

**Town of Allenstown, New Hampshire**  
**Municipal Code of Ordinances**

**CO 810      Street Naming and Numbering Ordinance**

**CO 811      Purpose and Authority**

The purpose is to name public and private ways to enhance public safety, and to facilitate enhanced 911 emergency response capabilities for the citizens of the Town of Allenstown, NH. The authority for this action is derived from RSA 231:133. This ordinance also provides regulations for address numbering in a uniform standard throughout the town.

**CO 812      Definitions**

**Way:** As defined by NH RSA 259:125, and to include private ways as well.

**Return:** The “return” is the written record of the Board of Selectmen’s decisions containing a description of the street and recorded with the Town Clerk.

**CO 813      Administration**

This ordinance shall be administered by the Code Enforcement Officer. The Board of Selectmen is authorized to and shall assign street names and numbers to all properties, both on existing streets and proposed streets, in accordance with the criteria herein. The Code Enforcement Officer shall also be responsible for maintaining the following records of this ordinance:

- a.      Allenstown Official Street Map showing street names and numbers;
- b.      An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers;
- c.      An alphabetical list of all streets with property owners listed in order of their assigned numbers;

**CO 814      Assignment of Street Names**

Every street serving more than 2 separately addressed structures, shall have a name which shall be adopted by the Board of Selectmen in accordance with the provisions of RSA 231:133-a, as enacted. Said names shall be legibly marked in at least two conspicuous places on every way. In addition, signs must be placed at the intersection of any way. Signs shall be constructed of reflective aluminum with a green background and white lettering. The lettering shall be a minimum four inches and no more than six inches in height. Supplemental lettering to indicate the type of street (such as; street, avenue, or road) must be at least three inches in height. Signs may be attached to utility poles or independent U-channel post or tubular post. Signs must be between six feet and eight feet from the ground. The Board of Selectmen may change the names of any way at any time, when in the Board’s judgment there is cause for doing so. The process for street name assignment is as follows:

- a. The naming of any new way shall be in conformance with the standards promulgated by the New Hampshire Bureau of Communications.
- b. The town shall not be bound by any name previously assigned to the way;
- c. No name for a way shall be selected which is already in use, or which is confusingly similar to any other existing name or which otherwise might delay the locating of any street in an emergency.
- d. No name shall be assigned to a way, which shall duplicate the name of any other proposed or existing way regardless of the use of a suffix such as avenue, boulevard, etc.
- e. The extension of an existing way shall have the same name as the existing way;
- f. Whenever a name is assigned to any new way, or a change is made in the name of any way, the Selectmen shall make a return of the same to the Town Clerk in accordance with the requirements of RSA 231:133, who shall make record of a new name or name change, and shall forward a copy to the Commissioner of Transportation, NH Bureau of Emergency Communications, local phone companies, Chief of Police, Fire Chief, Director of the Ambulance Service, the Post Office and the Suncook Post Master.

**CO 815      Initial Sign Placement, Future Responsibility for Sign Maintenance & Penalty**

In preparation for the implementation of E-911, the Town of Allentown shall initially provide way name signage at the entrance to any private way from a public way. Any time thereafter that a way name sign posted delineating a private street is damaged or rendered illegible, the street association managing the private way, or the residents in the absence of such an association, shall be responsible for replacing said signage in accordance with the Town specifications for signage.

**CO 816      Address Numbers on Ways**

Pursuant to the provisions of RSA 231:133 the Selectmen of the Town of Allentown shall have the authority to assign numbers to all existing residential and/or other structures and/or to vacant lots along any public or private ways. In assigning numbers, the Board of Selectmen shall employ the following criteria:

- a. Ways shall be numbered so that even numbers are located on the right side and odd numbers are located on the left side. The right and left sides shall be determined by the relationship of the right-of-way to a person facing away from the intersection of Main Street and School Street.
- b. The numbers shall be assigned in accordance with the specifications and standards developed by the NH Bureau of Communications, and the E-911 Commission as such standards may be amended from time to time, and as adopted by the Board of Selectmen;

