

TOWN OF WEST WARWICK

ORDINANCE

OF THE

TOWN COUNCIL

ORDINANCE NO. 2006 - 23

**AN ORDINANCE OUTLINING THE ROAD NAMING & NUMBERING SYSTEM FOR
THE TOWN OF WEST WARWICK BY ADDING CHAPTER 16, ARTICLE V**

WHEREAS: The Town Council desires to establish a uniform method of naming and numbering all roads that will promote efficiency in locating primary buildings.

WHEREAS: The Town Council desires to provide more expedient response of emergency medical services, fire protection, law enforcement, and other emergency services, which at the same time provides consistency for mailing addresses.

NOW, THEREFORE, IT IS HEREBY ORDAINED that the Town Council of the Town of West Warwick hereby establishes the following system for the naming and numbering of Town streets:

CHAPTER 16, ARTICLE V - ROAD NAMING & NUMBERING SYSTEM

Sect 16.80. Parties Affected

All primary buildings and roads within the boundaries of the Town of West Warwick shall hereafter be identified according to the uniform road naming and numbering system as herein contained as adopted or amended by the Town Council of the Town of West Warwick pursuant to their authority as outlined in the Code of Ordinances - Town of West Warwick, Rhode Island, Article IV, Section 407.

Sect 16.81. Definitions

Road: Any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare.

Primary Building: Shall mean each building which fronts on a road; provided, however, it shall not include accessory structures located adjacent to a building.

Sect 16.88. New Developments and Subdivisions

All new developments and subdivisions shall be named and numbered in accordance with the provisions of this ordinance and as follows:

New Developments. Whenever any residence or primary building is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Building Department. This shall be done at the time of the issuance of the building permit.

New Subdivisions. Any prospective sub divider shall show a proposed road name and lot numbering system on the pre-application submission to the Planning Board. Approval by the Planning Board and the Technical Review Committee shall constitute the assignment of road names and numbers to the lots in the subdivision. The Technical Review Committee shall consist of the Building Official, Fire Chief, Police Chief, Highway Director, Town Engineer, Town Planner, Town Clerk and the E-911 Coordinator/Liaison.

Sect 16.89. Street Signs

The Town of West Warwick shall institute a program for the installation and maintenance of road name signs in accordance with the names established by this ordinance.

All road signs shall be installed and maintained by the Town of West Warwick Fire Department, Fire Alarm Division to the highest degree possible allowed by budget considerations.

The Fire Chief shall appoint a chief officer and his designee to assist the fire alarm division in the implementation of road sign installation.

The initial expense of street sign installation shall be the responsibility of the developer of the subdivision or development. The Fire Department shall provide each developer with a cost account for the installation of street signs, which shall include all expenses related to said installation.

The normal installation of street signs is attachment to utility poles, where a development does not have utility poles, such as the case with underground utility construction the street signs shall be installed by the developer at the direction and satisfaction of the Fire Department.

Sect 16.80. Appeals

Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal in writing to the Planning/Zoning Board. All appeals shall be in written form to the Planning/Zoning Board, setting forth the basis for the appeal, and said board shall act upon the appeal within 60 days from date of receipt.

Entrance: Shall mean the primary doorway or other principal entrance to a building accessible by the general public.

Sect 16.82. Naming System

All roads that serve two or more Primary Buildings shall be named regardless of whether the ownership is public or private. A road name assigned by the Town of West Warwick shall not constitute or imply acceptance of the road as a public way. Request for separate or individual naming of a road must be presented in writing and reviewed by the Technical Review Committee.

A uniform road naming system has been developed for all roads based upon the following process:

1. There shall be no duplication of road names within the Town.
2. Road names shall not sound alike (e.g. Beach and Peach, Lynwood and Linwood).
3. The use of directional words such as north, south, east, and west (West Pine St.) shall be discouraged (used only when absolutely necessary).
4. Road names shall not be differentiated solely by their suffix (e.g. Pine Place, Pine Lane, and Pine Avenue).
5. Each road shall have only one name along its entire length.

Sect 16.83. Road Name Type Designations

The owner/developer/applicant shall have regard to the roadway function, length, and configuration to determine the road type designation.

Road Type Designation	Criterion
Street, Avenue, Road, Boulevard, Drive	Applicable to all major thoroughfares or road of four or more blocks in length.
Trail, Way	Applicable to roads which are winding or curved in nature.
Terrace, Gardens, Grove, Pathway, Heights, Walk	Applicable to minor or short length roads of ten or less primary buildings.

Lane	Applicable to all narrow roads generally used for service or private roads (e.g. a driveway used to access one or more primary buildings not fronting a road).
Crescent	Applicable to roads forming a crescent.
Circle	Applicable to roads that are circular in nature.
Square	Applicable to roads that form part of a square.
Court, Place	Applicable to roads that form a Cul-de-Sac
Hill	Applicable to roads that have a noticeable slope throughout the majority of its length.

Sect 16.84. General Numbering System

All roads shall be numbered; **ODD** numbers shall be assigned to the **RIGHT** side of the road and **EVEN** numbers to the **LEFT** side of the road.

