

# Town of Atkinson, NH

## Enhanced 911 Emergency Response Ordinance Naming and Numbering Of Public & Private Streets

- I. Purpose and Authority.** This ordinance is entitled “Enhanced 911 Emergency Response Ordinance – Naming and Numbering of Public & Private Streets,” and shall be known and cited as: ‘Atkinson E-911 Ordinance’. The purpose is to name public and private streets and to assign address numbers there on in such a way as to enhance public safety, and to provide Enhanced 911 emergency response capabilities for the citizens of the Town of Atkinson, NH. The authority for this action is derived from RSA 231:133 and RSA 231:133-a.

All of the standards found in this document have been adapted from the addressing standards of the National Emergency Number Association (NENA). Many of these standards have been expanded upon to meet the needs of the Town of Atkinson, with its mixture of urban and rural settings, and its sometimes irregular road network. These standards will not address every situation encountered in a given area; instead they are intended to serve as a guide through which the Town of Atkinson Board of Selectmen will evaluate both typical and atypical situations.

### **II. Definitions.**

**Return.** The “return” is the written record of the Board of Selectmen’s decisions containing a description of the street and the address numbering thereon and recorded with the Town Clerk.

**Street.** A term used by NH RSA’s to describe (and be interchangeable with) any highway, road, right-of-way, avenue, lane, private way, or paved/gravel/dirt thoroughfare.

- III. Administration.** This ordinance shall be administered by the Board of Selectmen. The Board of Selectmen is authorized to and shall assign street names and numbers to all properties, both on existing streets and proposed streets, in accordance with the criteria herein. The Board of Selectmen shall also be responsible for maintaining the following records of this ordinance:

- a. Atkinson Official Tax Maps showing street 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 streets with property owners listed in order of their assigned numbers;

**IV. Assignment of Street Names.** Every street, public or private way, or shared driveway, whether publicly or privately maintained, which may be traversed by an emergency service vehicle, serving two (2) or more separately addressed structures, will have a name which shall be approved by the Board of Selectmen in accordance with the provisions of RSA 231:133-a. Said names shall be legibly marked in at least two conspicuous places on every street *as provided under RSA 231:133* except for dead-end streets where names shall be legibly marked in at least one place. The Board of Selectmen may change the names of any street at any time, when in the Board's judgment there is cause for doing so. The process for street name assignment is as follows:

- a. The naming of any new street shall form part of the return of the layout of the street or of the acceptance of any dedicated way.
- b. The town shall not be bound by any name previously assigned to the Street.
- c. No name for a street shall be selected which is already in use, or which is confusingly similar to any other existing name or which otherwise might delay the locating of any street in an emergency. All street names which sound like or similar to another street name, in the judgment of the Board of Selectmen, will be eliminated.
- d. No name shall be assigned to a street which shall duplicate, sound like, or sound similar to the name of any other proposed or existing street name, regardless of the use of differing suffixes such as avenue, boulevard, etc. For example, Smith Road and Smith Lane are prohibited.
- e. The extension of an existing street shall have the same name as the existing street.
- f. Whenever a name is assigned to any new street, or a change is made in the name of any street, the Selectmen shall make a return of the same to the Town Clerk in accordance with the requirements of RSA 231:133, who shall make a record of a new name or name change, and shall forward a copy to the Commissioner of Transportation, NH Bureau of Emergency Communications, local phone companies, Atkinson Chief of Police, Atkinson Fire Chief, EMS Chief, Director of Homeland Security and any other Town officials in charge of emergency services, the Post Office and the Atkinson Post Master, and the Rockingham County Registry.

- g. Street names must be acceptable to the State of New Hampshire E-911 Mapping and Addressing Unit.
- h. If the street is continuous, changing names at an intersection or a curve or some other point, is prohibited. All continuous streets shall be assigned only one name for the entire length of the street.
- i. Street names shall not contain any special characters such as hyphens, apostrophes or dashes.
- j. Street names shall not contain any abbreviations. Abbreviations are only appropriate at the end of a street name in the street suffix or designator. RD, ST, and AVE, are examples of acceptable street suffixes or designators. Other street suffixes and designators are allowed only as approved by NENA. Please refer to the United States Postal Service document entitled *Postal Addressing Standards: Publication 28* for a complete list of NENA approved designators.
- k. Use of directional's and USPS standard suffixes in road/street names is prohibited. For example, North Main St. or N. Main St., Court St, and Avenue of the Pines are prohibited.
- l. All words within the main body of a street name shall be spelled out completely and not abbreviated. This includes valid street suffixes and cardinal directions which are part of the main body of the name, rather than modifiers of the street name. Examples of street names which meet this criteria include WEST ALTON MARINA RD (west in this street name refers to the locality of West Alton, rather than the western section of ALTON MARINA RD), FIRE LANE 24 (LANE is not a designator in this situation), KEARSARGE MOUNTAIN ROAD (KEARSARGE should be spelled out).
- m. Avoid the use of nonstandard street name suffixes which may be confused with subdivisions or commercial developments (e.g. Example Plaza, Example Place).
- n. All roads or road segments that are impassable to vehicular traffic will not be collected and displayed as roads. If a section of road is impassable, creating two separate segments each of which is mutually independent, each of these disconnected sections shall receive its own unique road name.
- o. Any road which may, through future development, provide access to two (2) or more separately addressable structures, shall be named and assigned address ranges.

