

**TOWN OF JAFFREY**  
**HOUSE NUMBERING ORDINANCE**

**Article I**  
**TITLE**

1. This ordinance is entitled and may be referred to as the "House Numbering Ordinance of the Town of Jaffrey, New Hampshire."

**Article II**  
**PURPOSE & AUTHORITY**

1. The purpose of this ordinance is to enhance the rapid location of properties for the delivery of public safety and emergency services.
2. This ordinance is adopted pursuant to and consistent with the NH RSA 31:39 & NH RSA 231:133-a..

**Article III**  
**DEFINITIONS**

1. For the purpose of this ordinance, the following definitions shall apply:
  - A. Road is any highway, road, street, avenue, lane, private way, fire road, or similar paved, gravel, or dirt way within the Town of Jaffrey.
  - B. Improved property is any property on which a more or less permanent structure has been erected or placed.
  - C. Owners are defined as the person or persons who are listed on the current assessment records of the Town of Jaffrey.

**Article IV**  
**OFFICIAL MAP**

1. The Board of Selectmen shall be responsible for maintaining the following official records of the numbering system:
  - A. Dispatch Map of the Town of Jaffrey; and

B. An alphabetical list of all property owners as identified by current assessment records, by last name, showing the assigned numbers; and

C. An alphabetical list of all roads with property owners listed in order of their assigned numbers.

2. Copies of the official records as listed in Article IV, Section 4 shall be deposited with the Town Clerk, Fire Department, Police Department, and Ambulance Squad for their use and shall be updated and/or replaced by the Board of Selectmen with new records from time to time as necessary.

## **Article V NAMING AND NUMBERING SYSTEM**

### 1. Property Numbers

A. Each residence and business property shall have a number indicating its position on the road on which it is located.

B. In general, one whole number on each side of the road shall be assigned for every fifty (50) feet interval of road frontage.

C. Every improved property with more than one principal use or occupancy shall have a separate designator for each use or occupancy (i.e. 123 Any Road, Apt. 2).

## **Article VI NUMBERS AND NAMES TO BE POSTED**

1. Every owner of an improved property shall, within thirty (30) days of notification as defined in Article IX, Section 5 of this ordinance, or within thirty (30) days of new habitation, display and maintain in a conspicuous place on said property the number assigned.

A. The number assigned shall be displayed in numeral form and be no less than three inches (3") high. Numerals shall be a contrasting color from the background, and preferably reflective in nature.

B. Assigned numbers of each improved property shall be posted near the principal entrance to the property and in a manner as to be legible from the road on which the property is located, and which can be seen when approaching from either direction.

C. Owners of buildings which are not visible from the road shall place the assigned number on both sides of a post or mailbox at the entrance to the property.

2. Every person whose duty it is to display the assigned number shall remove any different number which might be mistaken for, or confused with, the number or name assigned in

conformance with this ordinance.

**Article VII  
PROPOSED ROADS AND STRUCTURES**

1. Proposed roads shall be named and numbered in accordance with the provisions of Article V of this ordinance. All proposals for road names shall be subject to confirmation and possible alteration by the Board of Selectmen.
2. On any final plan submitted to the Planning Board showing proposed roads, applicants shall mark on the plan lines or dots, in the center of the proposed roads every fifty (50) feet so as to aid the town in assigning numbers to properties.
3. No building or occupancy permits for new structures will be issued in the Town unless the applicant demonstrates that they have applied for or received the assignment of a property number from the Board of Selectmen.

**Article VIII  
VIOLATIONS AND PENALTIES**

1. Unlawful to deface assigned numbers or road signs.
  - A. No person may knowingly alter, deface, or remove any number placed on any property in accordance with this ordinance.
  - B. No person may alter, deface, or remove any road sign erected in the Town of Jaffrey.
2. Any violation of any provision of this article of this ordinance shall be subject to a civil fine assessed by the Board of Selectmen, payable to the Town of Jaffrey of twenty-five dollars (\$25.00) for the first offense, fifty dollars (\$50) for the second offense and one hundred dollars (\$100) for the third or subsequent offenses, together with attorney's and other legal fees incurred by the Town in the enforcement of this ordinance.

**Article IX  
AMENDMENT AND OTHER LEGAL PROVISIONS**

1. Interpretation: Interpretation of what may not be clear in this Ordinance shall be according to the intent of the Ordinance and the Comprehensive Plan.
2. Conflict with Other Ordinances: Whenever the regulations of this Ordinance conflict with those of another Ordinance, the stricter shall apply.

3. Severability: If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions.

4. Amendment:

A. No regulation or amendment of this ordinance shall be adopted until after the Selectmen of the Town have held a public hearing.

B. Amendments to this Ordinance shall be considered following petition, recommendation of the Police and Fire Department, the Ambulance Squad, or motion of a Selectman.

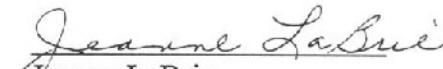
5. Effective Date:

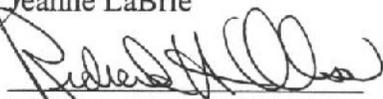
A. This ordinance shall be enacted and be of full force and effect on June 1, 1999.

B. It shall be the duty of each property owner assigned a property number to comply with this ordinance within thirty (30) days of notification in accordance with Article VI of this ordinance.

D. It shall be the duty of each property owner of a new structure assigned a property number to comply with this ordinance within thirty (30) days of habitation in accordance with Article VI of this ordinance.

Jaffrey Board of Selectmen

  
Jeanne LaBrie

  
Richard Olson

  
Michael Barlick