

**TOWN OF PITTSFORD
AN ORDINANCE/A POLICY
REGARDING STREET NAMING AND STREET NUMBERING**

SECTION I PURPOSE

In accordance with 24 VSA Chapter 61 §2291 (16), the Board of Selectmen of the Town of Pittsford hereby establishes the following ordinance in order to develop a more uniform street naming and street numbering system throughout the Town of Pittsford to enable persons to locate addresses effectively and in a timely manner for purposes of providing emergency services and deliveries. This ordinance is designated as a civil ordinance pursuant to 24 VSA § 1971 (b).

SECTION II STREET NAMING

Each street or road shall be assigned a name by the Board of Selectmen in cooperation with Town residents that is separate and distinct from any previously assigned name in the Town of Pittsford. Through streets should be named: drive, street, or road. Cul-de-sacs should be named: court, place, lane, way, heights, row, circle, or alley. A shared driveway of any length having three or more residences on it shall be defined as a private road. Private roads shall be named. A driveway having one or two residences on it shall be defined as a driveway, and shall not be required to be named.

SECTION III STREET NUMBERING

Streets of the Town of Pittsford shall be measured in segments of 5.28 feet. Low numbers shall start nearest the Rte #7 and Rte #3 intersection and increase as they head out of Town. Odd numbers shall be assigned to the left side of the street and even numbers to the right, as they head out of Town. Generally, numbers shall be assigned in relation to the driveway from the street.

Apartment houses shall be given one street number and each individual apartment shall be given an apartment number or letter. Combined commercial and apartment complexes shall be given one street number and each individual apartment or commercial unit shall be given an apartment/commercial number or letter.

SECTION IV POSTING OF DESIGNATED STREET ADDRESSES

1. The owner or occupant or person in charge of any house or building to which a number has been assigned will be notified by the United States Postal Service in cooperation with the Town of Pittsford of the number and street name assigned to the same after the adoption of this ordinance.

2. Within sixty (60) days after the receipt of such notification, the owner or occupant in charge of a house or building to which a number has been assigned shall affix the number on or near the front door, if visible from the road. When the numbers are not visible from the road, they shall be affixed to a sign or number post at the driveway entrance at the road.

3. Numerals indicating the official numbers for each principal building or each front entrance to such building (or if not visible from the road on a sign or post at the driveway entrance) shall be posted in a manner as to be legible and distinguishable from the street on which the property is located, with letters painted or applied, of a contrasting color to the background, of no less than three inches (3") in height.

SECTION V FUTURE DEVELOPMENT

Prior to the issuance of a zoning permit, a developer shall furnish a plan for a street naming and street numbering system in accordance with this ordinance to the Board of Selectmen. Final approval of a certificate of occupancy of any principal building erected after the effective date of this Ordinance shall be withheld until permanent and proper numbers have been displayed in accordance with this Ordinance.

SECTION VI PENALTIES

A person who violates the provisions of this Ordinance or the conditions of a permit issued under this ordinance shall be guilty of a civil violation and fined \$20.00 for the first offense and \$50.00 for any subsequent offenses as well as any other lawful charges. Waiver fees shall be one half the specified fine in lieu of court appearance.

SECTION VII STREET SIGNS

The Board of Selectmen, upon adoption of this Ordinance, shall institute a program for the installation and maintenance of street name signs in accordance with the names established by this Ordinance, excepting private roads. Said program shall be included in the Town's Comprehensive Sign Ordinance.

All signs shall conform to the manual on Uniform Traffic Control Devices for Streets and Highways. All signs shall be installed and maintained to the highest degree possible allowed by budget considerations. Private road/street signs shall be the responsibility of the land owner(s).

SECTION VIII NOTICE AND IMPLEMENTATION

The Board of Selectmen shall make reasonable efforts to ensure that the public is notified of the existence of the Ordinance for Street Naming and Street Numbering.

The Town shall ensure, through cooperative efforts with the Post Office, that each property owner is notified of the Ordinance.

SECTION IX SEVERABILITY

If any portion of this Ordinance and Amendments is held unconstitutional or invalid by a Court of competent jurisdiction, the remainder of this Ordinance and Amendments shall not be affected.

SECTION X EFFECTIVE DATE

This ordinance shall take effect sixty (60) days from after its adoption. All ordinances or parts of ordinances in conflict therewith are hereby repealed.

ADOPTED 5/28/97

POSTED AND PUBLISHED 5/29/97

EFFECTIVE DATE 7/28/97

BOARD OF SELECTMEN

Margaret K. Flory
Margaret Flory

Harry S. McKinlay
Harry S. McKinlay

Lynne White
Lynne White

Larry Pommainville
Larry Pommainville

Rodney G. Dixon
Rodney Dixon

Pittsford Town Clerk's Office
this 29TH day of MAY 1997
at 8:15 o'clock A M.
received and recorded in Vol. _____
at page _____

Ernest B. O'Song Town Clerk