

Town of Fairfax, Vermont
CHAPTER THREE
ORDINANCE REGULATING ROAD NAMING AND NUMBERING

SECTION 1. Authority

This ordinance is adopted by the Selectboard of the Town of Fairfax, VT, pursuant to authority to adopt, amend, repeal, and enforce ordinances granted by 24 V.S.A. § 1971 and §2291(16). This ordinance shall be a civil ordinance within the meaning of 24 V.S.A. Chapter 59.

SECTION 2. Purpose.

It is the purpose of this ordinance is to create a process and standards for naming and renaming streets and for numbering and renumbering lots pursuant to 24 V.S.A. §2291(16) and to provide for penalties for violations of this ordinance granted by 24 V.S.A. § 2291(15).

SECTION 3. Authority

The Town's Zoning Administrator shall serve as the Town's E911 Coordinator to manage the process of road naming and E911 addressing in an effective and efficient manner, since most road naming or E911 addressing is related to new development.

SECTION 4. Road Naming.

- a. When a road must be named or renamed, the E911 Coordinator shall ask the proponent of a new subdivision or owner(s) of a private road to submit at least three distinct names for each road to be named or renamed.
- b. The E911 Coordinator is authorized to name or rename public or private roads, including:
 1. Public roads;
 2. Private roads or driveways serving three or more primary structures;
 3. Private roads or driveways serving three or more parcels of land;
 4. Private roads or driveways serving three or more E911 addresses; or
 5. Private roads or driveways serving one or more E911 addresses where three or more parcels or land uses are planned or permitted.
- c. The E911 Coordinator shall use the Vermont E911 Board Addressing Standards in naming roads including in setting the start and terminus of roads.
- d. Road names shall be separate and distinct from each other to minimize risk of confusion (for example, not Beach and Peach; not West Street and West Road, etc).

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- e. The Town encourages road naming based upon historical references to Fairfax, physical features of the landscape, and the like; and discourages naming roads after given names or oneself.
- f. The E911 Coordinator reserves the right to decline to accept suggested road names, and may either request additional suggestions, or may name the road itself, at its sole discretion.
- g. When a road is named or renamed, the E911 Coordinator shall file the road name and its map location with the Town Clerk, Assessor, Fire Chief, Department of Public Works, Town Manager and contracted rescue and police providers; and shall also notify the Vermont E911 system using their prescribed approach; all within five business days after the road name decision is made.

SECTION 5. Road Signs.

- a. Within 30 days of road naming or renaming (unless delayed due weather), the Department of Public Works shall install a street sign with the approved street name and suffix. Private roads shall be marked "Private" or "PVT". Where an existing sign must be replaced due to a requested renaming, the requestor(s) shall reimburse the Town for all materials costs within 30 days of billing.
- b. Road signs shall be reflective and on a green field with 6" white lettering with a white border per the current adopted Manual on Uniform Traffic Control Devices (MUTCD). Road signs shall be placed in accordance with the E911 Board Addressing Standards and MUTCD.

SECTION 6. Addressing.

The E911 Coordinator shall assign addresses to all new buildings, homes, and businesses; and/or parcels of land created within new subdivisions, in accordance with the current adopted E911 Board Addressing Standards.

SECTION 7. Street Numbering.

- a. All existing or new buildings or land uses that require E911 addresses shall display those addresses in prominent locations visible from the street, whether on the primary structure on a parcel, on a free-standing post, or on a mailbox on the street. Street number signs may be obtained from the E911 Coordinator for a fee.
- b. Buildings shall have the E-911 number displayed so as to be seen from the road. If the building cannot be readily seen from the road the number also shall be placed in a prominent location visible from the road that communicates the E-911 number effectively (i.e. start of the driveway on a mail box, where driveways diverge, etc.).

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- c. The E911 Coordinator shall notify tenants and property owners of a property renumbering and it is the responsibility of the property owner to post the new E911 address within 30 days of that notice. Any other numbers that may cause confusion with the assigned E911 address shall be removed from the building or site.
- d. New buildings and uses shall post the E911 address prior to the issuance of a Certificate of Occupancy.
- e. Numbers shall be per the current adopted E911 Board Addressing Standards: reflective and at least three inches in height.

SECTION 8. Enforcement and Penalties.

- a. This ordinance shall be a civil ordinance and violations may be enforced in the Judicial Bureau by any enforcement officer or in the Superior Court at the election of the Town of Fairfax.
 - 1. For purposes of enforcement in the Judicial Bureau, any enforcement officer shall have authority to issue tickets and represent the Town of Fairfax as the appearing officer at any hearing. Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a et seq.
 - 2. The Town of Fairfax or its designee(s) may initiate a civil action in Superior Court to obtain injunctive and other appropriate relief, or to pursue any other remedy authorized by law. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure.
 - 3. Enforcement Officers for this Ordinance shall be identified in the Fairfax General Provisions Ordinance.
- b. Civil Penalties
 - 1. Current fines will be listed in the Fairfax General Provisions Ordinance.
 - 2. Each day that a violation continues shall constitute a separate violation of this ordinance.
 - 3. For purposes of determining the sequence of offenses, subsequent offenses shall be those that occur within a Twenty-four-month period of the anniversary day of the first offense. Any offense occurring after this Twenty-fourth-month period shall be considered a new first offense.

SECTION 9. Severability.

This ordinance and its various parts, sentences, sections, and clauses are severable. If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

SECTION 10. Other Laws.

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This ordinance is in addition to all other ordinances of the Town of Fairfax and all applicable laws of the State of Vermont. All ordinances, resolutions, regulations, or other documents inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency. The Town of Fairfax Ordinance Regarding Road Naming and Road Addressing is hereby repealed.

SECTION 10. Effective date.

This ordinance shall become effective sixty (60) days after its adoption by the Fairfax Selectboard or at such time following the expiration of the 60 days from the date of its adoption as is determined by the Fairfax Selectboard per 24 V.S.A. § 1973. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Adopted this 21st day of August, 2023 by the Selectboard of the Town of Fairfax.

 8/21/23