- c. The numbering of cul-de-sacs shall proceed from the right side of the collector street and continue from right to left around the cul-de-sacs, unless the street has the potential of being extended to develop more lots, in which case the numbers shall be assigned according to the normal system.
- d. Mobile Home Parks will be treated as any other subdivision. Those existing with a single street or loop will be given one street name and each home will then be assigned a street number.
- e. Each apartment building shall be given one street number and each apartment unit within the building shall be assigned that street number and a unit number. Unit numbers shall be assigned in a reasonable and logical manner. All such numbers shall be displayed according to the requirements herein.
- f. All businesses, stores, commercial structures, and other non-residential buildings shall also display the street number in a manner that is clearly visible whether the business is open or closed.
- g. Existing numbering patterns for existing streets which do not allow sufficient reserve of unused numbers for the assignment of additional numbers for future development or do not follow logical sequence will be assigned new numbers by the Board of Selectmen.
- h. The numbering sequence for a street shall, so far as possible, begin at that end closest to the intersection of Main Street and School Street.
- i. Any building or structure for which a number has been assigned shall have that number affixed thereto so as to be plainly visible from the street that abuts the main entrance to the property.

Such number shall be a minimum of four (4") inches in height, and of contrasting color to the mounting surface. The alphabet shall not be utilized to represent a number in word form. All numbers shall be represented using numeric figures and other numbers that may be confused with the assigned number must be removed. (See example Figure 1).

- j. If the structure is not plainly visible from the street, or it is more than 75 feet from the edge of the street, the number shall also be affixed to a four by four (4"x4") post, or equivalent, a minimum of three (3") feet high next to the driveway leading to that house *so that the number is visible from both directions*. The alphabet shall not be utilized to represent a number in word form; all numbers shall be represented using numeric figures. (See example Figure 2).
- k. Unauthorized building numbers prohibited: No person shall affix or allow to remain upon any building in the Town of Allentown, New Hampshire, any different number from the one designated by this Ordinance, with the exception of date affixed for historical purposes.

#### **CO 817      Confirmation of Address Assignment**

The assignation or alteration of numbers by the Board of Selectmen pursuant to this ordinance shall be provisional only until such time as such assignation or alteration of numbers shall be confirmed by the Board of Selectmen after holding a public hearing in accordance with the provisions of RSA 231:133-a, or until such time as the property owner consents to the proposed numbering or renumbering of their property. Once the address assignment is confirmed, the Code Enforcement Officer shall notify the E-911 Commission and the NH Bureau of Emergency Communications.

#### **CO 818      Amendments**

This ordinance may be amended from time to time. If a court of competent jurisdiction shall find that any portion of this ordinance is invalid, such a finding shall not invalidate the remainder of the ordinance.

