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**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
BOARD OF SELECTMEN**

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**BROOKLINE TOWN ORDINANCE**  
**STREET NAMING & NUMBERING SYSTEM**

**Section I. PURPOSE**

- A. To identify the names and locations of all streets and roadways.
- B. To establish a uniform method of naming streets and numbering primary commercial, municipal and residential buildings on previously unnumbered and currently numbered streets and roadways.
- C. To promote efficiency in locating primary commercial, municipal and residential buildings for more expedient response by emergency services.
- D. To provide a consistent system for mailing and delivery addresses.

**Section II. PARTIES AFFECTED**

All primary commercial, municipal and residential buildings within the boundaries of the Town of Brookline which do not have clearly established and / or displayed street numbers shall hereafter be identified according to the uniform Street Naming & Numbering System herein contained as adopted or amended by the Board of Selectmen pursuant to their authority as outlined in RSA 231:133 and 231:133-a.

**Section III. STREET NAMING SYSTEM**

A uniform Street Naming & Numbering System has been developed for all primary commercial, municipal and residential buildings based upon the following process:

- A. All assigned street names and numbers will comply with the New Hampshire E-911 Emergency Communications recommendations and parameters of the State Emergency Dispatching Center.
- B. On new subdivisions, the Emergency Management Director will review and recommend proposed street names to the Planning Board after consultation with the Historical Society with final approval by the Board of Selectmen.
- C. New street names shall be significantly dissimilar from any other current Brookline street names to avoid potential confusion during the response of emergency services.
- D. Common driveways with three (3) or more primary residential buildings shall be named a "Way". In addition to permanent year round marker, a town approved street sign shall be located at the intersection with the main roadway.

Street signs will be ordered by the Road Agent and installed (weather permitting) prior to any primary commercial and residential buildings being built on the street.

# BROOKLINE TOWN ORDINANCE STREET NAMING & NUMBERING SYSTEM

## Section III. STREET NAMING SYSTEM

- F. Common driveways with fewer than three (3) primary commercial and residential buildings do not have to be named and will be assigned a street number based upon consecutive frontage on the main roadway.
- G. Street name changes whenever necessary shall be negotiated with the current primary commercial or residential building owners on the street through the public hearing process with the Board of Selectmen prior to the change.
- H. All street name changes will be communicated in writing to all property owners on the affected street. The Emergency Management Director shall notify all Brookline Public Safety Departments, the NH E-911 Emergency Communications, Hollis Dispatch, Brookline Road Agent and the local Post Office.

## Section IV. STREET NUMBERING SYSTEM

A uniform Street Numbering System has been developed for all primary commercial, municipal and residential buildings based upon the following process:

- A. All primary buildings on the **RIGHT SIDE** of the street beginning at its starting point with a main roadway shall be assigned **ODD NUMBERS** (i.e. 1, 3, 5, etc).
- B. All primary buildings on the **LEFT SIDE** of the street beginning at its starting point with a main roadway shall be assigned **EVEN NUMBERS** (i.e. 2, 4, 6, etc).
- C. One (1) odd and one (1) even number will be assigned to each two hundred (200) foot interval of frontage on the street as measured from the starting point of each street. Reserved access roadways to backlots without 200 foot frontage shall also be assigned consecutive street numbers on the appropriate side of the street.
- D. Unused numbers will be held for future use to ensure against the need for renumbering.
- E. Street numbers shall be assigned by the Emergency Management Director in consultation with other appropriate Town and Post Office officials.
- F. Primary buildings on existing numbered streets will retain their established street numbers and new numbers will be assigned to unnumbered primary buildings in accordance with the existing established numbering pattern.
- G. All assigned street names and numbers will comply with the New Hampshire E-911 Emergency Communications recommendations.

