

Introduced: 05/05/08
Second Read/Public Hrg.: 05/19/08
Adopted: 05/19/08

ORDINANCE 2008-08
AN AMENDMENT TO THE MUNICIPAL CODE
Title III – Land Use Regulations, Chapter VI-Street Numbering
Ordinance

WHEREAS the Town Council wish to provide a means for expedient emergency response by Fire, Police, Rescue and other emergency service; and,

WHEREAS the Town Council wish to provide property owners with a convenient and systematic means of identifying property which will serve as a mail delivery address and assist in the proper delivery of utility and other services; and,

WHEREAS the standards set forth in this system are made for the purpose of promoting the public health, safety and general welfare by providing the means for permanent and orderly identification of all structures within the Town.

NOW THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Londonderry hereby adopts the provisions of RSA 231:133-a, “Address Numbers on Streets and Highways”, establishing a procedure (attached) for administration and enforcement of a uniform addressing system for residential, multi-family and non-residential structures within the Town of Londonderry, New Hampshire.

Marty Bove - Chairman
Town Council

Meg Seymour
Town Clerk

(TOWN SEAL)

A TRUE COPY ATTEST:
x/xx/x8

STREET NUMBERING ORDINANCE

I. Numbering System:

- A. For purposes of establishing street numbers, a street shall be considered any access, whether public or private, which services two or more primary buildings or vacant lots.
- B. 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.
- C. 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 small acreage lots where frontage exceeds 150 feet.
- D. Numbers shall be assigned as nearly as possible in a direction radiating from the East to West and South to North.
- E. Dead end streets or ways shall be numbered from their entrance.
- F. 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.
- G. Buildings on a corner lot shall be assigned a number during site plan or subdivision review.
- H. 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).
- I. Multiple homes, mobile homes, or other permanent units situated on the same lot that share a common driveway and shall be assigned the same number followed by a letter. (Example: 354A, 354B)
- J. Duplexes shall be assigned one street number followed by a letter designation of “A” for left and “B” for right. (Example: 225A, 225B)
- K. Mobile homes - units within parks shall be numbered with a typical street number.
- L. Multi-family dwellings including condominium complexes shall be assigned a typical number whenever possible.

II. Administration:

- A. This numbering 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 Fire Inspector shall verify that assigned numbers are displayed in a manner consistent with this policy prior to issuing a Certificate of Occupancy (CO) permit for new structures.

III. **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.
- D. Numbers on residential structures shall be a minimum of four inches (4") 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, placed for high visibility.

IV. **Number Location:**

A. *Structures Visible from the Street:*

- 1. Where a structure is visible from the street and the numbers are legible from the roadway, the number shall be affixed near the front door of the structure.

B. *Structures Not Visible from the Street:*

- 1. 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.
- 2. 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. *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.

- V. **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.