



## STREET NAMING & ADDRESSING ORDINANCE

### I. Authority

This ordinance is adopted by the Town of Georgia in accordance with 24 VSA § 2291(16), 24 VSA § 4421, and 24 VSA § 4463.

### II. Purpose

The purpose of this ordinance is to establish a uniform system for naming roads and numbering buildings throughout the Town of Georgia to facilitate the location of properties by emergency services, postal and delivery services, and for other appropriate purposes.

### III. Definitions

#### 911 System

The set of networks, software applications, databases, components and operations & management procedures required to provide 911 service. This may include commercial, governmental, and human resources.

#### Addressing Systems

There are several different types of addresses noted in this document:

- **Civic Address:** Any city-style address that includes a house number and a street name is considered a Civic Address. Civic Addresses include a community name that may or may not be recognized by the United States Postal Service (USPS) or be MSAG valid. Civic Addresses may be used as Postal Address if recognized by the USPS. Civic Addresses may be used as MSAG addresses if they are an exact match to the MSAG address. A rural route delivery address or FPO or APO address is not considered a Civic Address.
- **Postal Address:** Address recognized and used by the USPS for delivery of mail. A Postal Address is frequently not a valid address for 911 purposes.
- **Sub-Address:** A component of a Civic Address that provides differentiation between features having a common street name and address number. For example: apartment, suite, or lot number.
- **Grandfathered Addressing:** This is an addressing scheme that was approved by the Board on initial Enhanced 911 implementation but does not follow the recommended 5.28 foot addressing scheme. For example, a grandfathered addressing system may calculate addresses at 50 feet or 100 feet per address.

#### Dispatchable Location

Consists of the civic location, plus additional information such as suite, apartment, or similar information to adequately identify the location of a potential 911 caller.

#### Emergency Service Number (ESN)

A 3-5-digit number that represents one or more ESZs (Emergency Service Zone).

**Emergency Service Zone (ESZ)**

A geographical area that represents a unique combination of emergency service agencies (e.g., Law Enforcement, Fire and Emergency Medical Service (EMS)) that is within a municipality. An ESZ is represented by an Emergency Service Number (ESN) to identify the ESZ.

**Geographic Information Systems (GIS)**

A system for capturing, storing, displaying, analyzing, and managing data and associated attributes which are spatially referenced.

**Public Safety Answering Point (PSAP)**

An emergency communications center capable of processing 911 calls.

**Enforcement Officer**

The person(s) authorized by the Selectboard and registered with the Vermont Judicial Bureau to enforce this ordinance.

**E-911 Coordinator**

The person(s) authorized by the Selectboard to administer this ordinance.

## **IV. Naming of Roads**

All public roads shall be named. All private roads or driveways serving three or more lots shall be defined as a private road and be named. A driveway serving one or two lots shall be defined as a driveway and shall not require a name. Any future changes in a driveway increasing the lots served beyond the two lots will require the driveway to be upgraded to a private road, named and new addressing created by the E-911 Coordinator.

New private roads established via the Town's subdivision process shall be named within the 180-day period following the final decision by the DRB and prior to the recording of the mylar and deeds required by the DRB.

## **V. General Numbering System Guidelines**

Addressing of new streets and re-addressing of existing streets shall follow the Vermont Enhanced 911 Board Addressing Standards using a 5.28ft. increment with odd numbers on the left and even numbers on the right. The numbering of parcels, dwellings, and buildings shall proceed continuously from the beginning of the road. Multi-dwelling buildings which have direct road access will be numbered consecutively per the multi-dwelling numbering guide in the appendix of this document. Multi-unit dwellings located within a building and may not have direct road access will be numbered with a building number (83 Main Street) and a 3-digit unit number with the first digit representing the floor number (101,201,301).

## **VI. Posting of Designated Street Addresses**

- A. The owner, occupant or person in charge of any house or building to which a number has been assigned will be notified by the E-911 Coordinator of the number and street name assigned to the building.
- B. Within 60 days of receipt of such notice, the owner, or occupant in charge of a house or building to which the number has been assigned, shall affix a number on or near the front door on the side of the house facing the road or driveway. In addition, a number shall be affixed to either the mailbox or a post installed at the driveway entrance on the main road, located at least 30 feet from the center of the road.
- C. Letters must be at least 3" in height and reflective.
- D. Posting must meet any additional requirements set forth in the Vermont Enhanced 911 Board Addressing Standards.

## **VII. New Structures**

Prior to the issuance of any Zoning Permits, road naming and addressing must be completed and approved per this ordinance.

## **VII. Enforcement**

Any Person who violates a provision of this civil ordinance shall be subject to injunctive relief and a civil penalty for each such violation. Each day the violation continues shall constitute a separate offense. The Enforcement Officer shall have authority to issue and pursue before the Judicial Bureau, or another court having jurisdiction, municipal complaints to enforce this Ordinance. An Enforcement Officer or the Town Attorney may dismiss or amend a municipal complaint in appropriate circumstances in accordance with law or court rules.

### **1. Waiver Fees**

An Enforcement Officer is authorized to recover waiver fees, in lieu of a civil penalty, in the following amounts, for any person who declines to contest a municipal complaint and pays the waiver fee:

First Offense ..... \$100

Second Offense ..... \$200

Third Offense ..... \$300

Fourth and Subsequent Offenses. \$400

Offenses shall be counted on a twelve (12) month basis, beginning January 1 and ending December 31 of each year. An Enforcement Officer shall have discretion, for good cause shown, to issue a written warning, without recovering a waiver fee, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating the number of annual offenses.

### **2. Civil Penalties**

An Enforcement Officer is authorized to recover civil penalties in the following amounts for each violation:

First Offense ..... \$200

Second Offense ..... \$400

Third Offense ..... \$600

Fourth and Subsequent Offenses. \$800

Offenses shall be counted on a twelve (12) month basis, beginning January I and ending December 31 of each year. An Issuing Municipal Official shall have discretion, for good cause shown, to issue a written warning, without recovering a civil penalty, for any First Offense. In such instance, the written warning shall be counted as a First Offense for calculating annual offenses.

### **3. Other Relief**

In addition to the enforcement procedure available under Chapter 59 of Title 24, the Municipal Officer is authorized to commence a civil action in a court of competent jurisdiction to obtain injunctive relief and/or to seek such other appropriate relief to enforce this Ordinance as is authorized by law.

## **IX. Severability**

If any provision of this ordinance is deemed by a court of competent jurisdiction to be unconstitutional, invalid or unenforceable, that provision shall be severed from the ordinance and the remaining provisions that can be given effect without the severed provision shall continue in effect.

## X. Effective Date

This Ordinance shall take effect on XXXX XX, 2025.

**Adopted at Town of Georgia this day of 2026.**

Kellie Bosenberg Chair \_\_\_\_\_

Brian Dusmore, Vice Chair \_\_\_\_\_

Judith Nasca \_\_\_\_\_

Carl Rosenquist \_\_\_\_\_

Tammy Hardy \_\_\_\_\_

Received and Recorded: \_\_\_\_\_

Town Clerk: \_\_\_\_\_

Cheryl Letourneau