## Section V. NUMBERING PROCEDURES

- A. All owners, tenants, occupants or persons in ownership of primary commercial and residential buildings within the boundaries of the Town of Brookline shall affix, or cause to have affixed, the assigned or established street number in accordance with this Ordinance.
- B. All properties with primary buildings shall display the assigned or established street number so as to be readily visible from the street during all seasons of the year.
  - 1. For **primary buildings readily visible from the street**, (within 50 feet from the roadway) the street number shall be conspicuously displayed on that side of the building facing the street at eye level near a functioning entry door.

# **BROOKLINE TOWN ORDINANCE** **STREET NAMING & NUMBERING SYSTEM**

## **Section V. NUMBERING PROCEDURES**

2. For **primary buildings not readily visible from the street**, (greater than 50 feet from the roadway) the assigned street number shall be conspicuously displayed at the main vehicular or pedestrian access to the property so as to be visible on a year-round basis. The preferred method of display shall be on both sides of a mailbox. If the mailbox is not located at the main access to the property 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, of a contrasting color to the building paint color, post color or mailbox color and reflective at night.
- D. All street numbers shall be displayed in numerals. The number can be written out in addition to the street number but the numerals must be displayed.
- E. Common driveways with less than three (3) primary buildings must have the number as well as the design of the driveway with house locations at the end of the driveway on a year-round marker.

## **Section VI. NEW BUILDING & SUBDIVISIONS**

- A. Whenever a primary building is erected or located in the Town of Brookline, the assigned street number shall be affixed in the appropriate location as provided by this Ordinance before any Certificate of Occupancy is issued by the Building Inspector.
- B. Every subdivision or site plan submitted to the Planning Board for approval shall show an approved street name and street number for each proposed primary building lot. The Emergency Management Director should be consulted for assignment of street names and numbers according to this Ordinance.
- C. The Town Offices, Building Inspector, Ambulance / Fire / Police Departments, Road Agent, the local Post Office, Emergency Dispatch Center and NH E-911 System shall be notified of new street names, locations and assigned street numbers.

## **Section VII. ADMINISTRATION**

- A. This Ordinance shall be administered by the Emergency Management Director with consultation with the Building Inspector.

## **Section VIII. APPEAL PROCESS**

- A. Any property owner aggrieved by the implementation or administration of the provisions of this Ordinance may appeal to the Emergency Management Director.
- B. The decision of the Emergency Management Director may be appealed to the Board of Selectmen which shall have the final administrative authority.
- C. All appeals shall be in written form setting forth the basis for the appeal.
- D. All appeals shall be acted upon in a timely fashion with a written reply to the aggrieved parties.

**BROOKLINE TOWN ORDINANCE**  
**STREET NAMING & NUMBERING SYSTEM**

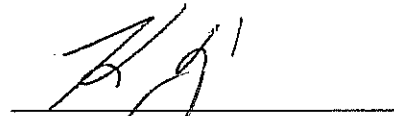
**Section IX. EFFECTIVE DATE AND APPLICABILITY**

- A. The original Ordinance took effect in March 1995 upon adoption by the Board of Selectmen. This amended version shall take effect immediately upon adoption by the current Board of Selectmen.
  
- B. This Ordinance applies to any construction to or within the primary building or attached accessory dwellings which requires a building permit and to any construction of a building lot.

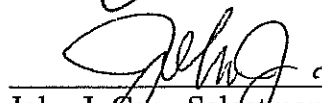
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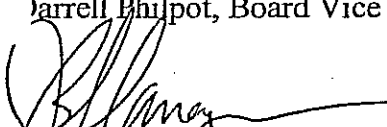
**Section X. SIGNATORY      BROOKLINE BOARD OF SELECTMEN**

  
\_\_\_\_\_  
Clarence L. Farwell, Board Chair

  
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Karl D. Dowling, Selectman

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Darrell Philpot, Board Vice Chair

  
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John J. Carr, Selectman

  
\_\_\_\_\_  
Jack B. Flanagan, Selectman

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12/26/2012  
Date