

Town of Richmond

Road Name and Road Location
Addressing Ordinance

ADOPTED BY Richmond Selectboard on this 6th day of November, 1995:
Revised September 13, 1999 - "Attachment A" only

2007 " "

POSTED IN FIVE PUBLIC PLACES

William E. Godfrey, September 15, 1999
Certified by Richmond Town Clerk - Date

- Richmond Post Office
- Jonesville Post Office
- Richmond Free Library
- Richmond Town Clerk's Office
- Daily Bread Bakery

PUBLISHED IN BURLINGTON FREE PRESS ON (w/in 14 days of adoption):

09-18-99

EFFECTIVE DATE (60 DAYS FROM DATE OF ADOPTION):

11-14-99

SECTION I - PURPOSE

In accordance with 24 VSA, Chapter 59, Chapter 61, Subchapter 11 and Chapter 117, and 24 VSA, Section 2291 (16), the Selectboard of the Town of Richmond hereby establishes the following ordinance for the purpose of promoting the public health, safety, welfare and convenience and in order to develop a more uniform road naming and road location addressing system throughout the Town of Richmond to enable people to locate roads and addresses and to effectively provide emergency services and deliveries to Town citizens.

This ordinance is hereby designated a CIVIL ordinance and shall be enforced according to 24 V.S.A. Chapter 59 and 23 V.S.A. Chapter 24.

SECTION II - DEFINITIONS

Road - For purposes of this Ordinance, a "road" is (I) a State or Town highway identified on the latest Agency of Transportation General Highway Map for the Town of Richmond, or (ii) any non-public road, street, right-of-way, shared driveway, or other way which provides access to three or more dwellings.

Structure - For purposes of this Ordinance, a "structure" shall include (I) any dwelling, (ii) any public building, (iii) any place of business, and (iv) any building which the Zoning Administrator determines should have a separate location number in order to effectively provide emergency services.

SECTION III - ROAD NAMING

- A. Each "road", as determined herein, shall be assigned a name. The Selectboard may determine that other roads, streets, rights-of-way, or other ways providing access to a structure, may require a name if necessary to effectively provide emergency services.
- B. Attached to this Ordinance is a list and map of all current roads and road names in the Town of Richmond and the names of such roads are hereby adopted.

Each road not named in Attachment A shall receive a proposed name by resolution of the Selectboard at a regularly scheduled meeting of the Board. The proposed road names must be separate and distinct from other designated road names in the Town of Richmond and surrounding communities.

- C. The Selectboard shall add names to Attachment A by following the procedures for adoption and amendment of enforcement of ordinance as set forth in 24 V.S.A., Chapter 59.

In addition to the statutory provisions, the adoption procedure for new road names under this Ordinance shall include providing notice of the proposed amendment with the proposed road name to all landowners on that road via individual or bulk mailing or by a notice in a newspaper circulating in the municipality. Within thirty (30) days of the passage of the resolution to amend Attachment A for purposes of naming a road, affected individuals in the Town of Richmond may request the Selectboard to hold a hearing on the proposed Amendment. Unless the resolution is withdrawn, revoked or amended by the Selectboard, the resolution amending Attachment A shall become effective sixty (60) days after the date of the resolution in accordance with 24 V.S.A. Section 1972. *(Note: Attachment A is the "E-911 Road Map" with road name list.)*

SECTION IV - FUTURE DEVELOPMENT

- A. Prior to the approval of a subdivision by the Planning Commission, the subdivider shall furnish a plan for road naming and road numbering in accordance with this Ordinance to the Planning Commission and Selectboard. The subdivider shall be responsible for installation of road signs and location numbers prior to the issuance of any permits for construction on any of the subdivided lots.
- B. Following the adoption of this Ordinance, the Selectboard must give written approval for the proposed road name and location numbers of any new structure for which a Zoning Permit is required.

SECTION V - GENERAL NUMBERING SYSTEM GUIDELINES

- A. Roads officially named by the Selectboard of the Town of Richmond shall be measured in segments of 5.28 feet (1/1000 of a mile). If practicable, the end of the road nearest the intersection of Route 2 and Bridge St./Jericho Rd will designate the starting point for numbering purposes. Even numbers shall be assigned to the right side of the road and odd numbers to the left as they proceed from the starting point.
- B. The Zoning Administrator of the Town of Richmond shall assign each structure, as defined herein, a "location number" based upon its distance (i.e.: the number of 5.28 feet segments) from the starting point of the road to the center of the driveway or entrance from the road to the structure, if possible. The Zoning Administrator shall have the authority to assign a location number utilizing other physical information regarding the structure, if appropriate and necessary in order to effectively provide emergency services.

