

AN ORDINANCE TO ESTABLISH A STREET NUMBERING
SYSTEM FOR THE TOWN OF NEWBURY

- 1) This ordinance established a system to number each building and name each way within the Town of Newbury and implement the maintenance of this system once established.
- 2) For the purpose of this ordinance, the following definitions will apply:
 - Building: Any structure, weather public or private, primarily used as a residence, business school or for public use.
 - Way: Any street, road highway, lane, alley or court whether public or private.
- 3) All buildings shall be numbered. All ways with three or more buildings shall be named. All ways with less than three buildings may be named.
- 4) Street numbering shall radiate from the intersection of Route 103 and Route 103A, which is designated the center of town. Route 103 shall be numbered starting at the Bradford town line.
- 5) The low number end of the way shall be determined by the following rules. Where more than one rule applies, the first rule shall take precedence.
 - a. Numbering will start at the way nearest the center of town when the way leads to or comes from ways of equal volume.
 - b. When the way leads to or starts from ways of different volumes, the numbers will start at the end intersecting the larger volume way.
 - c. Dead end ways will be numbered from their entrance.
 - d. Where lot sizes are such that various numbers may apply to one lot, numbers will be assigned based on the driveway location.
 - e. Buildings that are on the corner of two ways will be numbered based on the driveway location.
 - f. Buildings on unnamed private ways will be numbered from the intersecting way. The building closest to the named way will have the lowest number assigned to it.
- 6) Starting at the low number end and, the street will be numbered with off numbers on the right and even numbers on the left. Numbers will be assigned based on 50 foot increments along each way.
- 7) Any ways that come into existence after passage of this ordinance or was not required to be named but that add buildings that would require their naming shall be named after application to the Board of Selectmen for approval. No way shall be named without this approval.
- 8) Residents that may wish to change the name of an existing way may petition the Board of Selectmen for such a change. A public hearing shall be held at which time the Board of Selectmen may approve or deny this petition.
- 9) The purpose of this section is to safeguard the health and safety of the residents, businesses, and visitors to the Town of Newbury by providing clear and accurate street address information to police, fire and emergency medical responders who may be dispatched to the location in an emergency.
 - a. Owners of all commercial and residential buildings in the Town of Newbury shall post the street address number of the building in a location that is clearly visible from the road during all seasons of the year. For buildings not readily visible from the street the

assigned street number(s) shall be conspicuously displayed at the point of entry to the property. Street address numbers posted on mail boxes meet the requirement of this ordinance if the mail box is on the same side of the street as the building and is located in close proximity of the driveway to the building. Numbers placed on mailboxes shall be visible from both directions of travel and in accordance with the U.S. Postal Service requirements.

- b. These numbers will be at least four inches high and in a contrasting color from the background or be reflective so that they can be seen during hours of darkness with the lights on emergency vehicles. Buildings on corner lots shall have an address number visible from the street that the building is addressed on
- c. The street address number posted shall be in accordance with this Newbury Town ordinance and in compliance with the regulations and requirements of the State of New Hampshire Bureau of Emergency Management Enhanced 911 mapping and addressing project (RSA 106-H, Saf-C 7000). Assignment of new address numbers is the responsibility of the Newbury Fire Chief.
- d. The owner shall ensure that the growth of trees and plants does not obstruct the view of the street number sign from the street. Street address numbering signs posted on trees and sign posts shall be no less than three feet from the ground and no more than eight feet in height above the ground. Number orientation may be horizontal (left to right) or vertical (up to down). Numbers on rocks and walls that may be covered with snow and may not be visible during winter months do not meet the requirements of this ordinance.
- e. A sign indicating the name of the owner or resident may be posted, but is not required, with the street address sign. When used the name sign shall be of the same reflective contrasting color with lettering at least two inches high.
- f. It is recommended but not required, that residents with docks or boat houses on Lake Sunapee, also place a sign indicating the address and street name on the dock or boat house in order to aid fire and emergency medical responders in locating the property from the lake in an emergency.
- g. The naming of private and public and private ways in Newbury, as defined in section 2 shall be done as specified in Sections 8 and 9 of this ordinance. The posting and maintenance of street name signs shall be the responsibility of the Newbury Highway Department with the approval of the Fire Chief. The Highway Administrator shall be notified of damaged or missing street signs.
- h. The issuance of approvals and permits by town boards and commissions, Town of Newbury Code Enforcement Officer, Health Officer, Fire Department, Police Department, Highway Department and Town Clerk shall be subject to the property owner's compliance with the Street Numbering Ordinance. Compliance with the provisions of this ordinance shall be determined by The Newbury Police Department, Newbury Fire Chief or his/her designee, or the Newbury Code Enforcement Officer.
- i. Notice of Violation
- j. Notices of Violation for non-compliance with the Street Numbering Ordinance shall be issued by the Newbury Police Department, Newbury Fire Department, Code Enforcement Officer or Highway Administrator.
- k. Penalty