A separately addressable structure having its principal facade (i.e., the “front” of the structure) facing street “A” and being clearly visible from street “A” while presenting no questions regarding the sequence of structures on street “A,” but which is accessed from street “B,” may be addressed as part of the numbering schema of street “A.”

- p. All roads within developments that meet the definition discussed above shall be named, and the structures accessed from those roads shall be addressed on them. Examples of such developments include: industrial parks, condominium developments, apartment complexes, trailer parks, and campgrounds with year round residents.
- q. If a road continues through an intersection into diverse directions, the road may only continue in one of these directions. The other road(s) are their own entities requiring separate, unique identifying names, with the exception of a cul-de-sac. Cul-de-sacs shall be numbered around the loop in a counterclockwise direction.

**V. Initial Sign Placement and Future Responsibility for Sign Maintenance.** The Town of Atkinson or owner of a private street shall provide street name signage at the entrance to any private street and all public streets.

- a. The Town of Atkinson to provide signs and maintenance on all Town owned roads
- b. Owners of private streets to provide signs and maintenance on all privately owned streets

**VI. Atkinson E-911 Commission.** The Board of Selectmen shall form the *E-911 Commission* comprised of the *Town Administrator, a member of the Board of Selectman, the Emergency Management Director, Fire Chief, Police Chief, EMS Chief, Code Enforcement Officer, the Road Agent and Citizens at Large* to review and recommend street names, to act as a liaison between the NH Bureau of Emergency Communications and the Board of Selectmen, to assist in the implementation and oversight of E-911. The Atkinson E-911 Commission will report to the Board of Selectmen. Non-staff appointments are for a 2-year period and shall expire on the last day of April.

**VII. Address Numbers on Streets.** Pursuant to the provisions of RSA 231:133 the Selectmen of the Town of Atkinson shall have the authority to assign numbers to all existing residential and/or other structures and/or to vacant lots along any public or private ways. In assigning numbers, the Board of Selectmen shall employ the following criteria:

- a. Streets shall be numbered so that even numbers are located on the right side and odd numbers are located on the left side. The numbering

sequence for a street shall, as far as possible, begin at the end with the most direct route to the main Fire Station.

- b. The numbers shall be assigned by the Fire Department in accordance with the specifications and standards as adopted by the Board of Selectmen with the advice of the Atkinson E-911 Commission.
- c. The numbering of cul-de-sacs shall proceed from the right side of the collector street and continue from right to left around the cul-de-sac, unless the street has the potential of being extended to develop more lots, in which case the numbers shall be assigned according to the normal system.
- d. Each apartment building shall be given one street number and each apartment unit within the building shall be assigned that street number and a unit letter. Unit numbers shall be assigned in a reasonable and logical manner. All such numbers shall be displayed according to the requirements herein. Such number system shall be approved by the Atkinson E-911 Commission. Said number system shall be the same for all multi-unit applications. If warranted, the Board of Selectmen may make exceptions to this requirement.
- e. Any building or structure for which a number has been assigned shall have that number affixed thereto so as to be plainly visible from the street that abuts the main entrance to the property. All businesses, stores, commercial structures, and other non-residential buildings shall also display the street number in a manner that is clearly visible whether the business is open or closed. Unit numbers in non-residential buildings shall be assigned in a reasonable and logical manner, and shall be displayed according to the requirements herein.
- f. Such number shall be a minimum of four (4") inches in height, reflective, and of contrasting color to the mounting surface. The alphabet shall not be utilized to represent a number in word form. All numbers shall be represented using block numeric figures and other numbers that may be confused with the assigned number must be removed. (See example Figure 1).
- g. Existing numbering patterns for existing streets, which do not allow sufficient reserve of unused numbers for the assignment of additional numbers for future development or do not follow logical sequence, will be assigned new numbers by the Board of Selectmen.

