

TOWN OF WILMINGTON

ORDINANCE REGARDING STREET NAMING AND STREET ADDRESSING

SECTION I - PURPOSE

In accordance with 24 VSA Section 2291 (16) and 24 VSA Section 4421 the Board of Selectpersons of the Town of Wilmington hereby establish the following policy in order to develop a more uniform street naming and street addressing system throughout the Town of Wilmington to enable people to locate addresses effectively for providing emergency services and deliveries.

SECTION II - STREET NAMING

The Board of Selectpersons shall name all streets within the town or may change the names of streets within the town when necessary to promote the public welfare following the guidelines established in ASPO Report #332, Street Naming and Property Numbering Systems.

Private Streets with more than one house must follow the requirements herein.

Each street or road shall be assigned a name that is separate and distinct from any previously assigned name in the Town of Wilmington.

Through streets shall be named: drive, street, or road. Cul-de-sacs shall be named: court, place, lane, way, heights, row, circle or alley.

SECTION III - STREET SIGNS

The Board of Selectpersons, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of street name signs.

All signs shall conform to a uniform format established by the Town.

All signs shall be installed and maintained to the highest degree possible allowed by budget considerations.

SECTION IV - GENERAL NUMBERING SYSTEM GUIDELINES

Low numbers shall start nearest the center of Town and increase as they head out of Town.

Even numbers shall be assigned to the left side of the street and odd numbers to the right, as they head out of Town using the system provided by the United States Postal Service.

All numbers shall be assigned in relation to the front entrance from the street and shall conform with the Town of Wilmington Ordinance.

All numbers should be at least four inches and no larger than 6 inches in size and properly affixed to be visible from the street. If numerals on the building cannot be visible from the street, numerals should be

installed on a post or mailbox near the main driveway and adjacent to the public highway. Only the Town approved number shall be displayed. Numbers should not be placed on trees.

Numbers shall be reserved to provide for future numbering of developable property.

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 East Main Street, Apt. 1; 21 East Main Street, Apt. 2.

RESIDENTIAL CONDOMINIUM COMPLEX - A building or buildings 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, 62 Powderhorn Court.

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 Mill Street, 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, 5 North Main Street, Unit 3; 5 North Main Street, 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 North Main Street, Unit 1 (first floor business), 58 No. Main Street, Apt. 3 (third floor apt.).

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 South Main, Apt. 1; 3 South Main, Apt. 2.

DUPLEX HOUSE - A dwelling consisting of two separate family units that is separated from 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 Shafter Street, 7 Shafter Street.

SINGLE FAMILY DWELLING - A detached one family house shall be given its own street number. For example 44 Ray Hill Road.

SINGLE FAMILY DWELLING UNIT WITH 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, 5 Castle Hill Road, 5 Castle Hill Road, Apt. 1.

SECTION VI - ADMINISTRATION

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. The Town Planner/Zoning Officer will assign a number as necessary so that a satisfactory mail delivery system will be established.

SECTION VII - APPEAL

Appeals shall be brought before the Town Manager who shall take the appeal to the Board of Selectpersons.

Section VIII- ADOPTION

This Ordinance shall be entered into the Selectperson's minutes, shall be posted in at least five (5) conspicuous places within the Town and the full text of the Ordinance or a concise summary of it published in the Deerfield Valley News, a newspaper circulating in this town, not more than fourteen (14) days following the date specified below when this ordinance is adopted.

This Ordinance is hereby adopted by the Board of Selectpersons of the Town of Wilmington on this 6th day of April, 1994 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 Section 1973, Title 24, V.S.A. Brian Johnson, Fire Chief, and Deborah Anderson, Zoning Administrator, whose address is P. O. Box 217, Wilmington, VT 05363, phone 464-8591, have knowledge of the Ordinance and are available to answer questions about it.

WILMINGTON BOARD OF SELECTPERSONS

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