

**TOWN OF BRIDGTON  
STREET NAMING, ADDRESSING AND DRIVEWAY/ENTRANCE OPENING  
ORDINANCE**

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**Section 1. PURPOSE**

The purpose of this Ordinance is to ensure the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical services personnel in the Town of Bridgton.

**Section 2. AUTHORITY**

This Ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A MRSA Section 3001.

**Section 3. ADMINISTRATION**

This Ordinance shall be administered by the Board of Selectmen which is authorized to and shall assign or cause to be assigned road names and number to all properties, both on existing and proposed roads, in accordance with the criteria established in Sections 4 and 5 of this Ordinance. The Board of Selectmen shall oversee or cause to be overseen all driveways/entrances. The Board of Selectmen shall also be responsible for maintaining or causing to be maintained the following official records:

- a. A Bridgton Municipal Map for Official use showing road names and numbers.
- b. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers.
- c. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

**Section 4. NAMING SYSTEM.**

All roads in Bridgton that serve two or more properties/structures shall be named regardless of whether the ownership is public or private except for shared driveways per the definition in Section 11. Said structures being either residential or commercial in nature.

A road name assigned by the Town shall not constitute or imply acceptance of the road as a public way. The following criteria shall govern the naming system.

- a. Similar names - no two roads shall be given the same or similar-sounding (e.g. Beech and Peach, Pine Road and Pine Lane) names. The Board of Selectmen is authorized to eliminate or cause to be eliminated any duplicate or similar sounding names existing at the time this Ordinance is enacted. The Board of

Selectmen shall approve all street names after said street name has been reviewed by the E9-1-1 Addressing Officer to eliminate possible duplication and prevention of similar sounding names.

b. Each road shall have the same name throughout its entire length.

#### **Section 5. NUMBERING SYSTEM**

Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin. (The frontage interval may vary in more densely or lightly populated areas and it should be so indicated where that particular interval applies). The following criteria shall govern the numbering system:

a. All number origins shall begin from the designated center of Bridgton or that end of the road closest to the designated center. When appropriate, the numbering origin may be the border with another community or a major connecting intersection. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.

b. The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.

c. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy (i.e. duplexes will have two separate number; apartments will have one road number with an apartment number such as 235 Maple Street, Apt 2).

d. Every new number will be determined through a Driveway/Entrance Opening Permit. When a builder or property owner comes to the Code Enforcement Office they will receive a Driveway/Entrance Opening Permit application. When said application is returned to the Code Enforcement Office it is forwarded to the Public Works Director, who in turn will go out and measure the location of the proposed driveway and address any concerns that may arise in the placement of the proposed driveway. When all parties are satisfied, the Driveway/Entrance Opening Permit application will be turned over to the E9-1-1 Addressing Officer so that a number can be issued. When the number is issued the E9-1-1 Addressing Officer will turn the application over to the Code Enforcement Office so that the

building permit can be issued, per Section 7, Paragraph (a) of this ordinance.

**Section 6. COMPLIANCE**

All owners of structures shall, on or after the effective date of this Ordinance, display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner;

a. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry.

b. Number at the Street Line. Where the residence or structure is over 50 (fifty) feet from the edge of road right-of-way, the assigned number shall be displayed on a post, fence, wall, mail box, or on some structure at the property line adjacent to the walk or access drive to the residence or structure.

c. Size and Color of Number. Numbers shall be displayed in a color and size approved for use by the Board of Selectmen and shall be located as to be visible from the road.

**The numbers displayed shall be no less than four (4) inches in height. (November 14, 2000)**

**The numbers displayed shall be of contrasting color to the building. (November 28, 2000)**

d. Every person whose duty it is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number assigned in conformance with this Ordinance.

**Section 7. NEW DEVELOPMENTS AND SUBDIVISIONS**

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this Ordinance and as follows:

a. New Construction. 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 Code Enforcement Office, Assessing Office, or E9-1-1 Addressing Officer. This shall be done before the issuance of any building permits.

b. New Subdivisions. Any prospective subdivision shall show the approved road name, location and length on the plan to be submitted to the Bridgton Planning Board before final approval according to Subdivision Regulation per Article X, Section 3.

**Section 8. FEES.**

Fees for necessary street signs and driveway opening permits are determined by the Town of Bridgton Fee Schedule. Said fee schedule is set by the Bridgton Board of Selectmen.

**Section 9. EFFECTIVE DATE**

This Ordinance shall become effective for the purposes of its implementation on the date of its enactment. It shall become fully effective only after all of its provisions have been fulfilled including notification to each property owner and the Post Office by mail as to each new address. It shall be the duty of each property owner to comply with the provisions of this Ordinance, including the posting of new property numbers within thirty (30) days following notification. On new structures, numbering must be installed before final inspection or when the structure is first used or occupied, whichever come first.

**Section 10. ENFORCEMENT**

The Town Manager or their designate shall act as the Select Board's agent with regard to the implementation and enforcement of this Ordinance.

Any person, firm or corporation being the owner of any structure and/or land who violates any provision of these regulations or any condition imposed by the Board of Selectmen or their designee pursuant to the provisions of these regulations commits a civil violation and shall be liable for a civil penalty of no less than \$100.00 and no more than \$2,500.00 for each violation. Each day such violation is permitted to exist after notification thereof shall constitute a separate violation. All penalties collected hereunder shall inure to the Town of Bridgton.

**Section 11. DEFINITIONS.**

**Driveway** - a driveway is a private way that provides access for vehicles from a street to a parking area.

**Entrance** - shall mean any access by the property owner to his/her property not limited to but including tree harvesting, construction, etc.

**Property** - refers to any property on which a more or less permanent structure has been erected or could be placed.

**Road** - refers to any highway, road, street, avenue, lane, private way or similar paved, gravel or dirt thoroughfare, and driveways.

**Shared Driveway** - a driveway providing access for not more than two (2) of the following in any combination or mix that does not constitute a subdivision: lots, dwelling units, cottages, camps, churches, clubs, fields, business establishment, etcetera.

**Structures** - shall be any permanent or temporary dwelling including but not limited to houses, mobile homes, garages, sheds or barns with or without living space. So long as the non dwelling units are directly associated with a primary residential or commercial unit.

Enacted: June 12, 1996

Amended: November 2000, June 2007 and June 9, 2009