

Town of Phillips  
Addressing Ordinance

Section 1. Purpose

The purpose of this ordinance is to enhance the easy and rapid location by law enforcement, fire, rescue, and emergency medical services personnel in the Town of Phillips

Section 2. Authority

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

Section 3. Administration

This ordinance shall be administered by the Selectmen, who are authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Sections 4 & 5. The Selectmen shall also be responsible for maintaining the following official records of this ordinance.

- a. An Acadia map for official use showing road names and numbers.
- b. An Alphabetical list of all property as identified by current assessment records, by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned number.

Section 4. Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A 'road' refers to any highway, road, street, avenue, lane, private way or similar paved, gravel or dirt thoroughfare. 'Property' refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Phillips shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system:

- a. No two roads shall be given the same name.
- b. No two roads should have similar sounding names.
- c. Each road shall have the same name throughout its entire length.

Section 5. Numbering System.

Numbers shall be assigned every twentyfive (25) feet along both sides of the road in the built up section of town, 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. In rural areas, numbers shall be assigned every two hundred (200) feet, with the exception of Tax map Number R 5, R 6 and R 7, which shall be numbered every one hundred (100) feet.

The following criteria shall govern the numbering system:

- a. All number origins shall begin from the designated center of Phillips or that end of the road closest to the designated center. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
- b. 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 off said structure.
- c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy.

#### Section 6. Compliance

All owners of structures shall, by the date stipulated in Section 8, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner:

- a. Number on the structure or residence. Where the residence or structure is within fifty (50) feet of the edge of the road right of way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.
- b. Number at the Street Line. Where the residence or structure is over fifty (50) feet from the edge of the road right of way, 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 drive to the residence or structure.
- c. Size and Color of Number. Numbers shall be displayed in a color and size approved for use by the Selectmen and shall be located to be visible from the road.
- d. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.
- e. 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 7. New Construction and Subdivisions.

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

- a. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to obtain an assigned number from the Selectmen. This shall be done at the time of the issuance of the building permit.

b. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Selectmen, 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 one hundred ( 100) feet, to aid in assignment of numbers to structures subsequently constructed.

Section 8. Effective date.

This ordinance shall become effective as of the date accepted by the Town Meeting. It shall be the duty of the Selectmen to notify by mail each property owner and the Post Office of a new address at least thirty (30) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within thirty (30) days following notification. On new structures, numbering will be installed before the final inspection or when the structure is first used or occupied, whichever comes first.

PHILLIPS SPECIAL TOWN MEETING  
DECEMBER 13, 1996  
PHILLIPS COMMUNITY BUILDING  
7:00 P.M.

The inhabitants of the Town of Phillips, Maine, qualified to vote in said town affairs, assembled at the Phillips Community Building in said town on December 13, 1996 at 7:00p.m. to act on the following articles, to wit:

The meeting was called to order by the Town Clerk, Anna Teele. The warrant, warrant return and Article #1 were read by the Clerk.

- Art. 1 Michael Ellis was elected Moderator, by hand, to preside at said meeting.
- Art. 2 The town voted, by hand, to enact an ordinance entitled "Town of Phillips Addressing Ordinance".
- Art. 3 The town voted, by hand, to enact an ordinance entitled "Town of Phillips Prohibition of Gathering Ordinance".
- Art. 4 The town voted, by hand, to authorize the Selectmen to set up a Charter and introduce legislation in Maine State Legislature to form a Water District, and appoint three or more directors to initiate procedures.  
(Sixteen in favor and four opposed.)

The Town meeting adjourned at 8:12 p.m.

A true attest:

*Anna Teele*

, Town Clerk of  
Phillips, Maine