

Selectboard Policy Regarding Street Naming & Street Addressing

Purpose

In accordance with 24 V.S.A. § 2291 (16), 18 V.S.A. § 304(17), and 30 V.S.A. §7056 the Selectboard of the Town of Stowe hereby establishes the following policy regarding Street Naming & Addressing. The purpose for this policy is to help establish a uniform street naming and street addressing system throughout the Town of Stowe. In addition, this policy helps establish the Zoning Department as the source for all development related permits. Last, this policy replaces Sections 4-81, 4-82 and 4-83 of the Stowe Municipal Code which were repealed on July 23, 2012, 2012.

Administration

The Zoning Administrator, or the Acting Zoning Administrator in his absence, shall serve as the Stowe 911 Coordinator. The 911 Coordinator shall be charged with:

1. Acting as a liaison with the Vermont Enhanced 911 Board
2. Acting as the liaison to the public to assign 911 addressing for new structures
3. Acting as the liaison with the post office and other governmental agencies for new addressing
4. Maintaining the municipal address system
5. Submitting 911 updates and additions to the Enhanced 911 Board
6. Maintaining the Emergency Service Zone (ESZ) database and associated emergency provider information

Address Numbering

A uniform system of numbering properties and principal buildings shall be maintained and updated by the 911 Coordinator in accordance 30 V.S.A §7056 and 30 V.S.A § 7059. Buildings will be assigned a number based on a mileage system converted to decimals. This system converts the mileage of a building from the beginning of the road (whole mileage and decimal portion of a mile) into a four-digit whole number. The beginning of the road is the end which is closes to the intersections of Routes100 and 108. Dead-end roads may be an exception with the numbering starting at the road's entrance. A property must have a driveway along a given road in order for the property to be addressed as part of that road.

Street numbers shall be assigned at the time that the proposed driveway location is determined. This shall be when the curb cut permit is issued if the driveway accesses a town or state road or at the time a zoning permit is issued for a driveway if the driveway accesses a private road.

The 911 Coordinator will maintain the 911 database and transmit the required information to the Vermont Enhanced 911 Board. In addition, the 911 Coordinator will coordinate and provide updates to the Postal Service and other governmental agencies as agencies as needed.

The assigned street numbers are recommended to be posted at the driveway for all new buildings and on the buildings when there are multiple buildings served by one driveway. The numbers are recommended to be easily legible figures not less than three inches (3 ") high.

Street Naming

Every public road shall have a name approved by the Select Board. Every new private road shall have a name approved by the 911 Coordinator. All road names must be a separate and distinct name from existing names. No two road names can have the same or similar sounding name. Road names should only change where there is a substantial intersection, or at town boundaries. Road names shall be approved before any zoning or curb cut permits are issued for proposed development on a new road.

A shared driveway serving three or more residential dwellings, or serving three or more commercial buildings on separate lots, shall be considered to be a private road and shall be assigned a new road name. All structures on such a shared driveway shall be assigned a street number and road name based upon the street name for the shared driveway. When an existing driveway use is expanded to serve three or more such buildings, the existing buildings shall be re-addressed using the new street name.

The developer of a private road shall request approval of the private road name when all land to be served by the road is under the ownership of the developer. In all other cases, an attempt shall be made to coordinate all land owners to be served by a private road to agree upon the private road name.

It is recommended that the developer of private roads or the association maintaining the road install and maintain street signs at all intersections. The Town of Stowe will install and maintain street signs where private roads intersect with public roads and on all public road intersections.

Adopted by the Stowe Selectboard – July 23, 2012