

Town of Winhall  
**Ordinance Regarding**  
**Street Naming & Street Addressing**

**Section I - Purpose**

- In accordance with 24 V.S.A. § 2291 (16) and 24 V.S.A. § 4421 the Board of Selectmen of the Town of Winhall hereby establish the following ordinance regarding: Street Name & Street Addressing. The purpose for this ordinance is to help establish a more uniform street naming and street addressing system throughout the Town of Winhall. We believe that easily locatable addresses will have a number of beneficial results: 1) It will enable emergency services to arrive at a scene faster. 2) Deliveries will be easier to find. 3) The U.S. Postal Service will soon stop Rural Route deliveries and require a street address. 4) Visitors to our town will be able to find an address and know where they are in case of an emergency. 5) When the State of Vermont begins Enhanced 911 the Town of Winhall will be ready for it.

**Section II - Street Naming**

- Every street and road, both public and private, shall be assigned a name. This will be done at first by a special Task Force (a committee made up of Listers, Police Department, Fire Department, Post Office, Rescue, Zoning, Road Commissioner and Historical Society) and after public input with final approval by the Winhall Board of Selectmen.
- 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 Winhall. Furthermore, the Winhall Board of Selectmen may change the names of the streets, both public and private, after duly warned public hearings) within the Town of Winhall when necessary to promote public welfare and safety.

**Section III - Administration**

- A uniform system of numbering properties and principal buildings as shown on the property tax maps which are maintained by the Board of Listers is hereby adopted for use in the Town of Winhall.
- The Board of Listers shall number parcels as necessary and update the property tax maps annually according to the method of numbering set forth in Section IV. Existing numbering of parcels 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.

- Prior to the issuance of a building permit, a developer shall furnish a plan for a street addressing and street naming system in accordance with this policy to the Town Planner/Zoning Officer who, with the Listers, will then assign a number so that satisfactory mail delivery and emergency systems will be maintained.

#### Section IV - General Numbering System Guidelines

- All roads to be given an official name by the Board of Selectmen and shall be measured in segments of fifty (50) 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. The first 50 foot increment contains numbers 1 and 2, the second 50 foot increment (50-100) contains the numbers 3 and 4, and so on. (Starting points for roads will be done under the guidance of said Task Force.)
- 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. (Your Fire Chief's recommend *reflective numbers*.) The United States Post Office requires correct, easily legible numbers which are not obscured by anything. The homeowner 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.
- Numbers shall be reserved to provide for future growth in property in all areas.

#### Section V - Definitions

**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 River Road, Apt. 1; 21 River Road, Apt. 2.

**RESIDENTIAL CONDOMINIUM COMPLEX** - A building with individual separately owned units in a 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 (Intervale 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

30, 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 30, Suite 1, Unit A.

**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 30, Unit 1 (first floor business) 58 Route 30, 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 River Road, Apt. 1, 3 River Road, Apt. 2.

**DUPLEX HOUSE** - A dwelling consisting of two separate family units that are 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 Hill Road, 7 Hill Road.

**SINGLE FAMILY DWELLING** - A detached one family house, shall be given its own street number. For example: 48 River 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 Brook Road; 37 Brook Road, Apt. 1.

#### **Section VI - Street Signs**

- The Board of Selectmen, 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.
- There will be a \$500.00 fine for any vandalism (stealing, defacing, or destroying) of public signs within the Town of Winhall.
- All signs shall conform to the Zoning Bylaws.

#### **Section VII - Designation**

- This ordinance is designated a civil ordinance pursuant to 24 V.S.A. § 1971(b). This

ordinance may be referred to as the Winhall ORDINANCE REGARDING STREET NAMING AND STREET ADDRESSING and a certification by the Town Clerk that the ordinance was lawfully adopted and currently exists as an ordinance of the town shall be prima facie evidence that the ordinance was lawfully adopted.

### **Section VIII - Enforcement**

- A violation of this ordinance shall be a civil matter enforced in accordance with the provisions of 24 V.S.A. § 1974a and 1977 et seq. a civil penalty of \$100.00 shall be imposed for the initial violation of this ordinance. The penalty for the second offense within a six month period shall be \$150.00, and the penalty for subsequent offenses within a six month period shall be \$200.00.
- The waiver fee shall be set at \$50.00 for the first offense, \$75.00 for the second offense within a six month period, and \$100.00 for subsequent offenses within a six month period.
- Each day that the violation continues shall constitute a separate violation of this ordinance.
- Any person failing to display the proper numbers for his/her property shall be in violation of this ordinance. The Town shall give written warnings for first offenses. Thereafter, enforcement shall be as follows.

### **Section IX - Enforcement Officers**

- The custodial official of the Town's ticket books shall be the Town Administrator.
- The issuing officials shall be the members of the Board of Selectmen, the Town Constable, and the Town Zoning Officer.
- The appearing officials shall be the members of the Board of Selectmen, the Town Grand Juror, the Town's Zoning Officer, and the Town's Attorneys.

### **Section X - Public Notice and Implementation**

- Public Notice: The Town of Winhall, Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of this Ordinance: *Street Naming & Street Addressing*.
- The Town of Winhall shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of this ordinance.
- This Ordinance: *Street Naming & Street Addressing*, shall be 1) entered into the Selectman's minutes, and 2) shall be posted in at least five (5) conspicuous places within the Town of Winhall, and 3) the full text of the Ordinance or a concise summary of it



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Town Administrator**

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### **911 Street Numbering System**

**For your ready reference, please find attached a copy of Town of Winhall Ordinance entitled "Ordinance Regarding Street Naming & Street Addressing", dated September 16, 1998.**

**The numbering system has been in effect since that date, Errors, omissions, and modifications, if any, along with assignment of new numbers have been accomplished in keeping with the guidelines established by the State Vermont 911 Board and certified by the local telephone carrier, Verizon. A current alphabetical listing by streets with occupant owners name and telephone have been provided by Verizon under the auspices of the State of Vermont 911 Board and is available at the Winhall Police Department/Fire Dept., the Town Clerks office and the Town Administrators office.**

**Surprisingly, there seems to be considerable confusion about the responsibility of the assignment of street numbers to new construction. Your attention is directed to page two of the Ordinance.**

**"Prior to the issuance of a building permit, a developer shall furnish a plan for a street addressing and street and street naming system in accordance with this policy to the Town Planner/Zoning Officer who, with the Listers, will then assign a number so that satisfactory mail delivery and emergency systems will be maintained," Section 1V - General Numbering System Guidelines continues with a concise formula for the Zoning Officer and the Listers to employ in their respective duties.**

**The purpose of this memorandum of advisement is to alert you to the proper procedure to be followed in carrying out the implementation of the 911 System.**