

Chapter XIII – NAMING OF STREETS/NUMBERING

SECTION I NAMING SYSTEM

- A. For purposes of establishing names, a street shall be considered any access, whether public or private, which services three or more primary buildings or vacant lots.
- B. Street names shall conform to the recommendations in the Street Naming section of the NH 9-1-1 Addressing Standards Guide, current edition.
- C. Where unique names are required to properly assign addresses to individual properties or sections of a street, private driveways may be assigned a name. This will become their legal description.
- D. Names for new streets shall be assigned during the DRC (Design Review Committee) process and shall be placed on the plan prior to approval.
- E. Where new names are required to correct streets that are non-compliant with NH 9-1-1 recommendations, the Council shall assign names in accordance with NH RSA 231:133 Street Names and Markers.

SECTION II NUMBERING SYSTEM

- A. All streets or ways shall be numbered, with odd numbers assigned to the left side from their starting point, and even numbers assigned to the right side from their starting point or as needed to facilitate orderly numbering.
- B. Numbers shall be assigned to a street for every one hundred fifty foot (150') interval of frontage on streets or ways, as measured from the starting point of each street. Exceptions can be made for lots where frontage is less than 150 feet and/or where frontage exceeds 150 feet.
- C. Numbers shall be assigned as nearly as possible in a direction radiating from the East to West and South to North.
- D. Dead end streets or ways shall be numbered from their entrance.
- E. Where lot sizes are such that more than one number may apply to the lot, numbers shall be assigned based on the location of the structure within the total lots range.
- F. Buildings on a corner lot shall be assigned a number during site plan or subdivision review, with emphasis given to the placement of the front door.

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SECTION II NUMBERING SYSTEM, (cont'd.)

- G. Commercial and industrial structures situated on one lot (i.e., shopping centers, malls, or other commercial structures) shall be assigned one street number. Units shall be internally numbered according to a logical pattern approved by Assessor's Office and the Emergency 911 Coordinator. Detached units shall be assigned letters (i.e., A, B, C).
- H. Multiple permanent dwelling units situated on the same lot sharing a common driveway shall be assigned the same number followed by a letter. (Example: 354A, 354B)
- I. Duplexes shall be assigned one street number followed by a letter designation of "A" for left and "B" for right. (Example: 225A, 225B)
- J. Mobile homes - units within parks shall be numbered with a typical street number.
- K. Multi-family dwellings including condominium complexes shall be assigned a typical number whenever possible.

SECTION III ADMINISTRATION

- A. This system shall be administered by the Town Assessor in coordination with the E-911 Coordinator.
- B. Street numbers for new structures shall be assigned during the DRC (Design Review Committee) process and shall be placed on the plan prior to approval.
- C. The Building Inspector shall verify that assigned numbers are displayed in a manner consistent with this policy prior to issuing a Certificate of Occupancy (CO) permit or any other permit requiring an inspection.
- D. The Building Inspector shall issue notices of non-compliance for any structure failing to comply with any section of this ordinance that is brought to their attention.

SECTION IV NUMBERING REQUIREMENTS

- A. All structures, whether residential, or non-residential, shall be required to display the assigned street number in the manner described in this system.
- B. All numbers shall be displayed in Arabic Form. (Example: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9).
- C. Mailbox numbers shall be a minimum of three inches (3") high and two and one half inches (2 ½") wide, of reflecting material and contrasting colors.

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SECTION IV NUMBERING REQUIREMENTS (cont'd.)

- D. Numbers on single and two-family residential structures shall be a minimum of three inches (3”) high and a color which contrasts with the structure.
- E. Numbers on non-residential structures shall be a minimum of eight inches (8”) high and a color which contrasts with the structure.

SECTION V NUMBER LOCATION

- A. Structures Visible from the Street:

Where a structure is visible from the street and the front door faces the street, the number shall be affixed near the front door of the structure. Where a structure is visible from the street and the front door does not face the street, the number shall be placed in a location that provides the highest visibility.

- B. Structures Not Visible from the Street:

Where a structure is not visible from the street or is otherwise situated so as to make a number display ineffective, the number shall be displayed at the access entrance. Numbers shall be displayed in combination with property or business signs. Where signs are perpendicular to the street, numbers shall be displayed on both sides of the sign.

- C. Mailboxes:

Numbers meeting the height and width requirement may be placed on both sides of mailbox. If mailboxes are clustered or on the opposite side of the road from the structure, the street number shall be placed on the front of the mailbox.

- D. Manufactured Homes in Parks

Numbers on manufactured homes in parks shall be posted no lower than 8’ from the ground and no less than 6” below the fascia board on the side of the home facing the street.

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SECTION V NUMBER LOCATION

E. Unauthorized Building Numbers Prohibited:

No person shall affix, allow to be affixed, or remain on a building in the Town of Londonderry, New Hampshire, any different number from the one designated by the system, with the exception of dates affixed for historical purposes. Dates affixed for historical purposes shall be of a different design and placed far enough away from the street number so as not to be confused with the street number.

SECTION VI APPEAL PROCESS

The Planning Board is hereby designated as the body to conduct public hearings on the assignation or alteration of numbers, as permitted pursuant to RSA 231:133-a.

~~End of Chapter~~