

**ORDINANCE REGULATING THE BUILDING AND STREET NUMBERING  
IN THE TOWN OF MOUNT DESERT**

As adopted at Annual Town Meeting March 6, 7, and 8, 1995 and

Amended May 5, 2009

Amended May 2, 2023

WHEREAS, it is the responsibility of the municipality to protect the lives and property of the residents of the Town of Mount of Desert, and

WHEREAS, it is the desire of the municipality to operate efficient and effective public safety services, and

WHEREAS, these efficient and effective public safety operations are inhibited absent building and street numbering;

THEREFORE BE IT ORDAINED by the Inhabitants of the Town of Mount Desert, Maine that the following ordinance entitled “Ordinance Regulating the Building and Street Numbering in the Town of Mount Desert” be enacted.

1. The Town Manager shall designate an Addressing Officer who shall have the sole authorization to assign street numbers to any building or lot within the boundary lines of the Town of Mount Desert. That number shall be the official address used for property identification on Town records.
2. New Address numbers and naming of new roads shall follow the standards as outlined in the publication entitled *The Enhanced 911 Addressing Officer Manual* issued by the State Public Utilities Commission, Emergency Services Communication Bureau.
3. All roads that serve two or more properties shall be named regardless of whether the ownership is public or private. A “road” refers to any highway, road, street, avenue, lane, private way, or similar paved, gravel, or dirt thoroughfare. “Property” refers to any property on which a more or less permanent structure has been or could be placed. New Public road names shall be approved by Town meeting. New Private roads shall be approved by the designated Addressing Officer, Police Chief, and Fire Chief.
4. Whenever any residence or other structure is constructed that requires an assigned number, it shall be the duty of the new owner to procure an assigned number from the currently appointed Addressing Officer at the time of issuance of a building permit. All parcels improved with buildings shall bear a distinctive street number in accordance with and as designated upon the Assessing records on file with the Town of Mount Desert’s Assessing Department. The designated Addressing Officer or his designee shall be responsible to maintain and keep current said records.
5. The number shall be displayed on the front of the building and/or on the side facing the street. The number shall be plainly visible from the street. Owners of buildings that are set back out of view from the road shall display numbers on a post/sign, tree, fence or similar feature to the left of the driveway entrance. Said post/sign shall not be considered a structure which must conform to Land Use Zoning Ordinance setbacks. The top of said post/sign shall be a minimum of four (4) feet in height from ground level at the road.
6. For multi-family houses or apartment buildings, the house number shall be displayed as outlined in section 5. Each individual apartment or living unit shall be clearly sub-lettered/numbered.

## Building and Street Numbering Ordinance

7. Numbers shall be no less than three (3) inches in height and shall contrast in color with the building or background to which they are attached. The number must be reflective. The bottom of a number or numbers shall be no less than three (3) feet in height from ground level at the road.
8. No person shall affix, or allow to be affixed, a different street number from the one designated on the Assessing records.
9. The provisions of this Ordinance shall be enforced by the Code Enforcement Officer of the Town of Mount Desert. Upon finding a violation of this Ordinance, the Code Enforcement Officer shall give written notice to any or all of the owners, or persons in charge of the residence, business or other building, stating the action necessary to achieve compliance and a compliance date by which such action must be taken. Any person who, after being notified by a Town of Mount Desert Official, fails to comply with any provision of this Ordinance within the time limit of thirty (30) days specified in such Notice, shall reimburse the Town its reasonable costs of installing or causing to be installed a conforming number and number display. Any person or corporation who violates, disobeys, refuses to comply with, or resist the enforcement of any provision of this ordinance shall upon conviction, be fined not less than One Hundred Dollars (\$100), not more than Two Thousand Five Hundred Dollars (\$2,500) for each offense. Each violation shall be deemed a separate offense. In addition, pursuant to the Maine Revised Statutes, Title 30-A, Part 2, Subpart 6-A, Chapter 187, Subchapter 5 (30-A M.R.S.A. §4452), the Town may recover all costs of enforcement of this ordinance, including reasonable attorneys fees.
10. This ordinance, as amended, is adopted pursuant to the Maine Revised Statutes, Title 30-A, Part 2, Subpart 4, Chapter 141 (30-A M.R.S.A. § 3001, *el seq.*)
11. Any persons aggrieved by the administration or enforcement of this Ordinance may appeal that action to the Town of Mount Desert Board of Appeals at any time within thirty (30) days of notification, by informing the Town Clerk, in writing, of said appeal. No appeal shall be considered to be a “de novo” action.
12. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.
13. The effective date of this Ordinance is: May 5, 2009.