

TOWN OF BERLIN  
ORDINANCE REGARDING  
STREET NAMING & STREET ADDRESSING

Section I - Purpose

In accordance with 24 V.S.A. Section 2291 (16) and 24 V.S.A. section 4421 the Select Board of the Town of Berlin hereby establish the following ordinance regarding: Street Naming and Street Addressing. The purpose for this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Berlin. We believe that easily locatable addresses will enable emergency services to arrive at a scene faster.

Section II - Street Naming

Every street and road, both public and private, shall be assigned a name. This will be done at first by the E-911 Coordinating Committee and after public input with final approval by the Berlin Select Board.

In the future any new development must meet the guidelines of this ordinance.

All road names must be a separate and distinct name. No two roads can have the same or similar sounding names. No new road can have any currently used name in the Town of Berlin. Furthermore, the Berlin Select Board may change the names of the streets, both public and private, (after duly warned public hearings) within the Town of Berlin when necessary to promote public welfare and safety.

### Section III - Administration

A. The Zoning Administrator will, as part of building permit processing:

(1) Assign Dwelling number based on the criteria set forth in this ordinance, Section IV, (number determined by the location of the center of the driveway where it intersects the road.) Other buildings on the same property that have a telephone should

also be assigned the same number as the dwelling with a added letter. (i.e. A for 1st building with phone, B for second building etc.)

(2) Submit appropriate documentation to designated 911 Update location(s).

B. Existing numbering of parcels, on Town tax maps, not in conformity with this chapter shall be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.

#### Section IV - General Numbering System Guideline

All roads to be given an official name by the Select Board and shall be measured in segments of 5.28 feet from a designated starting point, usually the end of the road nearest the intersection of a larger road. Odd numbers shall be assigned to the LEFT side of the road and even numbers to the RIGHT side of the road.

All numbers shall be established based on front entrance from the street, from the center of the driveway. (or in some cases the center of the structure).

All numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. The numbers must be easily legible figures not less than two inches (2") high and in a color contrasting to the building background. (recommend REFLECTIVE NUMBERS). The home owner is responsible for the numbers on the house or unit. If a house is not visible from the road it needs a number at the driveway visible from the road.

## Section V - Definition

APARTMENT HOUSE - A building under one ownership in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: The apartment house shall be given one street number and each individual apartment shall be given an apartment number. For example, 21 Upper Handle Road Apt. 1; 21 Upper Handle Road, Apt. 2.

RESIDENTIAL CONDOMINIUM COMPLEX - A building with individual separately owned units in multi-unit structure usually with land owned in common. These shall be numbered as follows: each condominium road shall be given a road name and each condominium unit within the complex shall be given its own street number. For example: 2 Green Willow (Timber Creek Complex)

COMMERCIAL COMPLEX - A building or buildings under one ownership used for commerce or industrial use, shall be numbered as follows: each building shall be given its own street number, and each unit shall be given its own unit or suite number. For example: 111 Route 100, Suite 1. Where there are multiple roads in a complex, each road shall be named and each building given its own number. In the case of commercial condominiums each separately owned unit in the building should have a unit number and further leased/division should be given a letter. For example: 111 Route 100, Suite 1, Unit .

COMBINED COMMERCIAL AND APARTMENT COMPLEX- A building or buildings used for commercial use in which there is also apartments, shall be numbered as follows: each building shall be given its own street number; each commercial unit shall be given a respective unit or suite number and each apartment number a respective apartment number. At no time shall a unit or apartment be given the same numbers. For example: 58 Route 100, Unit 1 (first floor business) 58 Route 100, Apt. 3 (third floor apartment).

DUPLEX APARTMENT - An apartment with rooms on two floors and a private inner stairway, shall be numbered as follows: each building shall be given its own street number and each apartment within that building shall be given its own apartment number. For example: 3 Handle Road, Apt. 1; 3 Handle Road, Apt. 2.

DUPLEX HOUSE - A dwelling consisting of two separate family units that is separated from the adjoining units by a wall that extends from ground to floor shall be numbered as follows: each family unit shall be given its own street number. For example: 5 Cooper Hill Road, 7 Cooper Hill Road.

SINGLE FAMILY DWELLING - A detached one family house, shall be given its own street number. For example: 48 Higley Hill Road.

SINGLE FAMILY UNIT WITH AN APARTMENT - A detached one family house with an apartment, shall be numbered as follows: each single family dwelling unit shall be given a street number and each apartment shall use that street number along with a respective apartment number. For example: 37 Cheney Brook Road; 37 Cheney Brook Road, Apt. 1.

#### Section VI - Street Signs

The Select Board, upon adoption of this ordinance, shall institute a program for the installation and maintenance of Street Name Signs in accordance with the names established by this ordinance. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

#### Section VII - Penalties:

(1) There will be a \$500.00 fine for any vandalism (stealing, defacing, or destroying) of public signs within the Town of Berlin.

#### (2) Penalties

In the event that the owner or occupant or person in charge of any house or building refuses to comply with terms of this ordinance by failing to affix the number assigned within sixty (60) days after notification, or by failing, within said period of sixty (60) days to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the number assigned thereto, he shall be punished by paying a fine of not less than ten (10) dollars, or one day in jail or every day that the situation is not rectified.

SECTION VIII-Public Notice and Implementation

Public Notice: The Town of Berlin, Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: Street Naming and Street Addressing. The Town of Berlin shall ensure, through cooperative effort with the United States Post Office, that each property owner is notified of the ordinance.

This Ordinance: Street Naming and Street Addressing, shall be: 1) entered into the Select Board's Minutes, and 2) shall be posted in at least five (5) conspicuous places within the Town of Berlin and 3) a concise summary of the Ordinance will published in the Times Argus not more than fourteen (14) days following the date specified below when this ordinance is adopted.

This Ordinance is hereby adopted by the Select Board of the Town of Berlin on this 16th day of December, 1996 and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date.

Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 V.S.A. section 1973.

Section IX - Severability

If any portion of this Ordinance and Amendments is held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected.

This Ordinance is hereby adopted by the Select Board of the Town of Berlin on this 16th-day of December, 1996 and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date. The Ordinance shall be published in the Times Argus on December 21, 1996, and filed in the records of the Town of Berlin.

Select Board

Paul Gillies  
Laura Plunk  
Donna Hill  
John A. Melony

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Town Clerk Recording