

**ASHBURNHAM PLANNING BOARD**

**RULES AND REGULATIONS  
FOR  
HOUSE NUMBERING**



Adopted January 12, 2006

**ASHBURNHAM PLANNING BOARD**

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Town of Ashburnham  
Planning Board  
House Numbering Regulations

**1. Authorization**

Authorized under the Town of Ashburnham General By-laws and M.G.L. Chapter 148, § 59, the Ashburnham Planning Board adopts the following regulations on street numbering in the Town Of Ashburnham effective January 12, 2006.

**2. Purpose**

The standards and regulations set forth within the provisions of the By-law and these regulations shall have the purpose and effect of promoting the general health, safety, welfare and convenience of the inhabitants of the Town of Ashburnham by reducing the difficulty in responding to individual residences in cases of police, fire, medical or other emergency situations requiring immediate location and response; by facilitating the delivery efforts of the United States Postal Service through the creation of a numbering system for all delivery locations; by decreasing the potential for traffic accidents caused by motorists searching for address locations; by improving local census data gathering capabilities; by improving the accuracy of important legal documents requiring address location information; and by assisting the planning efforts of a growing community.

**3. Numbering System (40' Rule)**

The numbers shall be assigned by the following method:

- a. The street numbering system shall begin at the Town Hall and extend out with the odd numbers assigned to the left side and even numbers to the right side of the street, except Main Street, which shall retain its current number system.
- b. Number assignment shall be based on forty-foot (40 feet) intervals along the street starting at the beginning of the street.
- c. The front door of the building shall be the key for determining the building's number. If the structure is lacking a front door then the center of the foundation shall be used. If the building is not visible from the street, then the driveway shall determine the building number.
- d. Multifamily houses shall have each unit designated alphabetically; unit A starting on the left when units are horizontal and on the first floor when units are vertical.

#### **4. Compliance**

All dwellings, public buildings, businesses and structures used as a place of business or gathering shall be identified by their properly assigned street number (as assigned by the Town of Ashburnham) in a position easily observed from the street on a year round basis. It is the responsibility of each property owner to obtain their correct street number from the Land Use Office in the Ashburnham Town Hall.

Under no circumstances should a street number, other than that which is properly assigned, be displayed. New structures must have their number displayed at the time the building permit is issued (see New Structures below).

a. **New Structures**

Upon application for a building permit for a residence or other structure, it shall be the responsibility of the applicant and/or developer to procure an assigned number or numbers from the Land Use Office. A temporary house number sign shall be installed at the end of the driveway upon issuance of the building permit. Lot numbers are not acceptable and shall not be used.

b. **New Subdivisions and Approval Not Required Plans**

A prospective subdivider shall show the proposed lot numbering system on all plans submitted to the Planning Board. The lot numbering shall meet the requirements of the Planning Boards Rules & Regulations and guidelines provided herein.

#### **5. Sign Specifications**

The size, color, location, style and visibility of numbers shall be as follows:

- 5.1 The minimum height of such number shall be three inches.
- 5.2 In order to provide sufficient visibility from the street, the number shall be of a color so as to clearly contrast with its background.
- 5.3 The numbers shall be affixed as closely as possible to the front door of the house, either upon the structure or upon a post or similar support, and at a height readily visible from the street.
- 5.4 In cases where a house, business or structure is not visible from the street, or the distance is greater than fifty feet (50') from the street, a sign, no larger than twelve (12) inches by twelve (12) inches with numbers not less than three (3) inches in height, shall be posted at the street end of the driveway, and on the same side of the street, in such a way as to be seen by emergency vehicles approaching from either direction. This sign may be substituted by numbers not less than three (3) inches in height on both sides of the mailbox only if the mailbox is located at the end of the appropriate driveway. Mailbox may be located on opposite side of street from driveway.

- 5.5 In cases where more than one house, business or structure shares a common or shared driveway, a sign shall be posted at the street end of the driveway on the same side of the street in such a way as to easily be seen by emergency vehicles approaching from either direction. This sign shall designate the range of numbers for which the driveway serves.

This sign may not exceed the twelve (12) inch by twelve (12) inch dimension in order to accommodate the full set of numbers in a way easily seen from emergency vehicles. The numbers shall not be less than three (3) inches in height. Each driveway branching off of the common or shared driveway, and all subsequent branching, must have additional sign(s), dimensioned and visible as outlined above, at that immediate junction indicating which number(s) are served by that driveway.

- 5.6 Numbers placed on signs must be placed at a height of not less than four (4) feet from ground level and not exceed six (6) feet from ground level. Signs on posts must be kept clear of brush, snow and other obstacles that would limit visibility of said sign by emergency vehicles.

## **6. Enforcement**

Enforcement of these regulations is contained in the Ashburnham General By-laws