

**Town of Dover
Ordinance Regarding
Street Naming and Street Addressing**

This Ordinance shall amend, revise and supersede the Street Naming and Street Addressing Ordinance dated June 17, 1997 and recorded on August 19, 1997 in Volume 11, Pages 301-304 of the Dover Town Records. The revised Ordinance is set forth as follows:

Section I – Purpose

In accordance with 24 VSA, Section 2291(16) and 24 VSA Section 4421, the Board of Selectmen of the Town of Dover hereby establish the following ordinance regarding Street Naming and Street Addressing.

The purpose of this ordinance is to establish a more uniform street naming and street addressing system throughout the Town of Dover. Easily locatable addresses will enable emergency services to arrive at a scene faster, allow deliveries to be expedited, and visitors will be able to find an address and know where they are in case of emergency.

Section II – Street Naming

Every street and road, both public and private, shall be assigned a name. All roads, both public and private, with two or more dwellings or business shall be assigned a name. Newly created roads or changes to existing roads, both public and private, shall be done by the E-911 Coordinator for the Town of Dover.

The E-911 Coordinator may elicit assistance from the abutting landowners and the Board of Listers. The E-911 Coordinator shall present proposed names to the Dover Board of Selectmen for new roads or changes to existing roads. A public hearing shall be called to make the new road names and changes to road names official. A notice of the public hearing shall be mailed to landowners abutting said roads. After public input at the hearing, final approval will rest with the Dover Board of Selectmen.

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

1. All road names must be a separate and distinct name.
2. No two roads may have the same or similar sounding names.
3. No new road can have any currently used name in the Town of Dover.
4. The new road name must be submitted to the E-911 Coordinator for the Town of Dover for preliminary approval.
5. The E-911 Coordinator will submit the proposed name(s) to the Dover Board of Selectmen for the purpose of warning a public hearing.
6. The Dover Board of Selectmen may change the names of all streets and roads, both public and private, after duly warned public hearings, when

necessary to promote public welfare and safety. A public hearing will not be required for minor editorial corrections or revisions.

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 Dover.

The E-911 Subcommittee is hereby abolished. The Board of Selectmen shall appoint an E-911 Coordinator to assign road names, assign street numbers, and assist the general public with the guidelines of this ordinance. The E-911 Coordinator will act as the contact for the Town of Dover with the State of Vermont E-911 Board and for the E-911 service provider, currently Bell Atlantic.

The Board of Listers, with the assistance of the E-911 Coordinator for the Town of Dover, 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 zoning/building permit, a developer shall furnish a plan for a street naming and addressing system in accordance with this policy to the Zoning Administrator. The Zoning Administrator, will notify the Listers and the E-911 Coordinator of the plan and then preliminary approval will be given of the proposed road names and the address numbers will be assigned. The process of preliminary road name approval and assignment of address numbers will not delay or prevent the issuance of a zoning/building permit.

Section IV – General Number System Guidelines

All roads will be given an official name by the Board of Selectmen and shall be measured in segments of one hundred (100) feet along the center line of the roadway 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. Each one hundred (100) foot segment of roadway shall be assigned an odd number on the left and an even number on the right side of the road. Route 100 will be numbered **North** from the Wilmington-Dover town line.

All numbers shall be established based on the driveway entrance from the street to the structure.

All numbers shall be properly affixed on or near the front entrance or in some other manner visible in all seasons from the street. The numbers must be easily legible. Reflective figures not less than four (4) inches high and two and one-half (2 ½) inches wide are strongly recommended. The property owner is responsible for affixing and

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maintaining the numbers on the house or unit. If the house/unit is not visible from the road, a number shall be affixed to a post at the driveway visible from the road in all seasons.

Numbers shall be reserved to provide for future growth in all areas.

Section V – Definitions

Apartment House/Duplexes – A dwelling structure in which the rooms are arranged and rented as apartments or duplexes. Apartments or duplexes shall be numbered as follows: The structure shall be given one street number and each individual apartment/duplex shall be given a unit letter. For example: 21 Upper Handle Road, Unit A; 21 Upper Handle Road, Unit B.

