

Vermont E911

Addressing Standards

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E911 Coordinator Authority and Duties

Royalton Policy Approved May 1, 2024

100 Authority.

This policy is adopted by the selectboard of the Town of Royalton (town) as of May 1, 2024.

This purpose of this policy is to establish a uniform system in conformance with the Vermont State E911 standards, for naming roads, private lanes, and numbering buildings throughout the Town of Royalton to facilitate the location of properties for emergency services, postal and delivery services, and for other appropriate purposes.

102 Enhanced 911 Coordinator appointment.

The Royalton Selectboard shall have such authority and responsibility relating to the appointment of the Enhanced 911 (E911) Coordinator to serve as the Town's liaison to the Vermont 911 System on all database and mapping maintenance issues, maintain the municipal addressing system, and share information regarding new and revised addresses and street names.

103 Authority to name and number.

The E911 Coordinator, subject to the orders and policies of the Royalton Selectboard and in conformance with state law, the Vermont State E911 standards, and the provisions of this article, shall be authorized to name all newly proposed public and private streets, rename both public and private, number and renumber all property parcels, buildings, and units, and from time to time, as the convenience of the public may require, direct numbers to be affixed to or inscribed on all dwelling houses and other buildings or parts of buildings fronting on a public or private street, alley, or public place.

104 Duty to affix numbers.

It shall be the duty of every owner or occupant to affix such numbers as directed by the E911 Coordinator to their parcel, building, unit, or dwelling. Numbers shall be displayed via a reflective address plate which is properly affixed on or near the front entrance or in some other manner **VISIBLE FROM THE ROAD**. The number must be correct, easily legible, and not obscured. If the building is not visible from the road, the address plate shall be placed at the driveway visible from the road. If there is no mailbox, a sign post shall be installed at the driveway entrance on the main road. The property owner is responsible for the address plate. Initial address plates will be paid for by the Town after which the maintenance and new plates will be at the expense of the property owner (or at the discretion of the e911 Coordinator).

105 Form, size, material and manner of affixing numbers.

The E911 Coordinator shall determine the form, size and material of numbers, and the mode, place, succession, and order of inscribing and affixing them on houses or other buildings, or property parcels, based on the *E911 Address Identification Sign Guidelines*.

106 Method of numbering.

Addressing of new streets, and re-addressing of existing streets, shall follow Vermont State E911 standards using a 5.28 ft increment (i.e. 5,280 ft is a mile. Number 1,000 is one mile from the starting point) with odd numbers on the left and even numbers on the right. The numbering of parcels, dwellings, and buildings shall proceed continuously from the place of beginning and each number shall be as nearly opposite its alternate as possible.

(a) North and south streets.

In general, all streets running in a north and south direction, the numbering shall commence at the end of such street at or nearest VT Rt 14 and proceed in a direction away from VT Rt 14. The odd numbers shall be on the left side of all such streets and the even numbers on the right side.

(b) East and west streets.

In general, all streets running in an east and west direction, the numbering shall commence at Chelsea Street and proceed in a direction away from Chelsea Street & VT Rt 110. The odd numbers shall be on the left side of all such streets and the even numbers on the right side.

(c) Exceptions.

There are some exceptions, as when a town roads numbering continues from another town line and continues into Royalton. A few examples are, but not limited to; North Road, Gee Hill Rd, Cleveland Brook Rd, Broad Brook Rd & Jigger Hill Rd, just to name a few.

(d) Dead End Streets & Lanes

The numbering of streets which have the same entrance and exit, and cul-de-sacs, shall ascend from their beginning with odd numbers on the left and even numbers on the right.

(e) Private Shared Driveways

A shared driveway with three or more sites or lots must be changed to a named private lane (with confirmation of a name approved by the E911 Coordinator) and re-addressed accordingly based on the aforementioned Vermont's 911 numbering system requirements. Note – Existing mailing addresses may be effected by this standard, and it will be the responsibility of the residences to update their mailing address and Vermont Drivers License identification.

