



**Town of New Boston
Street and Address Numbering Ordinance**

A. Purpose Provisions

1. To establish a uniform system of numbering buildings within the Town of New Boston.
2. To provide an expedient response from all emergency service agencies, such as police, fire, ambulance or other rescue services.
3. To promote efficiency in locating buildings within the Town of New Boston for the delivery of utility, mail and other services.
4. To provide a uniform system to establish street and mailing addresses.
5. To provide a uniform and standard system for naming roads and private ways in the Town of New Boston.

B. Parties Affected

The numbering of addresses and assigning of street names created by this ordinance shall apply to all property within the Town of New Boston and to all existing and future primary structures on all property.

1. For the purposes of this ordinance, “primary structure” shall be defined as:
 - a. Residential property: the building in which people reside
 - b. Commercial or non-residential property: the building in which activity is principally conducted or administered.
2. In certain cases there may be more than one address on a given lot, such as a building containing significant commercial activity on a residential lot where the location can be confused (such as on a corner lot).
3. For the purposes of this ordinance, “acceptable” shall mean acceptable to the Board of Selectmen.

C. Numbering System

The numbering system has been established by the Board of Selectmen upon recommendation of the Emergency Management Director, Fire Chief and New Hampshire Bureau of Emergency

Communications. Pursuant to RSA 231:133-a, the numbering system shall be adopted by the Board of Selectmen following a public hearing. The numbering system is based on the following processes:

1. The general starting point for the numbering of all addresses shall be at the center of town, specifically the bridge between Central Square and High Street.
2. There shall be designated east-west cardinal roads (Clark Hill and Bedford Roads) and north-south cardinal roads (Weare and Mont Vernon Roads).
3. Any road running largely north/south shall have address numbers starting closest to the east-west cardinal roads. Any road running largely east/west shall have address numbers starting closest to the north-south cardinal roads.
4. Any road that crosses a cardinal road shall have numbers increasing from right to left across the cardinal road as if one is leaving the center of town.
5. There may be occasion for exceptions to #4 such as roads that dead-end and numbering by the regulation would cause the road to be numbered starting from the road end and increase to the intersection rather than the reverse.
6. There shall be one odd or even number for every twenty meters (66 feet) from the starting point of the road. In the event of congested areas, such as the downtown or some cluster developments, numbers may need to be assigned at more compressed distances.
7. Even numbers shall be assigned to the right side of the road when traveling in the direction of increasing numbers, and odd numbers to the left side of the road.
8. If the front entrance of the principal building is clearly visible from a road, it shall be addressed on that road. If the front entrance of the principal building is not clearly visible from a road, then it shall be addressed on the location of the driveway.
9. For the purposes of this ordinance, private access roads or drives that serve three or more primary structures are defined as private roads and shall be named according to section E of this ordinance. Primary structures on such private roads shall be assigned numbers in accordance with this ordinance.
10. Properties that have multiple dwellings, buildings, or primary structures on one property (a tax map lot) shall, whenever possible, be assigned individual addresses on a road.
11. Single primary structures that contain multi-family occupancies shall assign unit or apartment numbers in a logical manner acceptable to the Board of Selectmen, such that the unit can be located easily in the event of an emergency.
12. Shopping centers, malls, schools or other properties containing multiple structures shall submit a plan for building identification for approval by the Selectmen.

13. Addresses shall be assigned early in the construction of a building, around the time footings or a foundation is being started.

D. Numbering Requirements and Procedures

All primary structures shall be required to display the assigned address number in the manner described below.

1. All existing and new primary structures shall use and display only the number assigned by the Board of Selectmen.
2. If the primary structure is clearly visible from the road, the address number shall be affixed to the primary structure in an unobstructed location and in conformance with the other requirements of this section.
3. If the primary structure is not clearly visible from the road, the address number shall be affixed, either vertically or horizontally, to a post or other fixture, such as a tree or mailbox, but not a utility pole, at an acceptable location, as specified in #4 below. The number shall be visible from both directions of travel.
4. With the exception of numbers affixed to a primary building or to a mailbox, all numbers shall be displayed at a height of between 4 and 8 feet from the elevation of the traveled roadway. If the numbers are affixed to a post or other fixture, such fixture shall be located on the private property between 4 and 8 feet from either side of the driveway or access, and shall be no closer than 8 feet from the edge of the traveled roadway.
5. Mailboxes shall be installed pursuant to US Postal Service regulations. In situations in which a mailbox is placed on the side of the traveled roadway opposite the primary structure and the primary structure is not clearly visible from the road, the numbers must be displayed on a separate post or other fixture at the driveway to the primary structure, per #4 above. To eliminate confusion for emergency services and others, the street number shall be displayed only on the side of the traveled roadway on which the primary structure is located.
6. All numbers shall be displayed in Arabic form (0, 1, 2, 3, 4, 5, 6, 7, 8, 9).
7. All numbers shall be at least 4 inches high, with the exception of numbers affixed to a mailbox, which shall be at least 3 inches high. It is recommended that all numbers be reflective and of a contrasting color.

E. Assigning Names of Public or Private Roads or Ways

1. Under provisions of RSA 231:133 and per Article 10 of the 2000 Town of New Boston warrant, all names of public or private roads or ways shall be acceptable to, and designated by, the Board of Selectmen. No other names or road designations are permitted.
2. The Board of Selectmen shall consult with the Police Chief and Board of Fire Wards prior to assigning any new name for a public or private road or way.

F. Penalty

1. Any property owner who fails to comply with any provision of this ordinance within 60 (sixty) days of notification by the Board of Selectmen shall be guilty of a violation.
2. Any property owner who shall display any number other than that assigned by the Board of Selectmen shall be guilty of a violation.
3. Violations shall be subject to a penalty of \$10.00 (ten dollars) per day beginning on the 61st (sixty-first) day after notification and continuing until the violation is corrected. The fine is not to exceed \$500.00 (five hundred dollars).

G. Administration

1. The Board of Selectmen or their designee(s) shall administer the regulation.
2. The New Boston Police Department shall be authorized to issue notices of violations pursuant to Section F, above.

H. Appeals

1. Any property owner aggrieved by the implementation or administration of the provisions of this regulation may appeal to the Board of Selectmen within 60 days after moving into the building.
2. All appeals shall be in written form setting forth the basis for the appeal.
3. All appeals shall be heard by the Board of Selectmen within 30 (thirty) days of receipt, and a notice of decision shall be issued within 7(seven) days of the hearing, unless the hearing is continued to a later date.

I. Effective Date

1. This ordinance shall take effect immediately upon adoption by the Board of Selectmen.

After public hearing, the above ordinance was adopted by the Board of Selectmen on:

September 6, 2005.

New Boston Board of Selectmen

Gordon Carlstrom, Chair

David Woodbury

Christine Quirk