



OFFICE of SELECTMEN
Town of Hollis

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A TOWN ORDINANCE FOR THE ESTABLISHMENT
of a
STREET NUMBERING SYSTEM
for the
TOWN OF HOLLIS, NEW HAMPSHIRE

Section I. PURPOSE

- A. To identify the location and names of all streets and roads.
- B. To establish a uniform method of numbering primary buildings on previously unnumbered streets and roads.
- C. To promote efficiency in locating primary buildings.
- D. To provide more expedient emergency response.
- E. To provide a consistent system for mailing addresses.

Section II. PARTIES AFFECTED

All primary buildings within the boundaries of the Town of Hollis which do not have clearly established and/or displayed street numbers shall hereafter be identified according to the uniform street numbering system as herein contained as adopted or amended by the Board of Selectmen pursuant to their authority as outlined in RSA 231:133-a.

Section III. NUMBERING SYSTEM

A uniform street numbering system has been developed for all primary buildings based upon the following process:

- A. All primary buildings on the right side of the street beginning at its starting point will have odd numbers.
- B. All primary buildings on the left side of the street beginning at its starting point will have even numbers.
- C. Cul-de-sacs will be numbered to the right and continuing in the above manner to point of beginning.

- D. One odd and one even number will be assigned to each one hundred (100) foot intervals of frontage on the street as measured from the starting point of each street.
- E. Unused numbers will be held for future use to ensure against the need for renumbering.
- F. Street numbers shall be assigned by the Department of Public Works after consultation with other appropriate officials (police, fire, planning board, building inspector, postal service, etc.)
- G. Primary buildings on existing numbered streets will retain their assigned street numbers and new numbers will only be assigned to unnumbered primary buildings in accordance with the existing established numbering pattern.

Section IV. PROCEDURES

- A. All owners, tenants, occupants or persons in possession of primary buildings within the boundaries of the Town of Hollis shall affix, or cause to have affixed, the assigned street number(s) (or established numbers) in accordance with this section.
- B. All properties with primary buildings shall display the assigned street number (or established number) so as to be readily visible from the street.
 - 1. For primary buildings readily visible from the street, the street number shall be conspicuously displayed on that side of the building which faces the street.
 - 2. For primary buildings not readily visible from the street, the assigned number(s) shall be conspicuously displayed at the main vehicular (or pedestrian if no vehicular access exists) access to the property, so as to be visible on a year-round basis. The preferred method of display at the main vehicular or pedestrian entrance shall be on both sides of a mailbox. However, if a mailbox is not located at the main access, or if there is no mailbox, then the assigned street

number shall be displayed on a sign post or similar means at the main access.

- C. All displayed street numbers shall be at least three (3) inches in height.
- D. All street numbers shall be displayed in numerals. The number can be written out in addition to the street number, but the numeral must be displayed.
- E. Common driveways must have the number as well as the design of the driveway posted at the vehicular entrance to the driveway.

Section V. NEW BUILDINGS AND SUBDIVISIONS

- A. Whenever a primary building is erected or located in the Town of Hollis, the assigned street number shall be affixed in an appropriate location as provided for by this ordinance prior to start of construction.
- B. In all cases, Assessors office, Building Inspector, Communications Center, Fire and Police Departments, Planning Board, Selectmen and Postal officials shall be advised of the new assigned street numbers as building permits are issued.

Section VI. ADMINISTRATION

- A. This ordinance shall be administered by the Code Enforcement Officer.

Section VII. APPEALS

- A. Any property owner aggrieved by the implementation or administration of the provisions of this ordinance may appeal to the Board of Selectpersons who shall have the final administrative authority.
- B. All appeals shall be in written form setting forth the basis for appeal.
- C. All appeals shall be acted upon in a timely fashion.

Section VIII. EFFECTIVE DATE AND APPLICABILITY

The above described ordinance shall take effect immediately upon adoption by the Board of Selectmen.

This ordinance applies to any construction which requires a building permit.

HOLLIS BOARD OF SELECTMEN