(f) Re-Address Notification

In the case of a re-addressing of an existing street, the E911 Coordinator shall notify affected properties in writing of their new addresses at least 30 days prior to implementation, and provide an opportunity for comment. Such notification may be transferred electronically or by US Mail. In addition, the E911 Coordinator may also hold public informational meeting(s).

(g) Multi-Unit Building Unit Numbering

1. Residential units shall be named "Unit" or "Apt". (All Royalton apartment buildings are considered as residential for E911 numbering purposes).
2. Commercial, office, and other non-residential use units shall be named "Suite".
3. Buildings with all unit entrances located on the first floor may be numbered 1, 2, 3, 4, 5, etc. Buildings with no more than 5 units may be numbered 1, 2, 3, 4, and 5 regardless of unit entrance location. Otherwise, hotel-style unit numbering shall be applied (e.g. units on the first floor in the 100's ascending from 101, units on the second floor numbered in the 200's ascending from 201, and so forth to the top floor).
4. Units numbered with letters, fractions, and decimals are prohibited.
5. Street address numbering may be applied in lieu of unit numbering to first floor unit entrances at the discretion of the Enhance 911 Coordinator.
6. Buildings on corner lots shall use the same street name for all units, or as determined by the Enhanced 911 Coordinator, taking into considering Emergency Vehicles space needs and access.

(h) New Structures

Prior to the issuance of an assigned e911 number, the owner shall furnish the E911 Coordinator a copy of an approved driveway access permit from either the Town of Royalton Selectboard or VT Dept of Transportation, including a diagram with distances for the proposed access.

107 Vanity Address Prohibition.

Any use of building and place names and/or numbers that mimics the Town's E-911 street naming and addressing system by using a fictitious, or "vanity," address consisting of a combination of a number, name, and/or place type (e.g. "1 Town Square") that has not been assigned by the Town and do not otherwise comply with the requirements of this Article are prohibited.

108 Variance from article permitted.

The E911 Coordinator may, on written application, grant a variance from the provisions of this article. A variance from the provisions of this article may be granted if all of the following facts are found and specified in a written decision:

- a) That there are unique circumstances or conditions present that the authorization of a variance is necessary to enable the reasonable addressing of a property;
- b) No unnecessary hardship has been created by the applicant; and,
- c) That the variance, if authorized, will represent the minimum variance necessary that will afford relief and will represent the least deviation possible from the provisions of this article,
- d) A variance cannot be granted if it is directly conflicting with “the uniform system in conformance with the Vermont State E911 standards”. (see paragraph 1 & Vermont Enhanced 911 Board Addressing Standards Version 3:
https://e911.vermont.gov/sites/nineoneone/files/doc_library/E911-Addressing%20Standards_Version3_Sept2022.pdf)

The E911 Coordinator shall give written notice of their decision to all interested parties no later than thirty (30) days after receipt of an application for a variance. In rendering a decision in favor of an applicant, the E911 Coordinator may attach such conditions as are considered necessary and appropriate under the circumstances to implement the purposes of this article.

109 Appeals.

(a) Any owner of parcels, dwellings, or buildings, or any other interested person, may appeal an action or failure to act by the E911 Coordinator. A written notice of appeal shall be filed with the Royalton Selectboard within ten (10) days of receiving the actual notice of the order or action complained of and shall set forth in detail the grievances of the appellant.

(b) The Royalton Selectboard shall meet within forty-five (45) days of the filing of the notice of appeal. All hearings shall be public, and all interested parties shall be given an opportunity to be heard and to present evidence and arguments.

(c) The Royalton Selectboard shall give written notice of its decision to all interested parties no later than thirty (30) days after the close of the hearing. The decision of the Royalton Selectboard shall be final.

110 Implemented May 1, 2024

Appendix

Numbering Examples