

# TOWN OF PIERMONT

PO Box 67  
Piermont, New Hampshire 03779  
(603) 272-9181

## E9-1-1 Piermont Street Numbering Ordinance

**Date of issue**  
03/12/2019

**Issuing Authority**  
Piermont Select-Board

### SECTION I. PURPOSE

The purpose of this ordinance is to clearly catalogue for all parties involved an addressing process, utilizing the standards used by the BEC (Bureau of Emergency Communications) when formulating addressing recommendations. Time is a critical factor in the delivery of emergency services, and can mean the difference between life and death. A confusing, misleading or ambiguous addressing system could slow response times, possibly with disastrous consequences. To help ensure that the Town of Piermont emergency calls receive the fastest emergency response possible, the BEC has developed the following addressing standards, because a clear, rational, and unambiguous addressing system will help minimize both response time and errors.

Therefore, the Town of Piermont shall:

1. Establish a uniform system of numbering addressable structures located in the Town of Piermont.
2. Identify the locations and names of all streets and roads.
3. Promote efficiency in locating addressable structures.
4. Promote an expeditious emergency response system.
5. Provide a consistent system for mailing addresses.

### SECTION II. PARTIES AFFECTED

All addressable structures within the corporate limits of the Town of Piermont shall hereafter be identified by reference to the uniform numbering system as promulgated or amended by the Board of Selectmen and the State of New Hampshire Addressing Standards Guide.

#### Types of Addressable Structures

Airport	Ambulance
Business	Campground
Cell Tower	Church
Fire	Government

Hospital  
Phone Box  
Residence (or domiciled Barn)

Pay Phone  
Police  
School

### SECTION III. NUMBERING SYSTEM

A street numbering system has been developed for all addressable structures based upon the New Hampshire Addressing Standards Guide adopted by The Town of Piermont, August 25, 2015.

### SECTION IV. PROCEDURES

A. All owners of addressable structures within the boundaries of the Town of Piermont shall affix or cause to have affixed, the assigned street number (s) the Addressing Standards Guide.

B. All properties with the addressable structures shall display the assigned street numbers using reflective block style lettering (no written numbers).

1. For addressable structures readily visible from the street, and within 50' from the edge of the traveled way the number(s) shall be conspicuously displayed on that side of the building, which faces the street.
2. For addressable structures not readily visible from the street or more than 50 feet from the edge of the roadway, the assigned street number(s) shall be conspicuously displayed at the point of entry to the property, by either vehicular or foot traffic so as to be visible on a year round basis. The method of display at the point of entry shall be on both sides of a mailbox. However, if a mailbox is not located at the point of entry, property owners must then install a sign post, a minimum of 5 feet high at the point of entry, displaying the number, and set back approximately ten feet (10') to allow for visibility during the winter snow season.
3. Addressable structures accessed by a common driveway shall display the assigned street number(s) on the appropriate primary building.
4. All island or offshore properties with addressable structures shall display their numbers on their dock with reflective block-style lettering. If a common dock, then all numbers should be installed consecutively noting properties. Maps will be maintained for each island by the Police and Fire Departments.

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~~C. All street numbers displayed on addressable structures shall be of a contrasting color to the means of support.~~

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~~D. All street numbers displayed on addressable structures or property shall be at least three (3") inches in height, two and one-half (2 1/2") inches in width and shall be reflective block style lettering.~~

E. The property owner shall maintain visibility of their property number on a year round basis.

## SECTION V. NEW BUILDINGS AND SUBDIVISIONS

A. Whenever an addressable structure shall be erected or located in the Town of Piermont, designated numbers shall be affixed upon said building as provided for by this ordinance. Prior to commencement of the construction of a new addressable structures, the assigned street number shall be temporarily posted so as to be clearly visible from the adjoining street. Temporary numbers may be used until permanent numbers are posted as required by Section IV, clearly visible. Temporary numbers shall be replaced as soon as practicable. The number will be assigned by the E911 staff upon referral by the Addressee. The E911 staff will assign the number within 30 days and update the data system for the maps.

B. New Subdivisions Rules: Every subdivision or site plan approved by the Planning Board will be assigned a street number or building number for each lot, unit, or structure as applicable. These numbers shall be reviewed and approved by the Board of Selectmen or designee as to conform to Section III of this ordinance.

C. In all cases, local Postal Officials, Assessing Office, Town Clerk, Police Department, Fire Department, FAST Squad and Ambulance Service shall be advised of street numbers assigned to new subdivisions and addressable structures by the E9-1-1 staff or Piermont Planning Board. Property owners shall advise their utility companies including telephone and electric companies, of their new address.

