

**DRAFT**

**DIVISION 4. - BUILDING NUMBERS AND STREET NAMES**

**Sec. 17-131. - Purpose.**

The standards set forth in this division are made for the purpose of promoting the public health, safety, and general welfare of the residents of the Town of Hopkinton by:

- (1) Providing a means of locating residential, business and/or other structures for expedient emergency response by fire, police, rescue and other emergency services.
- (2) Establishing a property location that will serve as E911 locator and/or mail delivery locator.
- (3) Providing property owners and the Town with a systematic and accurate means of identifying and locating property.
- (4) Assisting in proper delivery of utility and other delivery services.

(Ch. 87, § 2, 1-20-87)

**Sec. 17-132. - Compliance required.**

All buildings in the town shall display street numbers in accordance with the provisions of this division. Subsequent to the adoption of this ordinance it shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residential structure, business or industry to post and maintain, at all times, address numbers as required under this division. Every address number shall be displayed in such a way that they are unobstructed and legible in either direction from the traveled roadway.

Any person failing, refusing or neglecting to procure and affix address numbers as required shall be subject to a fine of not more than twenty-five (\$25.00) dollars for each violation. Fines shall begin to accrue ten (10) days after a written notice of violation is received by the owner, and end at such time violation ceases. Failure to comply with this division during any successive thirty day period shall be considered a separate offense which shall commence on the 31st day after receipt of such notice of violation. The Hopkinton Municipal Court shall have jurisdiction over violations of this division.

(Ch. 87, § 1, 1-20-87)

**Sec. 17-133. - Administration.**

The building and lot numbering system provided for by this division shall be administered by the E911 Coordinator who shall assign building numbers to all residential, commercial, and industrial structures in conformity with the plan developed pursuant to this division. The E911 Coordinator shall also be responsible for maintaining the official records of this numbering system as follows:

- (1) A town map for official use showing the numbering system;
- (2) A town-wide alphabetical list of property owners by last name, showing the assigned numbers.

(Ch. 87, § 3, 1-20-87)

**Sec. 17-134. - Criteria for numbering system.**

The following criteria shall govern the development of the numbering system provided for by this division and the assignment of numbers:

(1) *Number interval.* Each one hundred (100) feet of every street shall be assigned one (1) odd number and one (1) even number on each side of the street.

(2) *Odd and even numbers.* Odd numbers shall be on the left-hand side of all streets facing from the point of number origin to the point of number destination of each street.

(3) *Number origins.* On through streets which terminate at another street at both ends, numbers shall start at the southernmost point of the road and proceed north. On east-west roads, numbering shall start at the easternmost point of the road and proceed west. On dead-end streets and cul-de-sacs numbers will start at the intersection of the origin of the street and run toward the dead end or turnaround. Exceptions to either of the above shall be decided on a case-by-case basis by the E911 Coordinator.

(4) *Common access.* Where several residential or other structures are served by a common driveway or private right-of-way which is not a street recognized by the town council, the number at the entrance shall apply to all structures served by the drive or way and each separate structure shall be identified by a suffix letter (example 115A) in counterclockwise rotation, starting with the structure on the immediate right of the drive or access way.

(5) *Number assignment.* The number assigned to each residence or structure shall be the number which falls closest to the main entry or driveway providing access to the property as shown on the official map of street numbers.

(6) *Multiple units within a structure.* Where more than one residential or business units are located within the same structure, the units shall be addressed with a suffix following the main structure number. Residential units shall be designated with a suffix letter (A, B, C, D) and commercial units shall be designated with a suffix number (unit 1, 2, 3, 4).

(Ch. 87, § 4, 1-20-87)

**Sec. 17-135. - Criteria for street names.**

(a) *Basis for choosing.* Names of streets may be chosen that relate to the location and historical significance of an area.

(b) *Unacceptable names.* Numerical (1st, 2nd, 3rd, etc.), alphabetical letter (A, B, C, etc.); frivolous, complicated, undesirable, and unconventional street names are unacceptable.

(c) *Affixes.* Unnecessary affixes are to be avoided. Terms that may be utilized are as follows: "East," "West," "North," "South" indicating direction, and "Old" and "New" to indicate changes in differing or separate roads.

(d) *Name duplication.* Similar sounding names are considered to be duplication regardless of spelling. No duplication of names shall be permitted within the area serviced by a United States Post Office or local public agency such as the police or fire department.

(e) *Continuity.* A continuous street, or one proposed as continuous, should bear the same name throughout, even if it changes direction.

(Ch. 87, § 5, 1-20-87)

### **Sec. 17-136. - Display of numbers.**

All owners, residents and other occupants are required to display numbers assigned pursuant to this division in the following manner:

(1) *Number on structure of residence.* Where the residence or structure is within fifty (50) feet of the edge of a street right-of-way, the assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entryway and the number shall be a minimum of two and a half (2.5) inches in height, visible from the street and identifiable at night.

(2) *Number at street line.* Where the residence or structure is over fifty (50) feet from the edge of the street right-of-way, and/or the postal mailbox is across the street right-of-way from the structure, the assigned number shall be displayed on a post, fence or wall at the property line, to the right of the access drive to the residence or structure. The numbers shall be made of reflective material and/or contrasting color as approved by the E911 Coordinator and conspicuously visible from both directions.

(3) *Size and color of number.* Numbers shall be no less than two and a half (2.5) in height. Street line numbers shall be of reflective material and shall be of contrasting colors to the surface upon which they are affixed as approved by the E911 Coordinator. No owner, occupant, lessee, tenant, or subtenant of any building shall display any number other than the assigned proper number designated by the town.

(4) *Placing of numbers.* The owner of the building shall place the designated number on the respective building in the immediate vicinity of the front entry door(s).

(5) *Interior location.* All residents and other occupants are encouraged to keep their assigned numbers and street names nearby their telephones for emergency reference.

(6) *Mailboxes.* All mailboxes and/or mailbox posts located at the street line, on same side of property access drive, shall have affixed upon them, display numbers no less than two and a half (2.5) inches in height, made of reflective material and of contrasting colors and conspicuously visible from both directions.

(Ch. 87, § 6(A)—(E), 1-20-87)

**Sec. 17-137. - New buildings.**

Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the E911 Coordinator. This shall be done at the time of the issuance of the building permit.

(Ch. 87, § 7, 1-20-87)

**Sec. 17-138. - New subdivisions.**

Any prospective sub-divider seeking to create new lots shall, in accordance with the Hopkinton Land Development and Subdivision Regulations, submit a street naming and numbering proposal to the Building and Zoning Official and the E911 Coordinator. The proposal shall consist of a map of the overall tract illustrating the street layout with the name proposed for each street and the proposed numbering for each lot and an alphabetical list of the proposed street names, together with an alternate name for each street name proposed. The E911 Coordinator shall review the proposed street naming and numbering program for duplication of names, appropriateness of names, and for overall compliance with the street naming and numbering policy. The E911 Coordinator may modify or amend the proposed list as deemed necessary in order to bring it into compliance with the street naming and numbering policy. The approved street names and numbering shall be included in the final map which is submitted to the planning board for approval and for recordation.

(Ch. 87, § 8, 1-20-87)