Town of Lyndeborough

Street Numbering Ordinance

Initially Established May 1, 1995
Amended June 3, 2008

Town Ordinance O-95-001 Street Numbering Ordinance

Revision History

Revision	Change	Date
-	Initial Release	05-01-1995
001	Revision 001	06-03-2008

File: MASTER DOCUMENTS

TOWN OF LYNDEBOROUGH
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SECTION I: Preamble

Acting under the authority granted to it by applicable chapters of the New Hampshire Revised Statutes, the Town of Lyndeborough Board of Selectmen adopt the following ordinance establishing the procedure for administration and enforcement of a uniform addressing system for residential, multi-family and commercial structures within the Town of Lyndeborough.

SECTION II. Purpose

   A.   To establish a uniform system of numbering buildings within the Town of Lyndeborough.

   B.   To provide an expedient response from all emergency service agencies, such as police, fire, ambulance or other rescue services.

   C.   To promote efficiency in locating buildings within the Town of Lyndeborough for the delivery of utility, mail and other services.

   D.   To provide a uniform system to establish street and mailing addresses.

   E.   To provide a uniform and standard system for naming roads and private ways in the Town of Lyndeborough.

SECTION III. Parties Affected

   A.   The numbering and street naming system created by this ordinance shall apply to all property within the Town of Lyndeborough and to all existing and future primary structures on all property.

   B.   For the purposes of this ordinance, "primary structure" shall be defined as: for residential property, the building in which people reside (as opposed to garages, sheds, barns, etc.); for commercial or non-residential property, the building in which activity is principally conducted or administered.

SECTION IV. Numbering System

The numbering system has been established by the Board of Selectmen upon recommendation of the Emergency Management Director, Fire Chief and New Hampshire Bureau of Emergency Communications. Pursuant to RSA 231:133-a, the numbering system shall be adopted by the Board of Selectmen following a public hearing. The numbering system is based on the following processes:

   A.   For purposes of establishing street numbers, a street shall be considered any access way, whether public or private, which serves two or more primary buildings or vacant lots.

B. The starting point for each street is generally determined by its relationship to the intersection of Forest Road (NH Route 31) and Citizens' Hall Road. Exceptions to this are Center Road, which will be numbered from the Milford end at its intersection with North River Road in Milford in cooperation with the towns of Milford and Wilton, **and** Forest Road, which will be numbered from the Wilton-Lyndeborough town line.

C. All primary buildings on the left side of the street beginning at its starting point will have odd numbers.

D. All primary buildings on the right side of a street beginning at its starting point will have even numbers.

E. One odd and one even number will be assigned to each fifty (50) foot interval of frontage in the street as measured from the starting point of each street.

F. Numbers will be assigned by determining the point at which the main vehicular access (or the main pedestrian access if no vehicular access is provided) to the primary building coincides with a fifty foot interval in the street as outlined by the formula and the chart in Appendix A.

G. Unused numbers will be held for future use to ensure against the need for renumbering.

H. Primary buildings that house two or more dwellings in a single structure, condominium complexes, and properties with multiple primary buildings shall be assigned one street address number corresponding to the primary entrance location. Units shall be internally numbered according to a logical pattern and manner as approved by the Board of Selectmen or their designee.

I. Addresses shall be assigned early in the construction of a building, around the time footings or a foundation is being started.

SECTION V. Numbering Requirements and Procedures
All primary structures shall be required to display the assigned address number in the manner described below.

A.   All existing and new primary structures shall use and display only the number assigned by the Town of Lyndeborough

B. If the primary structure is clearly visible from the road, the address number shall be affixed to the primary structure in an unobstructed location and in conformance with the other requirements of this section.

C. If the primary structure is not clearly visible from the road, the address number shall be affixed, either vertically or horizontally, to a post or other fixture, such as a tree or

mailbox, but not a utility pole, at an acceptable location, as specified in D below. The number shall be visible from both directions of travel.

D. With the exception of numbers affixed to a primary building or to a mailbox, all numbers shall be displayed at a height of between 4 and 8 feet from either side of the driveway or access, and shall be no closer than 8 feet from the edge of the traveled roadway.

E. Mailboxes shall be installed pursuant to US Postal Service regulations. In situations in which a mailbox is placed on the side of the traveled roadway opposite the primary structure and the primary structure is not clearly visible from the road, the numbers must be displayed on a separate post or other fixture at the driveway to the primary structure, per D above. To eliminate confusion for emergency services and others, the street number shall be displayed only on the side of the traveled roadway on which the primary structure is located.

F. All numbers shall be displayed in Arabic form (0,1,2,3,4,5,6,7,8,9).

G. All numbers shall be at least 4 inches high, with the exception of numbers affixed to a mailbox, which shall be at least 3 inches high. It is recommended that all numbers be reflective and of a contrasting color.

SECTION VI. Assigning Names of Public or Private Roads or Ways

A. Under the provisions of RSA 231:133, all names of public or private roads or ways shall be acceptable to, and designated by the Board of Selectmen. No other names or road designations are permitted.

B. The Board of Selectmen shall consult with the emergency services department heads prior to assigning any new name for a public or private road or way.

SECTION VII. Penalty

A. Any property owner who fails to comply with any provision of this ordinance within sixty (60) days of notification by the Board of Selectmen shall be guilty of a violation.

B. Any property owner who shall display any number other than that assigned by the Board of Selectmen shall be guilty of a violation.

C. Violations shall be subject to a penalty of ten dollars ($10.00) per day beginning on the sixty-first (61st) day after notification and continuing until the violation is corrected. The fine is not to exceed five hundred dollars ($500.00).

SECTION VIII. Administration

A. The Board of Selectmen or their designee(s) shall administer this ordinance.

    B. The Lyndeborough Police Department shall be authorized to issue notices of violations pursuant to Section VII above.

SECTION IX. Appeals

    A. Any property owner aggrieved by the implementation or administration of the provisions of this regulation may appeal to the Board of Selectmen within 60 days after moving into the building.

    B. All appeals shall be in written form setting forth the basis for the appeal.

    C. All appeals shall be heard by the Board of Selectmen within thirty (30) day of receipt, and a notice of decision shall be issues within seven (7) days of the closing of the hearing.

SECTION X. Effective Date

This ordinance initially took effect on May 1, 1995. This ordinance as rewritten shall replace all previous Street Numbering Ordinances and take effect immediately upon adoption by the Board of Selectmen.

After public hearing, the above ordinance, as revised, was adopted by the Board of Selectmen on June 3, 2008.

BOARD OF SELECTMEN
TOWN OF LYNDEBOROUGH

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Andrew P. Roeper, Chair

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Lorraine A. Strube

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Steven M. Brown