- i. Any person who violates a provision of Section 9 of this Street Numbering Ordinance shall be guilty of a violation for each offense. A notice of violation shall be issued to the property owner providing 30 days from the date of notice to bring the property into compliance with the Street Numbering Ordinance.
 - ii. In 30 days of the violation the property will be re-inspected. A finding of continued non-compliance shall be subject to a fine of Twenty Five Dollars (\$25.00) for the violation.
 - iii. After 60 days of non-compliance an additional fine of Fifty Dollars (\$50.00) will be levied.
 - iv. Any property owner who shall affix or display upon a structure any number other than that assigned to or pursuant to this ordinance shall be guilty of a violation penalty of Twenty Five Dollars (\$25.00)
- l. Payment of fines
 - i. Payment of fines imposed by these regulations shall be made to the Newbury Town Clerk in a manner prescribed by that authority within ten (10) business days of the violation.
- m. Appeals
 - i. Any proper owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal to the Board of Selectmen. All appeals shall be in written form setting forth the basis for the appeal. All appeals shall be acted upon in a timely manner
- n. Emergency Access Lock Box
 - i. The purpose of this section is to provide emergency access to fire department personnel to a building in the event of a fire alarm, reported smoke, water flow or other hazard or other emergency call for the location when the building is not occupied. The intent is to be able to rapidly control any fire or determine that no fire or emergency exists without causing damage to the doors and windows of the building. The means of emergency access would be through a NFPA approved and UL Listed Knox Box, secure key box located on the property. This key box is only accessible with a special coded key carried by the fire department. In cases where there is locked gate access to the property and building(s) the Knox Box shall contain a key to the gate as well as the building. The box shall be installed in a location as specified by the fire chief.
 - ii. All new or substantially renovated commercial, institutional (including educational, nursing, child and elderly care facilities), places of assembly, seasonal residential and multi-family (4+) residential buildings with common secured access doors and buildings with automatic fire sprinkler systems constructed after the effective date of this ordinance shall be equipped with a Knox Box prior to the occupancy permit. Other residential properties are encouraged but not required to have a Knox Box installed.
 - iii. The Town of Newbury encourages owners of existing commercial and residential properties to install a Knox Box on their buildings. The chief of the Newbury

Fire Department may determine in the interest of public or firefighter safety and property protection that a Knox Box is necessary and require the property owner to affix a Knox Box to a building and/or gate within the Town of Newbury. The Board of Selectman may require the placement of a Knox Box as a condition for approval of a business license or permit.

- 10) A map designated as "The Official Map of Ways of the Town of Newbury shall be filed with the town Clerk of Newbury. All existing ways shall henceforth be known by the names as designated on this map. All changes or additions made in accordance with this ordinance shall be recorder with the town clerk for inclusion in this map.
- 11) If any part of this ordinance is found to be invalid it shall have no effect on the balance of the ordinance.
- 12) This ordinance takes effect upon its passage.

Date of original Ordinance June 25, 1990

Date of Revision December 16, 2013

Revision enacted this date: December 16, 2013 by the Board of Selectmen.