



TOWN OF HOPKINTON, NEW HAMPSHIRE

RULES & REGULATIONS – STREET NAMING AND NUMBERING

ORDINANCE NO: 05-01

Authority: Acting upon the authority granted by New Hampshire RSA 231:133 and RSA 231:133-a and any other applicable chapters of the Revised Statutes annotated of New Hampshire.

Purpose: The standards set forth in this ordinance are made for the purpose of promoting the public health, safety and general welfare of the residents by establishing a procedure for administration and enforcement of a uniform street naming and addressing system within the Town of Hopkinton.

Objective:

1. To provide a means for expedient emergency response by fire, police, rescue, and other emergency services.
2. To establish a property location that will serve as mail delivery address and as an E-911 locator.
3. To assist in the proper delivery of utility and other services.
4. To provide property owners and the Town with a convenient, accurate and systematic means of identifying property.

Administration: This Ordinance shall be administered by the Board of Selectmen or its designee.

Assignment of Street Names: Every street serving a structure, public or private, shall have a name which will be designated by the Selectmen.

No name for a street shall be selected which it is already in use or which is confusingly similar to any other name regardless of the use of a suffix such as street, lane, avenue, etc.

Each street shall have only one name along its entire length and the continuation of an existing street shall have the same name.

Assignment of Street Numbers: The assignment of street numbers begins with each street's starting point as designated by the Board of Selectmen. Numbering is then done by measuring the amount of feet from the street's starting point to the driveway of the addressable structure or in some cases to the front door of the structure, depending upon whether the structure is visible from the street. All numbers for the left hand side will be odd and numbers for the right will be even.

Residential multi-family structures and multi-commercial structures will be assigned one number corresponding to the primary entrance location with individual units being numbered according to a logical pattern.

It shall be understood that by applying for a building permit to erect a primary structure, the property owner voluntarily consents to the assignment of a street number. Therefore, no public hearing shall be required in accordance with RSA 231:133-a.

Furthermore, certificate of occupancy permit shall not be issued until the property owner/builder displays the street address number as follows:

- ❖ If the residence to be constructed can be clearly seen from the roadway the house number shall be affixed to the front of the home with 2-1/2 inch numbers of contrasting color to the building.
- ❖ If the residence cannot be seen from the roadway the numbers shall be affixed to the mailbox, on both sides, and of contrasting color, or
- ❖ If no mailbox is available, the numbers shall be affixed to a post located at the end of the driveway with 2-1/2 inch numbers affixed on both sides.

Penalty: The owner of any structure who fails to procure and affix the street numbers assigned by the Board or who displays unauthorized numbers shall be subject to a fine of not more than ten dollars (\$10.00) 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.

Appeals: Any person aggrieved by this Ordinance shall have the right to file a written petition within twenty (20) days of receipt of number assignment. 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. In the case where a notice of violation has been issued and the Selectmen do not uphold the notice, any fines paid shall be returned to the petitioner. The decision of the Selectmen shall be final.

Effective Date:

These rules and regulations shall become effective on the _____ day of _____, _____.

IN WITNESS WHEREOF, the undersigned members of the Board of Selectmen of the Town of Hopkinton have hereunder set their hands this _____ day of _____, _____.

Town of Hopkinton, NH
Board of Selectmen

Donald K. Lane, Chairman

Louise M. Carr, Selectman

Lloyd A. Holmes, Selectman

Clarke L. Kidder, Selectman

Peter M. Russell, Selectman

Date: _____

A true copy, attest:

Sue B. Strickford
Town Clerk

Date: _____