be taken in the manner set forth in 24 VSA Section 1974a and 1977 et seq.**

Section VIII – Public Notice and Implementation

Public Notice: The Town of Georgia, Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: Street Naming & Street Addressing.

The Town of Georgia shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of the ordinance.

This Ordinance: Street Name and Street Addressing shall be:

- entered into the Selectman's minutes, and
- shall be posted in at least five (5) conspicuous places within the Town of Georgia, and
- the full text of the Ordinance or a concise summary of it published in a paper of general circulation not more than fourteen (14) days following the date specified below when this ordinance is adopted.

This Ordinance is hereby adopted by the Board of Selectmen of the Town of Georgia on this 27th day of September, 1998 and shall, unless a petition is filed as provided by law, become effective of the expiration of sixty (60) days after said date.

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. § 1973.

Section IX – Severability

If any portion of this Ordinance and Amendments are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected

Kirk Waite, Chair
Eric Nye, II
Gerald Baitz
Peter Rainville
Colin Conger

Posted in five public places: Attest Judith W. Greene

Town Clerk's office
Center Market
Georgia Public Library
Gaudette's Market
East End Quick Stop

Concise Summary Published in Buyers Digest on 10/6/98

Effective date 11/27/98