

**Town of Thetford
Ordinance
Street Naming and Street Addressing**

This Ordinance shall amend, revise and supersede the Street Naming and Street Addressing Ordinance adopted August 12, 1996. The revised Ordinance is set forth as follows:

Section I – Purpose

In accordance with 24 VSA, Section 2291(16) and 24 VSA Section 4421, the Selectboard of the Town of Thetford hereby establish the following ordinance regarding Street Naming and Street Addressing.

The purpose of this ordinance is to establish a uniform street naming and street addressing system throughout the Town of Thetford and to address Vermont e911 standards. Easily locatable addresses enable emergency services to arrive at a scene faster, allows deliveries to be expedited, and visitors will be able to find an address and know where they are in case of emergency.

Section II – Street Naming

Every street and road, both public and private, shall be assigned a name. All roads, both public and private, with three or more dwellings or business shall be assigned a name. Newly created roads or changes to existing roads, both public and private, shall be recommended by the E-911 Coordinator for the Town of Thetford and approved by the Selectboard.

The road list attached to this ordinance shall serve as the official list of road names with their corresponding road classification. This list shall represent the official street names for existing streets.

The E-911 Coordinator may elicit assistance from the abutting landowners and the Board of Listers. The E-911 Coordinator shall present proposed names to the Selectboard for new roads or changes to existing roads. The Selectboard will hold a public hearing to create the new road names and changes to road names official. A notice of the public hearing shall be mailed to landowners abutting said roads. After public input at the hearing, final approval will rest with the Selectboard.

In the future, any new development must meet the guidelines of this ordinance.

1. All road names must be a separate and distinct name.
2. No two roads can have the same or similar sounding names.
3. No new road can have any currently used name in the Town.
4. The new road name must be submitted to the E-911 Coordinator for the Town for preliminary approval.
5. The E-911 Coordinator will submit the proposed name(s) to the Selectboard for the purpose of warning a public hearing.

6. The Selectboard may change the names of all streets and roads, both public and private, after duly warned public hearings, when necessary to promote public welfare and safety. A public hearing will not be required for minor editorial corrections or revisions.

Section III – Administration

A uniform system of numbering properties and principal buildings as shown on the property tax maps, which are maintained by the Board of Listers, is hereby adopted for use in the Town of Thetford.

The Selectboard appoints the Zoning Administrator as the Town's E-911 Coordinator (as per that listed job description), to assign road names, assign street numbers, and assist the general public with the guidelines of this ordinance. The E-911 Coordinator will act as the contact for the Town with the State of Vermont E-911 Board and for the E-911 service provider.

The Board of Listers, with the assistance of the E-911 Coordinator for the Town, shall number parcels as necessary and update the property tax maps annually according to the method of numbering set forth in section IV. Existing numbering of parcels not in conformity with this chapter shall be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.

Prior to the issuance of a zoning/building permit, a developer shall furnish a plan for a street naming and addressing system in accordance with this policy to the Zoning Administrator. The Zoning Administrator, with the assistance of the Listers and the E-911 Coordinator will then assign numbers and give preliminary approval to proposed road names.

Section IV – General Number System Guidelines

All roads both public and private shall be measured in 5.28' increments, to yield 1,000 potential addresses per mile. Odd numbers shall be assigned to the **LEFT** side of the road and even numbers to the **RIGHT** side of the road. Measurements will be taken along the centerline of the road. Whenever possible, address numbering will begin on the end of the road where it intersects with a larger or more traveled road. Measurements shall be along the centerline of the road to the center of the driveway entrance on to the road.

All numbers shall be properly affixed on or near the front entrance or in some other manner visible in all seasons from the street. The numbers must be easily legible. Reflective figures not less than four (4) inches high and two and one-half (2 ½) inches wide are strongly recommended. The property owner is responsible for obtaining, affixing and maintaining the numbers on the building. If the building is not visible from the road, a number shall be affixed to a post at the driveway visible from the road in all seasons.

Numbers shall be reserved to provide for future growth in all areas.

Section V – Definitions

Apartment House/Duplexes – A dwelling structure in which the rooms are arranged and rented as apartments or duplexes. Apartments or duplexes shall be numbered as follows: The structure shall be given one street number and each individual apartment/duplex shall be given an apartment number. For example: 21 Upper Handle Road, Apt. 1; 21 Upper Handle Road, Apt. 2.

Residential Condominium Complex – A building with individual separately owned units in a multi-unit structure usually with land owned in common. These shall be numbered as follows: each road in the condominium complex shall be given a road name and each condominium structure within the complex shall be given its own street number. Each unit within the structure shall have a unit letter, with the letters increasing from left to right from the access to the building from the roadway. For example: 2 Green Willow Road, Unit B, or it may be referred to as 2B Green Willow Road.

Commercial Complex – A building or buildings within a complex used for commercial or industrial use, shall be numbered as follows: each building shall be given its own number and each business space within the building shall be given its own suite number letter. For example, 111 Route 100, Suite 100 A. Suite numbers letters shall be reserved for commercial complexes.

Combined Commercial & Apartment Complex - A building or buildings used for commercial use in which there are also apartments, shall be numbered as follows: each building shall be given its own street number, each commercial unit shall be given a suite number, and each apartment an apartment number shall be given a letter. At no time shall a unit or apartment be given the same numbers letters. For example: 58 Route 100, Suite 104 (first floor commercial business) A (commercial business); 58 Route 100, Apt. 301 Unit B (third floor apartment) (apartment).

Single Family Dwelling – A detached one family house shall be given its own street number. For example: 1 Captain Copeland Road,. Each apartment within that dwelling shall use the same street number along with a respective apartment number letter. For example: 1 Captain Copeland Road, Apt. 100 (first floor apartment) or 1 Captain Copeland Road, Apt. 200 (second floor apartment) A, B, C, etc. A second structure on the property used as a dwelling may be given a separate street number or the same street number with an apartment letter, depending on the access to the second dwelling unit.

Section VI – Street Signs

The Selectboard, upon adoption of this ordinance, shall continue the program for the installation and maintenance of street name signs in accordance with the names established by this ordinance. All street signs shall be installed and maintained by the Town, to the highest degree possible allowed by budget considerations. All signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways. Private roads will be designated with a PVT prior to the name in accordance with VAOT guidelines. For example: PVT Bond Lane. All town trails shall have the designation of trail in their name.

In regards to private roads, the Town will provide the initial first road sign only, all maintenance and/or replacement after that point will be at a cost to the owner/owners of said road.

Section VII – Public Notice and Implementation

Public Notice: The Selectboard shall make reasonable efforts to ensure that the public is notified of the existence of this ordinance: Street Naming and Street Addressing.

The Town shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of the ordinance any address changes that result from the ordinance.

This ordinance is hereby adopted by the Selectboard of the Town of Thetford on this 11th day of AUGUST, 2014, and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date.

Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 VSA, Section 1973.

Section VIII – Severability

If any portion of this ordinance and amendments are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments shall not be affected.

As passed by the Selectboard of the Town of Thetford, in Orange County, State of Vermont, at a meeting held on the 11 day of AUGUST, 2014.



DONN DOWNEY



Michael Pomeroy



Jessica Eaton



John E. Bacon



STUART R. ROBERTS