

**Town of Mashpee
Board of Selectmen**

Policy No: 44

House Numbering Policy

In accordance with M.G.L. Chapter 148, §59 and Mashpee General Bylaws, Article II, Section 150-12, the Board of Selectmen recognizes the importance of establishing guidelines on numbering of buildings, both residential and commercial, in the Town of Mashpee. To ensure the dissemination of this policy, the Board takes the following action:

1. The Town Clerk shall act as the House Numbering Agent for the Town of Mashpee and shall determine the numbers to be assigned to all improved lots located on public or private ways.
2. Street numbers shall be assigned from time to time by the Town Clerk, who shall, as soon after the assignment as practical, cause notice of the number assigned to be mailed to the party or any one of the parties listed as an owner of the premises on the tax records of the Town as of January 1st of the year in which the number was assigned or notice mailed, whichever occurs later. Such notice may, at the option of the Town Clerk, be given in person or by postal service mail.
3. The owner of the property shall affix this number to the property within thirty (30) days of the date of said notice.
4. The number shall be made of permanent, weather-proof materials, shall be at least four inches in height in a contrasting color, and shall be visible from the street or roadway upon which the structure forms. Said number shall be affixed to a position, which is in close proximity to the entrance, but must be clearly visible from the curb. Numbers shall be blocked Arabic face. Roman numerals, script, or longhand shall not be used.
5. If the address number cannot be read as located above, in addition, such number shall be affixed to a substantial support at the entrance to the property (same size and contrast as number affixed to building). Four-inch numbers attached to both sides of a mailbox shall be considered an acceptable alternative to a sign, when said mailbox is located on the same side of the private or public way as the building.
6. Corner lots shall be numbered on the side at which the driveway is laid out. The side of the lot on the adjoining street shall reserve a number for possible changes in the building on the lot in the future.

***Adopted by the
Mashpee Board of Selectmen
May 24, 2004***