

INTRODUCTORY LOCAL LAW NO. 1, 1996

A Local Law for the purpose of requiring the implementation and maintenance of structure addresses and the marking thereof within the Town of Columbia.

Be it enacted by the Town Board of the Town of Columbia as follows:

SECTION 1. NEW STRUCTURES AND MOBILE HOMES

(A) All persons, firms, corporations and other legal entities constructing new structures or locating or relocating mobile homes in the Town of Columbia, shall obtain an address notification form or serial number, duly issued by the Herkimer County 9-1-1 Office.

(B) No utility company operating in the Town of Columbia, shall furnish its services to any new structure or mobile home, including a mobile home that is moved from one location to another, until it has been issued a valid address and either issued an address notification form or provided with the serial number from the address notification form as issued by the Herkimer County 9-1-1 Office. A "new structure" is defined as a commercial building, house or apartment newly constructed, being occupied by the applicant for the first time and that will require an installation visit to obtain service. The subscriber will be required to provide proof that an address notification form has been obtained or that a proper address has been issued. Proof shall consist of providing the assigned street and structure number and the serial number of the address notification form as issued by the Herkimer County 9-1-1 Office.

(C) applicants shall apply for the address notification form

from the Herkimer County 9-1-1 Office. Application may be made via telephone or in writing to the Herkimer County 9-1-1 Office. The Herkimer County 9-1-1 Office shall furnish the applicant with sufficient copies of the address notification form necessary to present to the utility companies and the United States Postal Service, if requested by said utilities and Postal Service. When a request is made for an address, the approximate location will be obtained from the resident along with any identifying structures or landmarks which may help locate the structure or property requiring the address.

(D) As soon as is practically possible after a request is made for an address to the Herkimer County 9-1-1 Office an address shall be issued and the necessary form filled out and a serial number assigned to said form. The Herkimer County 9-1-1 Office shall maintain a record of all addresses issued.

## SECTION 2. POSTING OF DESIGNATED ADDRESS NUMBERS

The owner or occupant or person in charge of any house, building, mobile home or other structure to which a number has been assigned shall:

(A) Within 30 days after the receipt of notification of such number, affix the number in a conspicuous place.

(B) remove any different number which might be mistaken for or confused with the number assigned to said structure by the issuing authority.

(C) Each principal building or structure shall display the number assigned to the frontage on which the front entrance is

located. In case the principle building or structure is occupied by more than one business or family dwelling unit, each separate front entrance shall display a separate number. Where suite or lot numbers are assigned, the suite or lot number shall also be displayed in the same manner as the house number.

(D) Numerals indicating the official numbers assigned to each principal building, or each front entrance to such building, shall be posted in a manner as to be legible and distinguishable from the street or road on which the property is located, with number painted or applied, of not less than two inches (2") in height.

(E) Mail boxes shall be marked with the house number.

(F) If the structure is not visible from the street or road on which it is located, and no mail box is beside the driveway leading to the structure, a sign or number post shall be erected which will allow the numbers to be displayed either vertically from the top down or horizontally.

### SECTION 3. COMPLIANCE

In the event that the owner or occupant or person in charge of any house or building refuses to comply with the terms of this Local Law by failing to affix the number assigned within thirty (30) days after notification, or by failing within said period of thirty (30) days to remove any old numbers affixed to such house, or house entrance, or elsewhere, which may be confused with the number assigned thereto, said owner, or occupant shall be punished by paying a fine of not less than ten (10) dollars for every day that the situation is not rectified after receiving a written citation for such failure to comply from the Town of Columbia.

SECTION 4. AREA OF ENFORCEMENT

This Local Law is limited to structures in the Town of  
columbia.

SECTION 5. EFFECTIVE DATE

This Local Law shall take effect and be in force and effect  
from and after its passage.