

**Town of Saint Albans  
Road Addressing  
Ordinance**

**Section I – Purpose**

1. In accordance with 24 VSA Sec. 2291 (16) and 24 VSA Sec. 4421 the Town of Saint Albans Selectboard hereby establishes the following ordinance regarding Road Naming, Numbering, and Addressing. The purpose for this ordinance is to establish a more uniform road naming and addressing system throughout the Town of Saint Albans.

Addresses Conforming to E911 Standards:

- a. Enable emergency services to arrive at a scene faster and provide the basis for the Enhanced 911 emergency response system
- b. Will ensure deliveries are made to the correct address
- c. Will make it easier for visitors who are navigating Saint Albans

**Section II – Road Naming**

1. Every road, both public and private, shall be named. For the purposes of this ordinance, a private road shall consist of any means of access, including shared driveways on which are located three (3) or more dwellings or other addressable locations. An addressable location shall consist of any dwelling, apartment, mobile home, place of business, or any other location at which a telephone may reasonably be located.
2. All future new development must meet the guidelines of this ordinance.
3. All road names must be separate and distinct. No two roads shall have the same or similar sounding names. No new road shall have any currently used name in the Town of St. Albans or surrounding Towns. Furthermore, the E911 Coordinator (with approval from the Vermont Enhanced 911 Board, Town Manager, and Zoning Administrator) may only change the names of roads, both public and private within the Town when necessary to promote public welfare and safety.

**Section III – Administration**

1. A uniform system of numbering properties and principal buildings as shown in the Enhanced 911 Atlas is hereby adopted for use in the Town of St. Albans.
2. The E911 Coordinator shall number parcels as necessary and update any records according to the method of numbering set forth by the Enhanced 911 Atlas. Existing numbering of parcels not in conformity with this system may be changed to conform to the system herein adopted to maintain the integrity of the overall system and to protect public safety.
3. Prior to the issuance of any building permit, the developer of any subdivision or other construction resulting in additional roads or any other addressable locations shall furnish a plan proposing the road names assigned in accordance with this ordinance to the Zoning Administrator, who, with the E911 coordinator will certify its conformity with the requirements and principles of this ordinance and update appropriate Town records. Road names shall be approved by the E911 Coordinator in cooperation with the Town

Manager and Town Zoning Administrator. Any grievance shall be brought to the Selectboard.

4. Upon the issuance of any building permits and installation of a curb cut or driveway, the E911 Coordinator shall assign a road number to any new addressable location in accordance with the principles of this ordinance.
5. Once curb cuts are in place, the developer(s) and/or property owner(s) shall reach out to the E911 coordinator requesting a new E911 address.
6. In instances in which a third dwelling or other addressable location is permitted to be constructed on a private road not previously named, the road shall become compliant with this ordinance.

#### **Section IV – General Numbering System Guideline**

1. All named roads shall be measured along their centerlines in segments of five point two eight zero (5.280) feet from designated starting point. Such starting point shall be the intersection of the centerline of the road with that of another road, usually 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 in the direction of increasing numbers.
2. All numbers shall be established on the front entrance or from the center of the driveway. In few cases, it may be established based on the center of the structure, at the discretion of the E911 Coordinator.
3. All numbers shall be properly affixed on or near the front entrance or in some other manner visible from the road. If the number when affixed to the house is not visible from the road, numbers shall be located at the outlet of the driveway, and, if more than one dwelling uses the driveway (shared driveway), numbers shall be located on the left and right sides of the driveway in a manner corresponding to the relationship between the dwellings. The numbers must be easily legible figures not less than three inches (3”) high. The home owner is responsible for the purchase and installation of numbers for the dwelling or unit.

#### **Section V – Road Signs**

1. All signs shall be installed and maintained as allowed by budget considerations.
2. The developer/applicant for the construction of a new road is responsible for paying for, and installing the initial road sign(s) and post(s) for their project, as directed by the Town of Saint Albans, Department of Public Works. This includes road signs on public and private roads. All signs will be supplied by the Department of Public Works, and the developer/applicant is required to reimburse the town for the expense.
3. Any future road sign and/or post replacement, will be completed by the town, if the sign is located on a public road, or a private road intersecting with a public road. For signs on private roads, intersecting with another private road, all expenses will be the responsibility of the private road owner, HOA, or other responsible party.
4. If it is determined a road sign has been destroyed by a private entity, either accidentally or on purpose, such as a private snow plowing company, a motorist, or other vehicle operator, the town will seek reimbursement from such private entity for the replacement and repair cost of the road sign(s).

5. There will be a \$500.00 fine for any vandalism (stealing, defacing, or destroying) of public signs within the Town of St. Albans.
6. All signs shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), current edition. Additionally, in conformance with Vermont Agency of Transportation (VAOT) regulations, all signs designating private roads shall display the prefix "PVT" after the road name.
7. New private road names shall be approved in conformance with this ordinance prior to construction starting on new development.
8. Road name signs shall be approved and ordered in conformance with this ordinance and the Manual on Uniform Traffic Control Devices (MUTCD) prior to construction starting on new development.

#### **Section VI – Re-Addressing Notification**

In the case of re-addressing of an existing street, the E911 Coordinator shall notify affected properties in writing of their new addresses a minimum of 30 days prior to implementation, and provide an opportunity for comment. Such notification may be transferred electronically or by US Mail. In addition, the E911 Coordinator may also hold public informational meeting(s).

#### **Section VII – Enforcement of Civil Ordinance Violations - §1974a**

1. A civil penalty of not more than \$800.00 may be imposed for a violation of a civil ordinance. Each day the violation continues shall constitute a separate violation.
2. All civil ordinance violations, except municipal parking violations, and all continuing civil ordinance violations, where the penalty is \$800.00 or less, shall be brought before the Judicial Bureau pursuant to Title 4 and this chapter. If the penalty for all continuing civil ordinance violation(s) is greater than \$800.00, or injunctive relief, other than as provided in subsection 3 of this section, is sought, the action shall be brought in the Criminal Division of the Superior Court, unless the matter relates to enforcement under chapter 117 of this title, in which instance the action shall be brought in the Environmental Division of the Superior Court.
3. The Judicial Bureau, on application of a municipality, may order that a civil ordinance violation cease.

#### **Section VIII – Severability**

If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

#### **Section IX – Effective Date**

This ordinance shall become effective 60 days after its adoption by the Selectboard or at such time following the expiration of the 60 days from the date of its adoption as is determined by the Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

  
Bryan DesLauriers, Chair

  
Jack Brigham, Vice Chair

  
Brendon Deso

  
Jonathan Giroux

  
Jeff Sanders

Attest By:   
Anna Bourdon, Town Clerk

Date: 