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 road in the condominium complex shall be given a road name and each condominium structure within the complex shall be given its own street number. Each unit within the structure shall have a unit letter, with the letters increasing from left to right from the access to the building from the roadway. For example: 2 Green Willow Road, Unit B, or it may be referred to as 2B Green Willow Road.

Commercial Complex – A building or buildings within a complex used for commercial or industrial use, shall be numbered as follows: each building shall be given its own number and each business space within the building shall be given its own suite letter. For example: 111 Route 100, Suite A. Suite letters shall be reserved for commercial complexes.

Combined Commercial & Apartment Complex – A building or buildings used for commercial use in which there are also apartments, shall be numbered as follows: each building shall be given its own street number, each commercial unit and each apartment shall be given a letter. At no time shall a unit or apartment be given the same letters. For example: 58 Route 100, Suite A (commercial business); 58 Route 100, Unit B (apartment).

Family Dwelling – A detached family house shall be given its own street number. For example: 1 Captain Copeland Road. Each apartment within that dwelling shall use the same street number along with a respective apartment letter. For example: 1 Captain Copeland Road, Apt. A, B, C, etc. A second structure on the property used as a dwelling may be given a separate street number or the same street number with an apartment letter, depending on the access to the second dwelling unit.

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 street signs shall be installed and maintained by the Town of Dover, to the highest degree possible allowed by budget considerations. All signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways. Private roads will be designated with a PVT prior to the name in accordance with VAOT guidelines. For example: PVT Bond Lane. All town trails shall have the designation of trail in their name.

Section VII – Public Notice and Implementation

Public Notice: The Town of Dover 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 Dover shall ensure, through cooperative efforts with the United States Post Office, that each property owner is notified of the ordinance and the changes in address that will result therefrom.

This ordinance is hereby adopted by the Board of Selectmen of the Town of Dover on this 11th day of July 2000, and shall, unless a petition is filed as provided by law, become effective upon the expiration of sixty (60) days after said date.

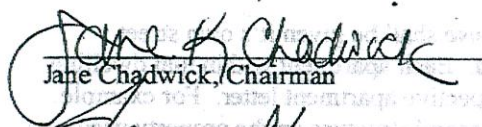
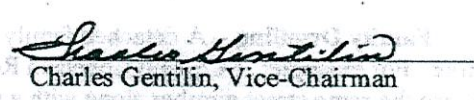
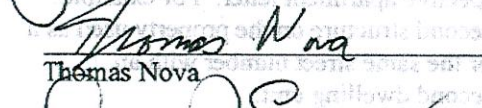
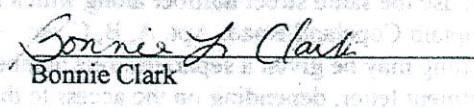
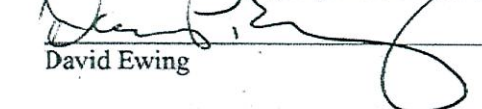
Citizens have the right to petition for a vote on this ordinance at an annual or special town meeting as provided in 24 VSA, Section 1973.

Section VIII – Severability

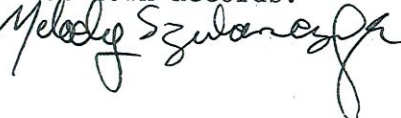
If any portion of this ordinance and amendments are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance and amendments shall not be affected.

As passed by the Board of Selectmen of the Town of Dover, in Windham County, State of Vermont, at a meeting held on the 11th day of July 2000.

Dover Board of Selectmen

 Jane Chadwick, Chairman	 Charles Gentilin, Vice-Chairman
 Thomas Nova	 Bonnie Clark
 David Ewing	

DOVER TOWN CLERKS OFFICE. Received for record September 11 A.D. 2000 at 10 o'clock and 06 minutes A.M. and recorded in Vol 12 Page 010-013 of the Dover Town Records.

ATTEST:  Melody Szulanczyk, Asst. Town Clerk