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### Street Name Application

(See most recent Town of St. Albans Street Addressing Ordinance)

#### Procedure

The developer of any subdivision or other construction resulting in additional streets shall propose the street names per the Town's Street Addressing Ordinance to the Zoning Administrator. The E-911 Coordinator will certify its conformity with State requirements. Street names shall be approved by the State E-911 coordinator in cooperation with the Assessor, Town Manager and Zoning Administrator. The State E-911 Coordinator has the right to deny proposed names. Please attach a copy of the plan showing proposed street name(s).

#### Application

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposed Road Name 1<sup>st</sup> Choice

\_\_\_\_\_  
Proposed Road Name 2<sup>nd</sup> Choice

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**Approval/Denial from State of VT. – See attached email.**

*(circle one)*

**Approved by E-911 Coordinator:**

\_\_\_\_\_  
Name and Date

**Approved by Zoning Administrator:**

\_\_\_\_\_  
Name and Date

**Approval/Denial from Town Manager:**

*(circle one)*

\_\_\_\_\_  
Name and Date

**Request Approved/Denied:**

*(circle one)*

\_\_\_\_\_  
Street Name

If a request has been denied, you may appeal to the Selectboard.

\_\_\_\_\_  
Selectboard Decision

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**Town of St. Albans  
Street Addressing  
Ordinance**

**Section I - Purpose**

1. In accordance with 24 VSA Sec. 2291(16) and 24 VSA Sec. 4421 the Selectboard of the Town of St. Albans hereby establishes the following ordinance regarding: Street Naming, Numbering and Addressing. The purpose for this ordinance is to establish a more uniform street naming and addressing system throughout the Town of St. Albans and easily locatable addresses that will have a number of beneficial results:
  - a. Enable emergency services to arrive at a scene faster and provide the basis for Enhanced 911 emergency response system.
  - b. Deliveries will be easier to make.
  - c. The U.S. Postal Service will change Rural Route addresses to the street addresses.
  - d. Visitors to St. Albans will be able to find an address and know where they are in case of emergency.

**Section II - Street Naming**

1. Every street and road, both public and private, shall be named. For the purposes of this ordinance, a private street 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. Furthermore, the St. Albans Selectboard may only change the names of the streets, both public and private, (after a duly warned public meeting) 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 street or roads or additional addressable locations shall furnish a plan proposing the street names assigned in accordance with this Ordinance to the Zoning Administrator, who, with the E-911 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 E-911 coordinator in cooperation with the Assessor, 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 E-911 coordinator shall assign a street number to any new addressable location, whether in any subdivision or not, in accordance with the principles of this Ordinance.
5. In instances in which a third dwelling or other addressable location is permitted to be constructed on a private road not previously named by reason of having fewer than three dwellings, the road with three or more dwellings shall be named, with addresses and adopted by the Selectboard.

#### **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. The first 5.280 foot increment contains the numbers 1 and 2 the second 5.280 foot increment (5.280-10.560) the numbers 3 and 4, and so on.
2. All numbers shall be established on front entrance or from the center of the driveway. In a few cases, it may be established based on the center of the structure.
3. All numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. 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 numbers on the house or unit.

#### **Section V - Street Signs**

1. All signs shall be installed and maintained as allowed by budget considerations.
2. The developer of any subdivision for which new street names are to be assigned shall erect street signs in conformance with this Ordinance.
3. There will be a \$500.00 fine for any vandalism (stealing, defacing or destroying) of public signs within the Town of St. Albans.

4. All signs shall conform to the Manual or 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" before the road name.

**Section VI – 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 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.

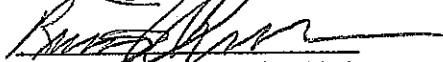
**Section VI - Severability**


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 VII – 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.

  
\_\_\_\_\_  
William Nihan, Chair

  
\_\_\_\_\_  
Bruce Cheeseman, Vice Chair

  
\_\_\_\_\_  
Brendan Deso

  
\_\_\_\_\_  
Stan Dukas

\_\_\_\_\_  
Al Voegele

Attest By  Date: 4-2-2018  
Anna Bourdon, Town Clerk

**Adoption History – Street Naming Ordinance**

1. Previously adopted on 8/10/1998, effective 9/29/1998.
2. Agenda item at regular Selectboard meeting on 8/7/17, 8/21/17 and 9/6/17.
3. Read and approved at regular Selectboard meeting on 9/6/17 and entered in the minutes of that meeting which were approved at the meeting of 9/12/17.
4. Posted in public places on 9/7/17.
5. Notice of adoption published in the St. Albans Messenger newspaper on 9/8/17 with a notice of the right to petition.
6. No petitions received.
7. Ordinance effective date 11/6/17.
8. Agenda item at regular Selectboard meeting on 4/2/18. Read and approved at same meeting.
9. Posted in public places on 4/10/18.
10. Notice of adoption published in the St. Albans Messenger newspaper on 4/11/18 with a notice of the right to petition.
11. No petitions received.
12. Ordinance effective date 6/1/18.

ST. ALBANS TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD / DISCHARGE  
June 4 A.D. 2018  
at 8 o'clock minutes 14 M  
and recorded in Book 202 Pages 160-163  
Attest: [Signature] Asst. Town Clerk