

TOWN OF WEST GREENWICH
ORDINANCE ESTABLISHING A UNIFORM SYSTEM
FOR THE NUMBERING OF BUILDINGS AND LOTS

It is hereby ordained by the Town Council of the Town of West Greenwich as follows:

Uniform System for the Numbering of Buildings and Lots

Sections:

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I. Preamble. Acting under the authority granted under Section 45-6-1 of the General Laws of Rhode Island, 1956 as amended, the Town Council of the Town of West Greenwich hereby ordains this ordinance establishing a uniform numbering system for the numbering of residential, commercial, and industrial buildings and lots in the Town of West Greenwich. All buildings in the Town of West Greenwich shall display street numbers in accordance with the provisions of this ordinance.

II. Purpose. The standards set forth in this ordinance are made for the purpose of promoting the public health and safety by providing a means of locating residential and other structures by police, fire, and other emergency services for other purposes requiring the location of residential and other structures as may be required.

III. Administration. This building and lots numbering system shall be administered by the West Greenwich Town Council who shall assign building numbers to all residential, commercial, and industrial structures and lots in conformity with the plan developed pursuant to this ordinance. The Town Council shall also be responsible for the maintaining of the following official records of this numbering system:

- A. A Town map for official use showing said numbering system.
- B. A Town-wide alphabetical list of property owners by last name, showing the assigned numbers.
- C. A Town-wide alphabetical list of street names that are selected by the Town Council with property owners listed in order of their assigned numbers.

IV. Numbering System. The following criteria shall govern the development of the numbering system and the assignment of numbers:

- A. Number Interval. Each fifty (50) feet of every street shall be assigned one odd number and one even number on each side of the street.
- B. Odd and Even Numbers. Odd numbers shall be on the right-hand side of all streets facing from the point of number origin to the point of number destination of each street.

- C. Number Origins. On through streets which terminate at another street at both ends, numbers shall start at a designated common point of origin or a designated major road.

On dead-end streets or cul-de-sacs, numbers will start at the intersection of origin of the street and run toward the dead-end or turnaround.

Exceptions to either of the above shall be decided on a case-by-case basis.

- D. Common Access. Where several residential or other structures are served by a common driveway or private right-of-way which is not a street recognized by the Town Council, the number at the entrance shall apply to all structures served by the drive or way and each separate structure shall be identified by a suffix letter (example 115A) in counterclockwise rotation, starting with the structure on the immediate right of the drive or accessway.
- E. Number Assignment. The number assigned to each residence or structure shall be the number which falls closest to the main entry or driveway providing access to the property as shown on the official map of street numbers.

V. Street Names. Names shall be chosen that relate to the location and historical significance of an area.

- A. Unacceptable Street Names. Numerical (1st, 2nd, 3rd, etc.), alphabetical letter (A,B,C,etc.), frivolous, complicated, undesirable, unconventional.
- B. Affixes. Unnecessary affixes are to be avoided. Terms that may be utilized are as follows: "East", "West", "North", "South" indicating direction; "Old", "New" to indicate changes in differing or separate roads.
- C. Name Duplication. Similar sounding names are considered to be duplication regardless of spelling. No duplication of names is to be permitted within the services of a United State Post Office or local public agencies such as a police or fire department.
- D. Continuity. A continuous street, or one proposed as continuous, should bear the same name throughout, even if it changes direction.

VI. Compliance. All residents and other occupants are requested to display assigned numbers in the following manner:

- A. Number on the structure or residence. Where the residence or structure is within fifty (50) feet of the edge of a street right-of-way, the unobstructed assigned number shall be displayed on the front of the residence or structure in the vicinity of the front door or entry way.
- B. Number at the Street Line. Where the residence of structure is over fifty (50) feet from the edge of the street right-of-way, the unobstructed assigned number shall be displayed on a mailbox, post, fence, wall or at the property line adjacent to the walk or access drive to the residence or structure.
- C. Size and Color of the Number. Numbers shall be displayed as follows: The number is to consist of numerals of at least three (3) inches in size and be of a color that contrasts with the background on which it is placed and shall be so located as to be easily visible from the street. No owner, occupant, lessee, tenant, or subtenant of any building shall display any street number other than the assigned proper street number designated by the Town Council.
- D. Placing of Numbers. Within thirty (30) days after the passage of this ordinance to adopt the numbering system, the owner of the building shall place the designated number or numbers on the respective building.
- E. Interior Location. All residents and other occupants are requested to post the assigned number and street name adjacent to their telephone for emergency reference.
- F. Violation. Any person violating the provisions of this ordinance shall be punished by a fine of not less than Ten Dollars (\$10.00) and not more than Fifty Dollars (\$50.00) for each violation.

VII. New Development. Whenever any residence or other structure is constructed or developed, it shall be the duty of the new owner to procure an assigned number from the Town Building Official. This shall be done at the time of the issuance of the building permit.

VIII. New Subdivisions. Any prospective subdivider shall show a proposed lot numbering system on the preapplication submission to the West Greenwich Planning Board. After approval of a tentative tract map, the subdivider shall submit a street naming and numbering proposal to the Planning Board. The proposal shall consist of: (1) a map of the overall tract illustrating the streets layout, the name proposed for each street and the proposed number for each lot; and (2) an alphahetical list of the proposed street names, together with an alternate name for each street name proposed. The Planning Board shall review the proposed street naming and numbering program for duplication of names, appropriateness of names, and for overall compliance with the street naming and numbering policy. The Planning Board may modify or amend the proposed list as it deems necessary in order to bring it into compliance with the street naming and numbering policy. The approved street names and numbering shall be included in the final map which is submitted for approval and for recordation.

IX. Effective Date. The ordinance shall take effect upon passage and number and street name assignment shall be initiated by the Town Council upon completion of the offical map of street names and numbers and the availability of such official map in the office of the West Greenwich Town Hall.

This ordinance shall take effect upon its passage and ordinances or parts of ordinances inconsistent herewith are hereby repealed. The invalidity of any section or provision of this ordinance shall not invalidate any other section or provision thereof.

Passed by the West Greenwich Town Council
September 21, 1989