- h. Address ranges describe the valid addresses on each side of the street for a given road or segment of road. These are both the addresses which have already been assigned and those which could potentially be assigned in the future. For example, HILLCREST RD has a range of 1 / 2 to 167 / 168. According to this address range the lowest possible addresses are 1 on the left side of the street, and 2 on the right side of the street; the highest possible addresses are 167 on the left side of the street and 168 on the right side of the street. For this range, any numbers between 1 and 168 are valid, but only odd numbers are valid on the left side of the street, and only even numbers are valid on the right side of the street. The side of the street is determined by the direction in which addresses increase (line direction). Address ranges are a critical component of an addressing system not only because they describe which addresses can exist on a street, but also because they help to form the Master Street Address Guide (MSAG). The MSAG is a data set containing all of the street names in a community, with each street's address range and associated Emergency Service Number (ESN). Accurate and up to date address ranges will help to ensure that the appropriate emergency service agency is dispatched to a street when the need arises there.

FIGURE 1

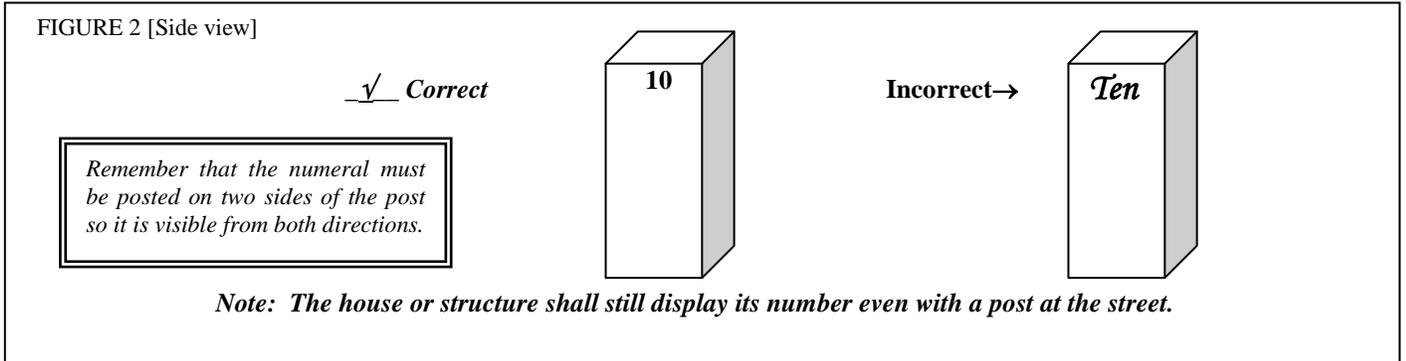
✓ *Correct Representation on structure:*



*Incorrect representation on structure:*



- i. If the structure is not plainly visible from the street, or it is more than 75 feet from the edge of the street, the number shall also be affixed to a four by four (4"x4") post, or equivalent, a minimum of three (3') feet high next to the driveway leading to that house *so that the number is visible from both directions*. The alphabet shall not be utilized to represent a number in word form; all numbers shall be represented using block numeric figures. (See example Figure 2).



**VIII. Address Assignment.** Pursuant to RSA 231:133-a, a Public Hearing must be held by the governing body with 10 days notice via posting and publication and first class mail to all property owners being numbered or renumbered before assigning or changing street numbers. The Public Hearing requirement does not apply if the property owners all agree to the proposed numbering. It shall be the duty of the Board of Selectmen to notify each property owner and the Post Office of a new address at least sixty (60) days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 60 (sixty) days following notification. In new developments or for new construction, temporary numbering be installed before a building permit will be issued.

**IX. Effective Date.** This ordinance shall become effective June 7, 2010.

**X. Penalty.** Issues of non-compliance with this ordinance will be pursued through the Court system to the fullest extent possible with a fine not to exceed \$500.00.

**XI. Enforcement.** Upon adoption by the Board of Selectmen, the Ordinance will be enforced by the Town of Atkinson Police Department.

**XII. Amendments.** This ordinance may be amended from time to time. If a court of competent jurisdiction shall find that any portion of this ordinance is invalid, such a finding shall not invalidate the remainder of the ordinance.

**BOARD OF SELECTMEN**

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William G. Friel, Chairman

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William M. Bennett

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Fred J. Childs, Jr

**Adopted this 7<sup>th</sup> day of June, 2010.**

**Effective June 8, 2010.**

Last Update	Action Taken	By Whom
8/25/14	Integrate FD addressing process with this E-911 Ordinance	BoS

August 25, 2014 update:

\_\_\_\_\_  
W. Baldwin, Chair

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H. Morse

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P. Consentino