

# Template Municipal Addressing Regulation

Prepared by MassGIS, April 2016

## How to Use This Template

This template is based on a similar document developed by the Towns of Dedham and Belmont. This template assumes that an addressing by-law that references an addressing standards and an addressing regulation exists or is also being created or modified for use with this template. This template addressing regulation is intended for use with the companion addressing standard and sample addressing by-law.

The template below needs to be customized by replacing references in angle brackets as follows:

1. <City/Town of \_\_\_\_\_> = The name of your community
2. <name of official municipal position> = There are two types of positions that will replace this entry: one is the name of the position or function charged with assigning or modifying addresses in your community; the second is the name of the position charged with maintaining the master address table.
3. <identify approved means for submitting petition> = approved means for submitting a petition to have an existing address accepted in the official master address table.
4. <City/Towns 9-1-1 Operations Manager/Coordinator/Liaison> = the individual responsible for managing or coordinating your community's 911 emergency response system.
5. <name of the official municipal position OR function that had final development approval>; examples of "function" include Planning Board, Zoning Board of Appeals, or Inspector of Buildings.
6. <name of the appropriate body> = official city/town approval body, for example, Planning Board, Zoning Board of Appeals, or Inspector of Buildings

Finally, if your community has a person responsible for managing a GIS for your community or if your regional planning agency maintains a master address table for communities in your region, then do one or both of the following:

1. Consider charging the GIS position with maintaining the master address table for your community in which case, the following text should be added to Section 5.2.4.

"The final plans will be integrated into the <City/Town of \_\_\_\_\_>'s GIS, according to <City/Town of \_\_\_\_\_>'s GIS Plan Integration Policy. The <name of official municipal GIS position> will make any necessary updates to the MAT and notify all caretakers, of databases containing addresses, of the new address and/or road assignments, upon notification from the <name of official municipal position>.

2. Consider forwarding to your regional planning agency's GIS Manager final plans showing new or updated address assignment.

# <City/Town of \_\_\_\_\_> Addressing Regulation

## 1. Purpose

- 1.1. The purpose of these regulations (and the companion Standard) is to implement a Master Address Table (hereafter “the MAT” or “MAT”), which lists all known and properly formatted addresses for all parcels, buildings and structures within the <City/Town of \_\_\_\_\_>.

## 2. Authority

- 2.1. These regulations shall be used in conjunction with a Bylaw concerning address assignment for the <City/Town of \_\_\_\_\_>.

## 3. Administration

- 3.1. The <name of official municipal position> is the sole agent of the <City/Town of \_\_\_\_\_> authorized to assign and modify addresses for all taxable and non-taxable properties, as designated by the <name of governing body>.
- 3.2. The <Name of official municipal position> shall assign address numbers to all properties.
- 3.3. The <name of official municipal position> will maintain an up-to-date MAT, using addresses assigned by the <Name of official municipal position>. The MAT will include addresses and parcel identification numbers (recommend using MassGIS Master Address ID and LOC\_ID from standardized parcel mapping) for all taxable and non-taxable properties.

## 4. Requirements

- 4.1. All properties, buildings and structures are required to have a valid address conforming to these regulations, which shall be included in the <City/Town of \_\_\_\_\_> MAT.
- 4.2. Upon approval of a final plan, which requires new or modified addresses for buildings, roads, or other structures, final addresses must be assigned by the <Name of official municipal position>, prior to applying for a building permit.
- 4.3. No one may apply for any permit or license within the <City/Town> unless the property, building or structure has a valid address, which is included in the MAT.

Those applicants who do not possess a valid address, according to the <City/Town of \_\_\_\_\_> Master Address Table (MAT) must:

- 4.3.1. Demonstrate and provide documentation to prove that an existing address is valid, according to these regulations, and should be included the MAT, or;
  - 4.3.2. Provide necessary information required, in these regulations, to allow the <Name of official municipal position> to assign a valid address consistent with these regulations.
- 4.4. No one may use or list an address for a property, building, or structure located within the <City/Town of \_\_\_\_\_>, for any purpose, unless that address is included in the <City/Town of \_\_\_\_\_> MAT.

## **5. Procedure**

### **5.1. Existing Property**

- 5.1.1. If an existing property, building or structure is not included in the MAT, then the owner or applicant shall petition the <name of official municipal position>, via <identify approved means for submitting petition>, to determine if an existing address is valid and/or formatted properly.
- 5.1.2. The <Name of official municipal position> shall determine, based on the location of the parcel, building or structure, the existing road, adjacent addresses, and the road address range, if the existing address is valid. If the <name of official municipal position> determines that an existing address is valid, then it shall be added to the MAT and that address will then be eligible for permitting and/or licensure.
- 5.1.3. If the <name of official municipal position> determines that the existing address is not valid, then the <Name of official municipal position> will assign a valid address to the parcel, building or structure, according to these regulations.
- 5.1.4. Once an address is assigned, the <name of official municipal position> will notify the <name of official municipal position>, who will update the MAT and distribute the new address information to the caretakers of all databases containing addresses, including the <City/Towns 9-1-1 Operations Manager/Coordinator/Liaison>, or his/her designee.

### **5.2. New or Re-Developed Property**

- 5.2.1. Where a road or roads are proposed, the applicant or owner shall comply with the Rules and Regulations of the <City/Town of \_\_\_\_\_>

5.2.2. For a new or re-developed property, building or structure, the owner or applicant shall, during the review process and prior to final approval by the <name of the official municipal position or function that had final development approval>, petition the <name of official municipal position>, via on-line request forms or other approved means, to have a valid address or addresses assigned for each proposed parcel, building or structure. The applicant shall submit all necessary information, including but not limited to site plans, subdivision plans, building plans, etc., to the <Name of official municipal position>. The <name of official municipal position> will determine and assign a valid address or addresses according to these regulations.

5.2.3. Once a new or re-developed property, building or structure has been assigned an address by the <Name of official municipal position>, the applicant or owner shall update the proposed plans and/or drawings to clearly show the address or addresses assigned, including road name(s) if applicable, on the final plans under review by the **Planning Board or Zoning Board of Appeals.<<<<< is this applicable in all munis?**

5.2.4. Upon final approval of the plans by the <name of the appropriate body>, the final approved plans, showing all valid addresses, shall be forwarded to the <name of official municipal position>.

5.2.5. The <name of official municipal position> shall assign temporary parcel identification numbers, after consulting the Assessor for the <City/Town of \_\_\_\_\_>, if necessary. A temporary parcel identification number, associated to an address, will be updated, once a permanent parcel identification number has been assigned to the address by the Assessor for the <City/Town of \_\_\_\_\_>.

## **6. Master Address Table**

6.1. The <name of official municipal position> shall maintain and incorporate all known existing and newly assigned addresses into a comprehensive Master Address Table.

6.2. The <name of official municipal position> shall maintain and update the MAT in a digital format. Updates to the MAT will be distributed to the caretakers, of all address related databases, with the latest information to ensure that all permits and licenses are uniformly addressed, and, therefore, may be readily located.

6.3. The <name of official municipal position> shall coordinate with the <City/Towns 9-1-1 Operations Manager/Coordinator/Liaison>, or their designee, to ensure that the statewide E911 system is as up to date as is practical.

6.4. The <City/Towns 9-1-1 Operations Manager/Coordinator/Liaison>, or his/her designee, shall notify the <name of official municipal position> and/or provide a copy to the <name of official municipal position> of any correspondence with the State 911 Department regarding <community name> addresses.