

**AN ORDINANCE FOR THE ESTABLISHMENT
of a
STREET NUMBERING SYSTEM
for the
TOWN OF THORNTON, NEW HAMPSHIRE**

Section I. PURPOSE

- A. To identify the locations and names of all streets and roads.
- B. To establish a uniform method of numbering primary buildings on previously unnumbered streets and roads.
- C. To promote efficiency in locating primary buildings.
- D. To provide more expedient emergency response.
- E. To provide a consistent system for mailing addresses.

Section II. PARTIES AFFECTED

All primary buildings within the boundaries of the Town of Thornton which do not have clearly established and/or displayed street numbers shall hereafter be identified according to the uniform street numbering system as herein contained as adopted or amended by the Board of Selectmen pursuant to their authority as outlined in RSA 231:133-a.

Section III. NUMBERING SYSTEM

A uniform street numbering system has been developed for all primary buildings based upon the following process:

- 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. All primary buildings on the left side of a street beginning at its starting point will have odd numbers.
- C. All primary buildings on the right side of a street beginning at its starting point will have even numbers.
- D. One odd and one even number will be assigned to each fifty- (50) foot interval of frontage on the street as measured from the starting point of each street.
- E. 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 on the street. (ex: if the driveway serving a single family home is on the left side of a road and is in the tenth 50 foot segment then the street number would be #19).
- F. Unused numbers will be held for future use to ensure against the need for renumbering.
- G. Condominium complexes, shopping centers, malls, properties with multiple primary buildings shall be assigned one street 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.

- H. The Fire Chief shall assign street numbers after consultation with other appropriate officials (police, highway, postal service, etc.) as needed.
- I. Primary buildings on existing numbered streets will retain their established street numbers and new numbers will only be assigned to unnumbered primary buildings in accordance with the existing established numbering pattern.

Section IV. PROCEDURES

- A. All owners, tenants, occupants or persons in possession of primary buildings within the boundaries of the Town of Thornton shall affix, or cause to have affixed, the assigned street number(s) (or established numbers) in accordance with this section.
- B. All properties with primary buildings shall display the assigned street number (or established number) so as to be readily visible from the street.
 - 1. For primary buildings readily visible from the street, the street number shall be conspicuously displayed on that side of the building that faces the street.
 - 2. For primary buildings not readily visible from the street, the assigned street number(s) shall be conspicuously displayed at the main vehicular (or pedestrian if no vehicular access exists) access to the property, so as to be visible on a year-round basis. The preferred method of display at the main vehicular or pedestrian access shall be on both sides of a mailbox (see postal guidelines). However, if a mailbox is not located at the main access, or if there is no mailbox, then the assigned street number shall be displayed on a sign post or similar means at the main access.
- C. All displayed street numbers shall be of a contrasting color to the means of support such as the primary building or mailbox, post, etc.
- D. All displayed street numbers shall be at least three and one-half (3 ½) inches in height. The size of the numbers placed on mailboxes shall be in accordance with the U.S. Postal Service requirements.

Section V. NEW BUILDINGS AND SUBDIVISIONS

- A. Whenever a primary building is erected or located in the Town of Thornton, the assigned street number shall be affixed in the appropriate location as provided for by this ordinance.
- B. Every subdivision or site plan submitted the Planning Board for approval shall show an assigned street number for each primary building as applicable.
- C. In all cases, local postal officials, Selectmen's (assessing) office, Police and Fire Departments and the Planning/Zoning office shall be advised of the new assigned street numbers.

Section VI. PENALTY

- A. Any property owner who fails to comply with any relevant provision of this ordinance within one year of the mailing date of the Notification of Street Numbering Assignment shall be guilty of a violation with a penalty not to exceed \$250.
- B. Any property owner who shall affix to or display upon a structure any number other than that assigned to it pursuant to the ordinance shall be guilty of a violation with a penalty not to exceed \$250.
- C. This section shall not apply to the display of "date of origin" numbers for historic buildings provided that they are displayed so as to not be confused with the display of the assigned street numbers.

Section VII. ADMINISTRATION

The Board of Selectmen shall administer this ordinance.

Section VIII. APPEALS

- A. Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal to the Board of Selectmen who shall have the final administrative authority over the implementation of the provisions of this ordinance.
- B. All appeals shall be in written form setting forth the basis for the appeal.
- C. All appeals shall be acted upon in a timely fashion.

Section IX. EFFECTIVE DATE

The above described ordinance shall take effect immediately upon adoption by the Board of Selectmen.


THORNTON BOARD OF SELECTMEN



William D. Walker, Chairman

2/26/02

Date



Edward O. Pope

2/19/02

Date



John R. McKinnon

2/19/02

Date