

STREET NAMING & BUILDING NUMBERING BYLAW

Purpose

The general purpose of this Bylaw is to set a standard for the clear identification of Public Ways and Common Driveways and the numbering of buildings in Town for the following purposes:

1. To aid and enhance the response of all public safety services, particularly for the Emergency Management Systems within Town and the response of other Emergency Services to 911 Emergency phone calls in Conway;
2. To aid in delivery of the United States Postal Service and other delivery services to locations in Town and;
3. To clearly identify properties for municipal purposes.

Building Numbering Requirements

The general policies and requirements for numbering buildings will apply regardless of the legal ownership or status of the road in question and are as follows:

Building numbers are assigned solely by the Highway Superintendent or his designee to all structures that qualify under the definitions stated herein:

1. All free-standing buildings used for residential, commercial, industrial or municipal purposes shall have a building number. Accessory outbuildings that provide storage or occasional, non-regular, infrequent use generally do not need a number.
2. A building with more than one residential unit or a property with a residential unit and other qualifying unit(s) – dwelling or business – will require only one building number with letters, i.e., A, B, etc., assigned to distinguish the individual units.

A request for a building number shall be submitted to the Highway Superintendent or his designee as the first requirement of a building permit application and the assigned number must appear on all permit documents. A building permit shall not be issued for any building that requires a number, based on its use, until a building number has been assigned.

Camps, cabins and cottages fall under this Bylaw if they are to be seasonal or year round residences or are rented as a housing or commercial unit.

Obtaining a New Building Number

When a qualifying building is constructed or converted to another purpose in Town, it shall be the duty of the owner to request on the proper form the correct number assignment from the Highway Superintendent or his designee prior to the issuance of any structural or use permits or any changes in the structure. The Highway Superintendent or his designee shall meet with the property owner to fix the location of the permanent driveway for the purpose of determining the official number.

Request forms are available at the Town Office or on the Town website, www.townofconway.com, under “Forms and Downloads.”

Placement of Building Numbers

Owners must affix building numbers to those structures for which a number has been designated by the Town. No building number, other than the one so designated by the Town, shall be affixed to or allowed to remain on any building requiring a number. Other markers, such as historical information like "Built 1795," must be placed or styled in a way that will not conflict or easily be confused with the building number. The requirements for affixing building numbers are as follows:

1. Emergency response personnel must be able to see building numbers from their vehicles from the street, day or night.
2. However, if a building is not within 50 feet of and clearly visible from the center of the road, the building number shall be placed on a post, mailbox or other obvious place within fifteen (15) feet and on the same side of the Public Way at the end of the driveway access to said building.
3. All building numbers should be 4-6 feet above ground level so as to be seen in both directions of vehicular traffic and must be placed so as to be visible at all times above piled, plowed or accumulated snow, shrubberies or other obstructions. Building numbers on a mailbox are considered compliant with this Bylaw only if the mailbox is on the same side of the street as the building requiring a number and within 15 (fifteen) feet of the edge of its driveway.
4. A building that has more than one dwelling unit (including multi-family and accessory "in-law" apartments) shall have one street number with a letter assigned to the individual dwelling units, based on the principle of the unit's main entrance nearest to the beginning of the Public Way designated as A, the next distant as B, etc.

Size, Color of Street Number

Building numbers shall be of permanent weatherproof material, at least four (4) inches tall, and clearly visible against a contrasting background from the Public Way. Numbers must be in numerical, not word, form and shall be clearly visible under all conditions at all times of the year. Reflective numerals are recommended as being more easily visible for emergency personnel with flash or spot lights at night in an otherwise unlighted yard.

Brass, gold-colored or silver-colored numerals on a natural wood background must be sufficiently contrasting for good visibility under this Bylaw. Numbers carved into natural stone or wood should be painted to provide adequate contrast with their background. It shall be the duty of the property owner to maintain and display the building numbers in accordance with this section.

House Names

The commonly-known name of a building (i.e. a business sign or house name, "Post Office," "The Orchard") is not adequate identification for Emergency Management System purposes. The assigned building number for every qualifying building must be clearly displayed, as defined in this Bylaw.

Private and Shared Driveways

A driveway to a single residence from a Public Way is to be numbered along the Public Way and is not eligible for a different name unless future additional development on that driveway is planned or a reasonable expectation. In that case, the owner may request a name for the driveway and building numbers will be issued on that driveway in accordance with this Bylaw.

Driveways in regular use prior to the date of the acceptance of this Bylaw are not required to change to a named driveway until additional buildings are erected that need a number under this Bylaw. At that time, a request must be presented to the Planning Board for a driveway name and all of the numbered buildings on that driveway will be renumbered by the Highway Superintendent or his designee in accordance with the numbering system used elsewhere in this Bylaw.

Numbering on Shared and Common Driveways

Qualifying buildings on a named or Common Driveway will be assigned a building number consistent with this Bylaw and will use only the approved name of the shared or Common Driveway.

Qualifying buildings on an unnamed Shared Driveway shall be numbered from the road which provides access to the Shared Driveway.

Shared and Common Driveway Names

The Planning Board will assign a permanent name to a qualifying private way. The Planning Board shall solicit and consider name suggestions from the property owner(s) on the driveway, but may refuse them and choose another name. At the property owner's/developer's expense, the assigned name will be recorded with the Town Clerk within 30 days of the name's assignment by the Planning Board. The new name shall be the property's physical address.

At the expense of the property owners along the named private way, the Town will provide the sign. The town will install the sign within 30 days of the name assignment; it will be placed at the intersection of the Public Way and named driveway.

Street Name Changes

Street name changes will be made at the sole discretion of the Planning Board. Written notice shall be sent to all affected property owners, explaining the need for the change, and they will be invited to contribute suggestions for a new name. On acceptance by the Planning Board of the new name, all affected property owners shall be notified in writing by certified mail confirming the new street name and their new number, and they shall have sixty (60) days in which to change the numbers, if needed, on their buildings. All official Town records will be changed within 60 days of the Planning Board's final acceptance action and the name change and acceptance.

Enforcement

No Occupancy Permit for a newly erected structure shall be issued by the Building Inspector until the number and name of the way has been displayed as specified in this Bylaw.

In the event that a sign becomes inadequate, it shall be replaced by the current owner of the property.

Appeal

Any person aggrieved by the enforcement of this Bylaw, or by the refusal of the enforcing authorities to enforce any provision of this Bylaw, may file an appeal with the Zoning Board of Appeals within 30 calendar days of the date of such enforcement action or refusal. All appeals shall be handled in a manner consistent with the standard rules of the Board of Appeals.

Glossary

Driveway – that area of land which provides access to a building (or buildings) from a public or private way

Common Driveway – a privately-maintained driveway over private property that serves more than two residences and has been given a separate name with the designation “Drive.” It must meet the building requirements in the Zoning Bylaw.

Shared Driveway - a privately-maintained driveway over private property that serves two residences and may have been given a separate name with the designation “Drive.”