The following criteria shall govern the numbering system:

All number origins shall begin from the intersection of the primary or secondary through or cross road. For dead-end roads, numbering shall originate at the intersection of the adjacent road and terminate at the dead-end.

Apartment House - A residential building with more than 3 units in which the rooms are arranged and rented as apartments. Apartment houses shall be numbered as follows: the Apartment House shall be given one road number, and each individual apartment shall be given an apartment number. *For example, 21 Elm Street, Apartment 1; 21 Elm Street, Apartment 2; etc.*

Residential Condominium Complex Townhouse Style - A building or buildings with individually owned units. Each condominium road shall be given a street name, and each condominium within the complex shall be given its own street number. *For example, 62 Elm Street.*

Residential Condominium Complex Apartment Style - A building or buildings with individually owned units. Each condominium road shall be given a street name. Apartment style condominiums shall be numbered as follows: the Condominium building shall be given

one road number, and each individual Unit shall be given a number. *For example, 21 Elm Street, Unit 1; 21 Elm Street, Unit 2; etc.*

Commercial Complex - A building or buildings used for commercial or industrial use. Each building shall be given its own road number and each unit within that building shall be given its own unit or suite number. *For example, 111 Elm Street, Suite 1.* Where there are multiple roads in a complex, each road shall be given a road name, and each building shall have its own road number. In the case of commercial condominiums, each unit in a building shall have its own unit number, and further subdivisions shall be given a letter. *For example, 113 Elm Street, Unit 3; 113 Elm Street, Unit 3A; etc.*

Combined Commercial and Apartment Complex - A building or buildings used for commercial use in which there may also be apartments. Each building shall be given its own road number; each commercial unit shall be given its respective unit or suite number; and each apartment shall be given its respective apartment number. At no time shall any unit or apartment in the same building be given the same number. *For example, 58 Elm Street, Unit 1; 58 Elm Street, Unit 2; 58 Elm St. Apartment 3; etc.*

Duplex House - A dwelling consisting of two separate family units, which are separated by a one-hour rated construction. Each family unit shall be given its own road number.

Single Family Dwelling - A detached one family house that shall be given its own road number. *For example, 44 (Name) Street.*

Single Family Dwelling with In-law Apartment - A primary residence with an accessory apartment. The primary residence shall be given a road number, and the accessory apartment shall use that road number.

Sect 16.85. Compliance

All owners of primary buildings shall display and maintain the assigned numbers in the following manner:

Number on the Primary Building. Where the primary building is within 50 (fifty) feet of the edge of the road right-of-way, the assigned number shall be displayed on the front of the residence or structure near the front door or entry, clearly visible from the road, preferred location is on the (right or left) of the door knob side of the entrance door, no less than 36 inches and not higher than 72 inches and no further than 16 inches from the edge of the door unless otherwise approved

Number at the Road Line. Where the residence or structure is over 50 (fifty) feet from the edge of the road right-of-way, the assigned number shall be displayed on a post, fence, wall, mail box or other structure at the property line next to the walk or access drive to the residence or structure. The post, fence, wall, mail box or other structure shall be no more than five feet from the edge of the road, numbers shall be mounted no less than 36 inches

and not more than 72 inches from ground level. Numbers shall be posted on both sides of the marker used. All weeds and plantings kept clear and numbers clearly visible.

Size and Color of Number. The numbering shall be a minimum of four (4) inches in height and of a color that is a visible contrast to the surface upon which it is mounted. All displayed street numbers shall be in Arabic form (0, 1, 2, 3, 4, 5, 6, 7, 8, 9).

Every person whose duty is to display the assigned number shall remove any different number that might be mistaken for, or confused with, the number assigned in conformance with this ordinance.

Interior Location. All residents and other occupants are requested to post the assigned number and road name adjacent to their telephone for emergency reference.

Compliance Deadline. Compliance shall be required within 30 days of either the effective date or receipt of notification from the Town regarding structure numbering.

Sect 16.86. Enforcement

The Town of West Warwick Building Official shall have the primary responsibility for the implementation and enforcement of this naming and numbering ordinance in conjunction with the E-911 coordinator/liaison who shall be the Fire Department Director of Communications.

Sect 16.87. Penalty

Any property owner who fails to comply with any relevant provision of this ordinance within thirty days of the mailing date of the Notification of Road Naming and Numbering Assignment shall be guilty of a violation with a penalty of not more than \$50.00 for each day of non-compliance.

Any property owner who shall affix to or display upon a structure any number other than that assigned to it pursuant to this ordinance shall be guilty of a violation with a penalty of not more than \$100.00 for each day of non-compliance.

Property owners in non-compliance shall be notified by certified mail and given up to 30 days from the post date to comply with the ordinance before penalty is enforced and begins to accrue. The penalty will continue to accrue until the violation ceases.

This section shall not apply to the display of "date of origin" numbers for historic buildings provided that they are displayed so as to not be confused with the display of the assigned road numbers.

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POSTED: SEPTEMBER 26, 2006

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SECOND READING AT COUNCIL MEETING ON: OCTOBER 17, 2006

COUNCIL PRESIDENT: _____

TOWN CLERK: _____

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THIS ORDINANCE WILL TAKE EFFECT ON: NOVEMBER 8, 2006