

TOWN OF PITTSTON ADDRESSING ORDINANCE

Section I Purpose

The purpose of this ordinance is to enhance the easy and rapid location of properties by law enforcement, fire, rescue and emergency medical services personnel in the town of Pittston.

Section II Authority

This ordinance is adopted pursuant to and consistent with the Municipal Home Rule Powers as provided for in Article VIII, Part 2, Section 1 of the Constitution of the State of Maine and Title 30-A M.R.S.A. Section 3001.

Section III Administration

This ordinance shall be administered by the Select Board who is authorized to and shall assign road names and numbers to all properties, both on existing and proposed roads, in accordance with the criteria in Section IV and V. The town office shall be responsible for maintaining the following official records of this ordinance.

1. A Pittston map for official use showing road names and numbers;
2. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers;
3. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

The Board shall designate an Addressing Officer (AO) who is responsible for and authorized to conduct the naming and numbering duties and provide all required addressing and location information to the Emergency Services Communication Bureau (ESCB) at the Maine PUC, the US Post Office in Gardiner, the Town Office and other municipal officials.

Section IV Naming System

All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A "road" refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel or dirt thoroughfare. "Property" refers to any property on which a more or less permanent structure has been erected or could be placed. A road name assigned by the Town of Pittston shall not constitute or imply acceptance of the road as a public way. The Select Board has final authority over the ultimate name of a road.

For the sake of clarity to any responding emergency service, the following criteria shall govern the naming system:

1. No two roads shall be given the same name (i.e. Pine Road and Pine Lane), or have a cardinal direction added to an existing name (i.e. Webb Road and East Webb Road).
2. No two roads should have similar-sounding names (i.e. Beech Street and Peach Street)

3. Each road shall have the same name throughout its entire length within the Town of Pittston.

Section V Numbering System

Numbers shall be assigned every 50 (fifty) feet along both sides of the road, with even numbers appearing on the left side of the road and odd numbers appearing on the right side of the road, determined by the number origin.

The following criteria shall govern the numbering system:

1. All number origins shall begin from the Randolph Pittston town line on Route 27, and increase as one drives down a road. For dead end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead end.
2. The number assigned to each structure shall be that of the numbered interval falling closest to the front door. If the front door cannot be seen from the main road, the number shall be that of the interval falling closest to the driveway of said structure.
3. Every structure with more than one principal use or occupancy shall have a separate number for each use or occupancy. (e.g. duplexes will have two separate numbers, and apartments will have one road number with an apartment number, such as 23 Maple Street, Apt. 2).

Section VI Compliance

All owners of structures shall display and maintain in a conspicuous place on said structure, the assigned numbers in the following manner.

1. Number on the Structure or Residence. Where the residence or structure is within 50 (fifty) feet of the edge of the road, the assigned number shall be displayed on the front of the residence or structure near the front entry most visible from the road.
2. Number at the Street Line. Where the residence or structure is over 50 (fifty) feet from the edge of the road, the assigned number shall be displayed on a post, fence, wall, mailbox or on some structure at the property line next to the walk or access drive to the residence or structure.
3. Size and Color of Number. Numbers should be reflective, and shall be displayed in a color that contrasts with the background color, and shall be a minimum of four inches in height, and shall be located to be visible from the road at all times of the year.
4. Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

Section VII New Construction and Subdivisions

All new construction and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

1. New Construction. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owners to obtain an assigned number from the Addressing Officer. This shall be done at the time of the issuance of the building permit.
2. New Subdivisions. Any prospective subdivider shall show a proposed road name and lot numbering system of the pre-application submission to the Planning Board. Approval by the Planning Board, after consultation with the Addressing Officer, shall constitute the assignment of road names and numbers to the lots in the subdivision. On the final plan showing proposed roads, the applicant shall show the road centerline marked every 50 (fifty) feet to aid in assignment of numbers to structures subsequently constructed.

Section VIII Effective Date

The original ordinance became effective as of July 31, 1996. It shall be the duty of each property owner to comply with this ordinance.

Updating was recommended in late 2024 and, if approved, these updates will become effective at the Annual Town Meeting.

Section IX Enforcement

A. Notice – person or businesses, found not complying with this ordinance by the Select Board or the Code Enforcement Officer will be given written notice that they shall have 30 days to comply with the ordinance. This notice shall be sent through regular mail or delivered by hand by the Code Enforcement Officer.

B. Failure to Comply - failure to comply after the 30 days' notice has expired shall constitute grounds for the Town or its delegated representatives to install the necessary addressing identification. The expense thus incurred by the Town, plus all legal fees caused or made necessary by this action, will be assessed against the property owner. If the costs billed to the property owner are not paid within one year a lien shall be applied against the property in the same manner as a property tax lien.

I attest this is a
true copy

Valerie Hanson, clerk
3-15-2025

MUNICIPAL OFFICERS' CERTIFICATION
OF OFFICIAL TEXT OF A PROPOSED ORDINANCE

To the Town Clerk of the Town of Pittston, Maine:

We hereby certify to you that the document to which we have affixed this certificate is a true copy of the official text of an ordinance entitled "Town of Pittston Addressing Ordinance," which is to be presented to the voters for their consideration on Saturday, March 15, 2025.

Pursuant to Title 30-A M.R.S.A. 3002(2), you will retain a copy of the complete text of the ordinance as a public record and make other copies available for distribution to the voters, and you will ensure that copies are available at the Town Meeting/polling places on the day of the vote.

Dated: March 15, 2025



Jane H. Hubert, Select Board Chair



Joseph Caputo, Select Board Member



Catherine Thomas, Select Board Member