AN ORDINANCE for the ESTABLISHMENT
of a
STREET NUMBERING SYSTEM
for the
TOWN OF HAVERHILL, NEW HAMPSHIRE
September 20, 1999

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 all 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. DEFINITION

A. Street/Road: A public or private right-of-way affording primary access by pedestrians and vehicles to and between properties.

Section III. PARTIES AFFECTED

All primary buildings within the boundaries of the Town of Haverhill 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 IV. 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 three or more primary buildings or potential building lots.

B. The starting point for each street is generally determined by its relationship to the intersecting street.

C. One odd or one even number will be assigned to each twenty (20) foot interval of frontage on the street as measured from the starting point of each street.

D. 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 twenty foot interval on the street. (ex: If the driveway serving a single family house is on the left side of a road and is the tenth 20 foot segment, then the street address would be #19.)

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

F. Condominium complexes, shopping centers, malls, and properties with multiple primary buildings shall be assigned one street number corresponding to each 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.

G. Street numbers shall be assigned by the Town Manager after consultation with other appropriate officials (police, fire, highway, postal service, etc.)as needed.

Section V: PROCEDURES

A. All owners of primary buildings within the boundaries of the Town of Haverhill shall affix, or cause to have affixed, the assigned street number(s) in accordance with this section.

B. All properties with primary buildings shall display the assigned street number so as said number shall be readily distinguishable as viewed from the street.

1. For primary buildings from which a street number affixed thereto would be readily distinguishable, as viewed from the street, the street number shall be conspicuously displayed on that side of the building which faces the street.

2. For primary buildings from which a street number affixed thereto would not be readily distinguishable, as viewed 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 ye- round basis. The preferred method of display at the main vehicular or pedestrian access shall be on both sides of a mail box (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, mailbox, post, etc.

D. All displayed street numbers shall be at least three (3) inches in height. The size of numbers placed on mailboxes shall be in accordance with U.S. Postal Service requirements. Roman numerals and/or scripted street numbers are prohibited.

Section VI. NEW BUILDINGS

A. Whenever a primary building is erected or located in the Town of Haverhill, the assigned street number shall be affixed in the appropriate location as provided for by this ordinance.

B. Every building permit submitted to the Town Manager 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 shall be advised of new assigned street numbers.

Section VII. PENALTY

A. Any property owner who fails to comply with any relevant provision of this ordinance shall be guilty of a violation with a penalty not to exceed $250.00

B. Any property owner who shall affix to or display upon a structure any number other than that assigned to it pursuant to this ordinance shall be guilty of a violation with a penalty not to exceed $250.00. 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 VIII. ADMINISTRATION

A. This ordinance shall be administered by the Town Manager.

Section IX. APPEALS

A. Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal to the Town Manager.

B. The decision of the Town Manager may be appealed to the Board of Selectmen who shall have the final administrative authority over the implementation of the provisions of this ordinance.

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

D. All appeals shall be acted upon in a timely fashion.

Section X. EFFECTIVE DATE

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

HAVERHILL BOARD OF SELECTMAN

Jeffrey R. Delaney, Chair — Date: 09/20/99

Michael J. Graham

Barbara Dunn Dutile

Attest: Bette Pollock, Town Clerk — Date: 9/20/99