#### **CO 819      Penalty**

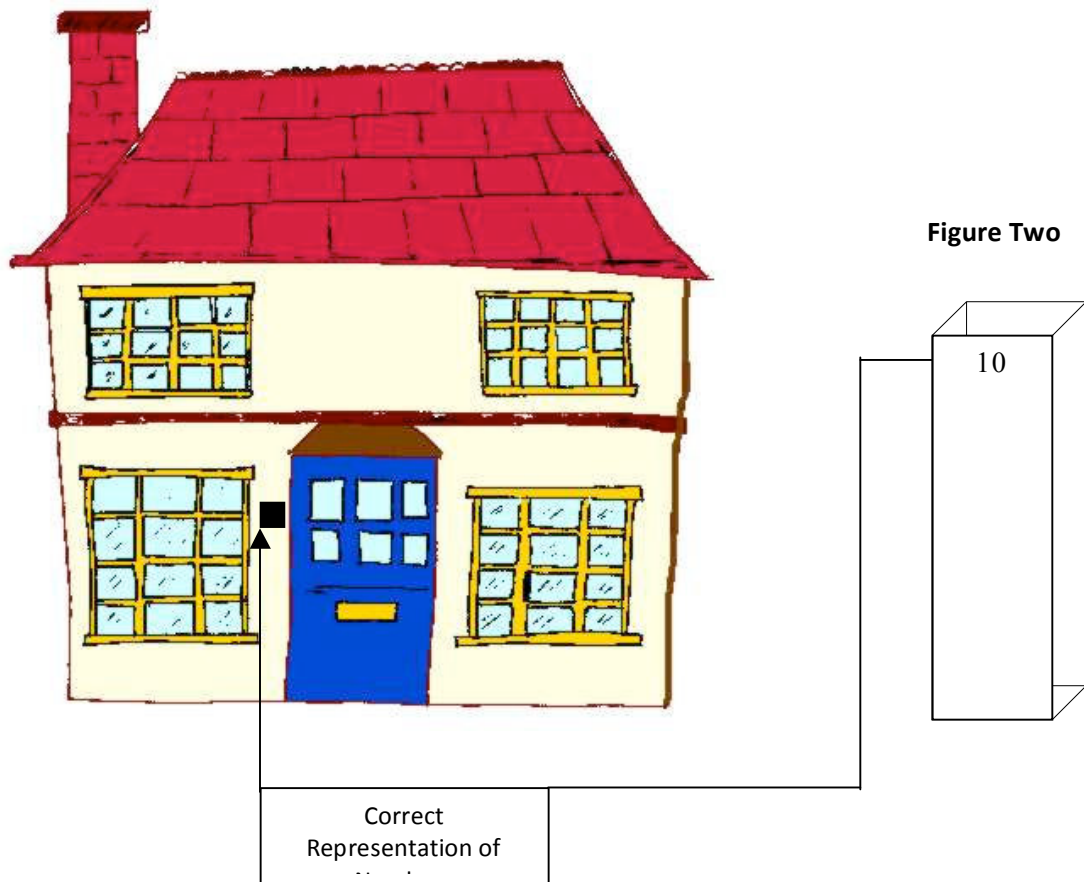
- The owner of any structure existing as of the date of the Ordinance who shall fail to produce and affix street numbers as assigned by the Board within thirty (30) days from the date of Effective Date of this Ordinance, or who shall display an unauthorized number after thirty (30) days from the Effective Date shall be subject to a fine of not more than twenty-five dollars (\$25.00), plus the cost of enforcement, for each day of non-compliance. Fines shall begin to accrue upon the issuance of a written Notice of Violation to the owner, and end at such time as the violation ceases. Furthermore, the owner of any private way who fails to install or maintain signboards in accordance with this Ordinance within thirty (30) days from the date of its enactment or who shall display an unauthorized signboard after thirty (30) days from the date of enactment of this Ordinance shall be fined twenty-five dollars (\$25.00), plus the cost of enforcement, for each day of non-compliance. Fines shall begin to accrue upon issuance of a written Notice of Violation to the owner, and end at such time as the violation ceases.
- This section shall not apply to the display of “date of origin” numbers for historic buildings provided that they are displayed so as to not be confused with the display of the assigned street numbers.

#### **CO 820      Appeals**

- Any property owner aggrieved by the implementation or administration of this Ordinance shall have the right to file a written petition within twenty (20) days of the receipt of number assignment or issuance of name of way. Petitions shall be filed with the Board of Selectmen and a hearing shall be held within thirty (30) days of the receipt of such petition.

#### **CO 821      Effective Date**

- This ordinance shall become effective as of (period of up to 60 days from date of adoption). It shall be the duty of the Board of Selectmen to notify by mail each property owner and the Post Office of a new address at least thirty days before the effective date of its use. It shall be the duty of each property owner to comply with this ordinance, including the posting of new property numbers, within 30 (thirty) days following notification. On new structures, numbering will be installed before final inspection or when the structure is first used or occupied, whichever comes first.



**Remember:** The numeral must be posted on two sides of the post so it is visible from both directions.

**NOTE:** The house or structure shall still display its number even with a post at the street.