An example of utilizing the system is as follows: The Richmond Town Offices will be assigned a location number of 285 Bridge Street. This number is based upon the fact that the Town Offices are located 1500 feet, or 284/1000 (5.28 feet equals 1/1000 of a mile), from the starting point of Bridge Street at Route 2. The number is an odd number since it is on the left side of the road from the starting point.

- C. Each of the location numbers for structures must be at least four (4) inches high and two (2) inches wide. **Location numbers must be dark in color on a light colored background with no other markings or symbols.**

Numbers must be clearly visible from the road if the location number signs are affixed to the structure. If the location number affixed to the structure is not clearly visible from the road, the location number shall be affixed on a board or plaque no smaller than 8 inches wide by 4 inches high and such board or plaque is affixed to a post, pole, fence or other structure near the driveway entrance so as to be clearly visible from the road during all seasons.

Numbers may only be affixed to a mailbox if there is a single mailbox located at the entrance to the structure from the road and, in such event, the location number shall be on both sides of the mailbox. If there are multiple mailboxes at a single location or the mailbox is on the opposite side of the road to the entrance to the structure, no location numbers may be placed on the sides of the mailbox and any identifying information shall only be marked on the front of the mailbox facing the road.

The property owner is responsible for the purchase and installation of numbers to be installed.

- D. A multiple dwelling or use structure shall bear one number for each dwelling or use where possible. If each dwelling or use does not have a separate number, then the Zoning Administrator shall determine the appropriate numbering of each dwelling or use so as to effectively provide emergency services.
- E. All location numbers shall be maintained so as to maintain clear visibility of the location number.

SECTION VI - ROAD NAME SIGNS

- A. The Selectboard, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of municipal and private road name signs in accordance with this Ordinance. All private roads shall also be properly signed. The cost of initial installation (purchase and installing post and sign) shall be by the Town on existing roads listed on Attachment A. The owners/users of roads which are not Town highways shall be responsible for the maintenance, repair and replacement of such road signs for the private roads. The Town shall be responsible for the maintenance, repair and replacement of road signs on public highways.
- B. All road signs shall conform to the Manual on Uniform Traffic Control Devices for Streets and Highways.
- C. All signs shall be maintained so as to maintain clear visibility of the name of the road.

SECTION VII - IMPLEMENTATION

- A. The Town shall ensure, through cooperative efforts with the Post Office, that each new property owner is notified of the Ordinance implementation.
- B. All property owners of structures or uses shall install their location numbers within sixty (60) days after the adoption of the road name upon which the structure is located.

SECTION VII - SEVERABILITY

If any portion of this Ordinance and any Amendments made hereto are held unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance and Amendments made hereto shall not be affected and shall remain in full force and effect. If any statute referred to in this Ordinance shall be amended, this ordinance shall be deemed to refer to such statute amended.

SECTION VIII - ENFORCEMENT

- A. The designated enforcement officer is the Town Administrator.
- B. If any portion of this Ordinance is designated as a Civil Ordinance pursuant to 24 V.S.A. Section 1971 (b). This Ordinance shall be enforced throughout the Traffic and Municipal Ordinance Bureau pursuant to 23 V.S.A. Chapter 24 and 24 V.S.A. Chapter 59, as may be amended from time to time.
- C. The following civil penalties are hereby imposed for violation of the Ordinance:

First violation of the Ordinance:	\$ 50.00
Second violation of the Ordinance:	\$100.00
Third violation of the Ordinance:	\$200.00
Fourth and subsequent violation of the Ordinance:	\$400.00

Each day a violation continues shall constitute a separate violation.

In cases where the violations of the Ordinance are brought in the Traffic and Municipal Ordinance Bureau, and where the violation is admitted or not contested, in lieu of the above, the following waiver penalties are imposed:

First violation of the Ordinance:	\$ 25.00
Second violation of the Ordinance:	\$ 50.00
Third violation of the Ordinance:	\$100.00
Fourth and subsequent violation of the Ordinance:	\$200.00

Each day a violation continues shall constitute a separate violation.

- D. In addition to any other remedy provided in this Ordinance or available at law or in equity, the Town of Richmond may institute a suit for an injunction to prevent, restrain or abate violations of this Ordinance.

