

ORDINANCE

TOWN OF MOULTONBOROUGH, NEW HAMPSHIRE

An Ordinance for the Establishment of a Building Numbering System

Pursuant to the authority granted under RSA 106-H, RSA 31:39 and any other lawful authority, the Town of Moultonborough adopts the following ordinance establishing a uniform numbering system for residential and commercial buildings within the town.

- Section 20.1 The standards in this ordinance are set forth for the purpose of promoting the public health, safety and general welfare by providing the means for permanent identification of residential and commercial buildings within the town for assistance in emergencies and/or other services.
- Section 20.2 All residential and commercial buildings within the corporate boundaries of the Town of Moultonborough shall hereafter be identified by reference to the uniform numbering system as shown on Enhanced 911 maps approved by the Board of Selectmen on October 21, 1996 or as subsequently amended.
- Section 20.3 Numbering Requirements and Procedures
- a. All residential and commercial buildings shall be required to display the assigned number in the manner described in this section.
 - b. All numbers shall be affixed, either vertically or horizontally, to a post or other existing fixture, tree or mailbox, but not to an utility pole, provided that the other criteria below is met. All numbers must be affixed within a height of three and a half (3.5) but not more than six (6) feet relative to the elevation of the street. All numbers shall be placed so as to be visible and legible from both directions of travel along the street. The item to which the numbers are affixed must be located within an area that measures from three (3) to eleven (11) feet from either side of the driveway and from six (6) to ten (10) feet away from the right of way line of the street.
 - c. As an alternative to B. above, where a residential or commercial building is less than fifty (50) feet from the edge of the right-of-way, the number(s) may be placed on the building in an unobstructed location, easily visible from the roadway. The number(s) must be placed so as to be visible from both directions of travel along the street.
 - d. All citizens are responsible to maintain their numbers so as to be conspicuously visible year round.

- e. All numbers shall be displayed in Arabic form (0,1,2,3,4,5,6,7,8,9).
- f. All numbers shall be black on a white background or white on a black background, reflective and a minimum of four (4) inches high.
- g. Island buildings (islands herein defined as land masses totally surrounded by water and not otherwise connected to the mainland) shall display assigned numbers as above and so they are conspicuously visible and legible from the water at all times.
- h. All existing numbers on residential and commercial buildings shall be changed to conform with the provisions of this ordinance.

Section 20.4 A numbering system for all residential and commercial buildings in the Town of Moultonborough has been established by the Board of Selectmen upon the recommendation of the Fire Chief and in conjunction with the New Hampshire Bureau of Emergency Communication. The numbering system is based on the following process:

- a. The starting point of each street is to be determined by its primary intersection.
- b. The numbering begins at each street's starting point.
- c. All residential and commercial buildings on the right side of the street shall have an even number.
- d. All residential and commercial buildings on the left side of the street shall have an odd number.
- e. One odd or one even number shall be assigned to each fifty (50) foot interval from the starting point.
- f. If a building has several possible numbers available, for whatever reason, the number shall be assigned by the Board of Selectmen upon the recommendation of the Fire Chief or his designee.
- g. Unused numbers shall be reserved for future use to insure against the need to renumber.
- h. Multi-family dwellings, Mobile Home Parks, Shopping Centers, Malls, Condominiums, Campgrounds and Cottage Colonies shall be assigned only one number to be located at its primary entrance and shall be numbered internally according to a logical pattern approved by the Board of Selectmen upon the recommendation of the Fire Chief or his designee.
- i. The internal numbering of multiple buildings in Part H. above shall provide a means of identifying individual units with addresses, by:

1. including the street address (the number assigned to the primary entrance), plus,
 2. a building letter or number or,
 3. a unit letter or number.
- j. Any property owner notified that the displayed number for his/her building has been lost or so defaced as to become illegible from the street shall be responsible to display or replace the assigned number within thirty (30) days of notification.
- k. “T Streets” – Those streets where a perpendicular intersection meets another street at other than an “end” of the intersected street, the intersected street terminating without intersecting any other street, shall be assigned a number consistent with the numbering system developed starting from an observer’s right, proceeding to the observer’s left, while standing on the intersecting street and at the intersection.
- l. Residential and commercial buildings on islands (islands, as previously defined) shall be assigned an even number starting from the northern most part of the island and going in a counterclockwise direction.

Section 20.5 New Buildings and Subdivisions:

Whenever a new structure shall be erected or located in the Town of Moultonborough the designated numbers shall be affixed as provided by this ordinance prior to the issuance of a Certificate of Occupancy from the Code Enforcement Officer.

Every subdivision plan that proposes a new street, whether public or private, submitted to the Planning Board subsequent to the adoption of this ordinance, shall require as a condition of approval appropriate street name or names that conform to this ordinance and have the Fire Chief’s and Board of Selectmen’s concurrence.

In all cases, local Postal Officials, the Moultonborough Police and Fire Departments, and, local ambulance service provider(s) shall be advised by the owner/subdivider, in writing, of street names and numbers approved as part of the new subdivision.

Section 20.6 Penalties:

- a. Any property owner who fails to comply with any relevant provision of this ordinance within one year of the adoption of this ordinance shall be guilty of a violation, the penalty for which is a fine of ten dollars (\$10.00) per day beginning the day after notification of the violation in writing is received by the property owner and continuing until the violation is corrected.
- b. Any property owner who shall affix to or display upon a structure any number other than that assigned to it pursuant to this ordinance shall be guilty of a violation, the penalty for which is a fine of ten dollars (\$10.00) per day beginning the day after written notification of the violation is received by the property owner and continuing until the violation is corrected.

- c. This section shall not apply to the display of “date of origin” for historic buildings provided that they are displayed so as not to be confused with the display of the assigned building number.
- d. Violators may be subject to remedies and penalties under RSA 676:17 et. seq.

Section 20.7 Appeals:

- a. Any property owner aggrieved by the implementation or administration of this ordinance, or seeking approval to deviate from any of its contents, may submit an appeal to the Board of Selectmen.
- b. All appeals shall be in written form setting forth the basis for the appeal.
- c. All appeals shall be acted on in a timely fashion.
- d. The invalidity of any section of this ordinance shall not, unless necessary, affect the validity of the remaining sections.

Section 20.8 This ordinance may be amended from time to time by the Board of Selectmen after public notice of the proposed changes.

Section 20.9 Records created and information gathered under this ordinance shall not be considered a public record for the purposes of RSA 91-A.

Section 20.10 The above described ordinance shall become effective immediately upon adoption by the Board of Selectmen.

Date: December 12, 1996

Tina C. Borrin, Chairman
Ernest E. Davis, Jr.
Douglas W. Murphy, Sr.

BOARD OF SELECTMEN

This Ordinance received review, revision and update. The Ordinance, as revised, received acceptance and enactment on June 19, 2003.

Ernest E. Davis, Jr., Chairman
Karel A. Crawford
Russell C. Wakefield

BOARD OF SELECTMEN