

**TOWN OF LEE**  
**Enhanced 911 Emergency Response Ordinance**  
**Naming and Numbering of Public and Private Streets**

**Purpose.** This ordinance shall be known as the “E-911 - Naming and Numbering of Streets Ordinance.” The purpose is to name public and private streets and to denote a system of street numbering, in order to enhance public safety and provide Enhanced 911 emergency response capabilities for the residents of the Town of Lee, NH. The authority for this action is derived from RSA 231:133 and RSA 231:133-a

**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.

**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.

**Assignment of Street Names.** Every street serving more than two (2) separately addressed structures shall 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 (2) 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 (1) place. The Board of Selectmen may change the names of any street at any time, when in the Board of Selectmen’s judgment there is cause for doing so. The process for street name assignment is as follows:

1. The town shall not be bound by any name previously assigned to the street;
2. 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;

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3. No name shall be assigned to a street which shall duplicate the name of any other proposed or existing street regardless of the use of a suffix such as an avenue, boulevard, etc;
4. The extension of an existing street shall have the same name as the existing street;
5. Whenever a name is assigned to any new street, or a change is made in the name of any street, the Board of Selectmen shall notify the NH Bureau of Emergency Communications; Post Office; Police Chief; and the Fire Chief; and the Town Clerk, who shall send a record of it to the Commissioner of Transportation;
6. The homeowner is responsible for notifying all others.

**Sign Maintenance.** The Town of Lee shall be responsible for signage for all public streets. The Town of Lee shall be responsible for the initial signage at the entrance to any private street only if the Board of Selectmen authorizes a name change. If that signage is damaged or destroyed it is the residents of the private street that shall be responsible for its replacement.

**Address Numbers on Streets.** Pursuant to the provision of RSA 231:133 the Board of Selectmen shall have the authority to assign numbers to all existing residential and/or other structures and/or vacant lots along any public or private streets, in accordance with the following criteria:

1. Streets shall be numbered so that even numbers are located on the right side and odd numbers are located on the left side of the roadway. The right and left sides shall be determined by the relationship of the right-of-way to a person looking from the Public Safety Complex, located at 20 George Bennett Road toward the applicable street via most direct route.

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2. The numbers shall be assigned in accordance with the specifications and standards developed by the NH Bureau of Communications, as may be amended from time to time, and the specifications and standards adopted by the Board of Selectmen.
3. The numbering of cul-de-sacs shall proceed from the right side of the connector 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 number shall be assigned according to the regular street numbering system.
4. Mobile Home Parks will be treated as any other subdivision. Those parks, existing with a single street or loop, will be given one street name and each home will be assigned a street number.
5. 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. The unit letter shall be assigned in a reasonable and logical manner. All such letters shall be displayed according to the requirements herein. Such numbering systems shall be approved by the Board of Selectmen, Police Chief, Fire Chief, and Code Enforcement Officer. Said numbering systems shall be the same for all multi-unit locations.
6. The numbering sequence for a street shall, as much as possible, begin at the closest end, of the most direct route, to the Public Safety Complex, located at 20 George Bennett Road.
7. 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

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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.

8. 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.
9. All such numbers 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 with any other numbers that may be confused with the assigned number removed.
10. If the structure is not plainly visible from the street, or it is more than seventy-five (75') feet from the edge of the street, the number shall also be affixed to a post, or equivalent, a minimum of three (3') feet high next to the driveway leading to the 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.

**Address Assignment.** Pursuant to RSA 231:133-a, a Public Hearing must be held by the governing body or planning board with ten (10) days notice, via posting, publication, and first class mail to all property owners being numbered or renumbered, before assigning or changing street numbers. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within sixty (60) days following notification. In new developments, or for new construction, numbering will be implemented before a building permit will be issued.

**Effective Date.** This ordinance shall become effective as of July 1, 2012.

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**Penalty.** Residents not in compliance with this ordinance will receive a written warning and will have thirty (30) days to comply. If the resident does not comply within the thirty (30) days, they will be charged ten (\$10) dollars a day until they comply.

Adopted by the Board of Selectmen on *June 11, 2012*

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John R. LaCourse, Chairman

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W. James Griswold

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David Cedarholm