END

ROAD NAMES - PRIVATE (P##) AND PUBLIC (TH##)

PUBLIC	PRIVATE	Road No.
	APPLETREE LANE	P 66
BAKER ST		TH 44
	BATES FARM RD	P 31
	BEAVER POND HL	P 37
BESAW RD		TH 37
	BLUEBERRY FARM RD	P 47
	BLUEBIRD LANE	P 67
	BLUE ROCK RD	P 15
	BORDEAUX LN	P 17
	BORDEN ST	P 63
	BRADFORD TERRACE	P 68
BRIDGE ST		TH 01
BROWNS CT		TH 42
BURNETT CT		TH 41
	CAT LANE	P 48
CEMETERY RD		TH 19
	CHAMBERLIN HILL	P 69
CHRISTMAS HILL RD		TH 18
CHURCH ST		TH 49
COCHRAN RD		TH 03
COLLINS MTN RD		TH 54
	COTE RD	P 16
	CREEK LN	P 46
	DANIEL LN	P 32
	DEER CREEK LN	P 24
DEPOT ST		TH 46
	DIMICK LN (starts in Hinesburg)	P 64
DUGWAY RD		TH 07
DURAND RD		TH 29
	DUTIL LN	P 51
DUXBURY RD		TH 05
EAST HILL RD		TH 17
EAST MAIN ST		US RT 2
	EDGEWOOD LN	P 22
ESPLANADE		TH 50
FARR RD		TH 53
	FIDDLEHEAD LN (starts in Williston)	P - 51
	FIELD LN	P 38 - RV
GOVERNOR PECK HWY		TH 10
GRANDVIEW DR		TH 24
	GREYSTONE RD	P 61
	HAPGOOD LN	P 23
HIDDEN PINES CIR		TH 40
HIDDEN PINES DR		TH 38
HIDDEN PINES EXT		TH 39
	HIGH MEADOW LN	P 25
	HIGHLAND DRIVE	P 70
	HILL TOP CIR	P 39 - RV
	HILL TOP EXT	P 40 - RV
	HILLSIDE LN	P 37
HILLVIEW RD		TH 09
HINESBURG RD		TH 02
HUNTINGTON RD		TH 01
	JACK JUMP LANE	P 02
JERICO RD		TH 04
JOAN AVE		TH 59
JOHNNIE BROOK RD		TH 16
	JOLINA CT	P 30
JONES MILL RD		TH 15
	JONESVILLE EST	P 14
KENYON RD		TH 08
	LADENSACK LN	P 43
LAWRENCE RD		TH 36
LEMROY CT		TH 48
	LILAC KNOLL	P 71
	LILY POND CIR	P 06
	LOCUST KNOLL	P 73
	LORDS VIEW TERR	P 03
	LOWER CIR	P 41 - RV
	MAPLE HL	P 62
	MANSFIELD WAY	P 21
MARY DRIVE		TH 55
MAYO RD		TH 32
	MEADOW LN	P 42 - RV
MILLET ST		TH 45

PUBLIC	PRIVATE	Road No.
MILKWEED LN		P 74
MOUNTAIN VIEW RD		TH 51
	MURRAY DR	P 08
	NORTH RD	P 44
	OLDFIELD ROAD	P 33
	O'NEIL DR	P 05
	OLD BROOKLYN CT	P 49
OLD COUNTY LN		TH 22
	OLD FARM RD	P 19
OLD JERICO RD		TH 33
	ORCHARD LN	P 09
	OVERLOOK LN	P 34
PALMER LN		TH 20
	PHOENIX CIR	P 10
	PINE TREE LN	P 50
	PINNACLE VIEW	P 20
PLEASANT ST		TH 47
	RAILROAD	P 29
	RED BARN LN	P 07
RIVER RD		US RT 117
	ROBBINS MTN EXT	P 13
	ROBBINS MTN RD	P 12
	ROCKY RD	P 26
ROGERS LN		TH 31
	ROSIE LN	P 35
ROUND CHURCH RD		TH 06
SCHOOL ST		TH 35
SHERWOOD FOREST RD		TH 52
SNIPE IRELAND RD		TH 12
SOUTHVIEW DR		TH 56
STAGE RD		TH 14
	STONEFENCE RD	P 11
	SUMMERS ST	P 45 - RV
SWAMP RD		TH 23
THOMPSON RD		TH 34
TILDEN AVE		TH 43
	TURKEY HILL RD	P 18
	VALLEY VIEW EXT	P 27
	VALLEY VIEW RD	P 04
	VERBURG RD	P 01
WES WHITE HL		TH 30
WEST MAIN ST		US RT 2
WESTALL DR		TH 57
WESTALL EXT		TH 58
	WHEELER LN	P 28
	WILD APPLE LANE	P 60
WILLIAMS HILL RD		TH 20
	WINDY WOODS RD	P 65
	WOLF LN	P 72
WORTHEIM LN		TH 21

RV = Riverview Commons Mobile Home Park
 Adopted - September 13, 1999
 LAST REVISED January 2, 2007 (IN BOLD)