D. The starting points for numbering of lots in new subdivisions shall be at the intersection of the centerline of the new road with the centerline of the existing road. The centerline stationing of the engineering plan for new subdivision roads will be used for measuring the 50' intervals. The intersection of the centerline of the driveway with the center line of the subdivision road will define the individual number of the lot.

1. If the subdivision road is a "loop road" (one with two entrances on an existing road), the entrance closest to the Piermont Town Offices will be considered the starting point. The Planning Board shall require that driveways are to be located on the proposed plan in order that temporary numbers can be assigned. All new driveways will require a number post with a lot number to be placed at the driveway. The placing of this post will be a condition of the driveway permit. (See requirements for number posts).
2. Road Names in New Subdivision - Applicants of subdivisions with new roads shall submit to the Planning Board three possible names for each road in the subdivision.
3. The Land Use and Property Records Department shall circulate for comment the names as submitted by the subdivision applicant to the following persons or

departments: Police Department, Fire Department, Town Clerk, Assessor, Planner and Zoning Board of Adjustment.

4. The Departments shall provide the Land Use and Property Records Department with their recommendations on the suitability of the submitted names. The Land Use and Property Records Department shall submit the recommendations of the departments to the Selectmen for final approval.

## SECTION VI. ENFORCEMENT

A. Any property owner who fails to comply with any provision of this ordinance within three (3) months of the Emergency Management Director's mailing date (both registered and regular mailing) of the E-911 Notification of Street Number Assignment shall be guilty of a violation of this ordinance and a Town Ordinance Violation form will be issued by the Piermont Police Department at the direction by the Board of Selectman's office.

1. A written Town Ordinance warning will be issued for the initial violation. All violators will have 30 days to correct the violation prior to the start of any fine.
2. After the 30<sup>th</sup> day from the issuance of a warning, a one hundred dollars (\$100.00) Town Ordinance Citation may be issued to the violator(s).
3. Any non-compliance thirty (30) days after being issued a Town Ordinance Citation for failure to pay fine, shall provoke action by the Piermont Police Department for judicial action by the Town with the Haverhill District Court.

B. 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 with a penalty of one hundred dollars (\$100.00). The property owner shall be issued a 30 day warning. The stated penalty above will follow if uncorrected.

C. This section shall not apply to the display of "Date of Origin" numbers for historic buildings, provided they are displayed so as not to be confused with the assigned street number.

## SECTION VII. APPEALS

A. Any property owner, who believes they have been aggrieved by the implementation or administration of the provisions of this Ordinance, may appeal to the Board of Selectmen within thirty (30) days from date of issuance of the Emergency Management Director's mailing, or a Town Ordinance Warning or Citation.

1. All appeals shall be in writing setting forth the basis for the appeal to the Board of Selectmen's office.
2. Upon receipt of the appeal at the BOS office, *"The time frame for the fine shall be suspended until the final decision by the Board of Selectmen has been made."*

3. All appeals shall be acted upon by the Board of Selectmen within thirty (30) days from date of receipt to the BOS office.
4. The BOS office shall place the appeal on the Agenda for the next available public meeting and a formal letter shall be sent to the respondent advising them of the date of the meeting where their appeal will be addressed.
5. The respondent filing the appeal must appear before the Board of Selectmen to argue their points of the appeal. Failure to appear may result in a negative decision against the respondent by the Board of Selectmen.
6. The Board of Selectmen shall make a decision either affirming or reversing the portion of the ordinance the respondent appealed the night of the meeting unless other factors not within the control of the Board affect the outcome.
7. Once the decision has been affirmed by the Board of Selectmen, it shall be final.
8. If the appeal is denied by the Board of Selectmen, the requirement to pay the fine within thirty days (30) begins from the date of the decision.

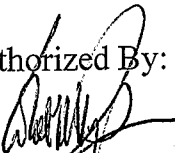
#### SECTION VIII. ADMINISTRATION

This ordinance shall be administered by the Board of Selectmen or its' designee.

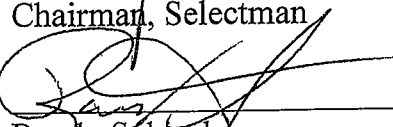
#### SECTION IX. EFFECTIVE DATE

The above described Ordinance shall take effect immediately upon approval by the Legislative Body and adoption by the Board of Selectmen following the Piermont Town Meeting vote March 12, 2019.

Authorized By:

  
 \_\_\_\_\_  
 Colin Stubbings,  
 Chairman, Selectman

March 16, 2019  
 Dated

  
 \_\_\_\_\_  
 Randy Subjeck  
 Selectman

  
 \_\_\_\_\_  
 Donald Mitchell  
 Selectman

This written procedure is for the internal governance of the Town of Piermont, and is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.