

**TOWN OF MORETOWN**  
**E-911 STREET ADDRESS INSTRUCTIONS**  
**NOTICE TO PERMIT APPLICANTS**

**NO BUILDING OR ZONING PERMIT CAN BE ISSUED UNTIL YOU HAVE COMPLIED WITH THE ORDINANCE REGARDING STREET NAMING AND ADDRESSING.**

If your road is not named, you need to contact the Selectboard to name the road.

If your road is named, but no number is assigned to your structure, please contact the E-911 Coordinator, Stefan Pratt, at (802) 498-3887 or [spratt.moretownvt@gmail.com](mailto:spratt.moretownvt@gmail.com) to obtain a number. **One homeowner must be present at the time the E-911 Coordinator issues your street number.** If you receive a new number from the E-911 Coordinator, there is a \$140 fee payable to the TOWN OF MORETOWN that must be remitted with the E-911 Certificate of Compliance unless you paid for it at the time of your permit application. All applications for permits must be accompanied by the enclosed E-911 Certificate of Compliance with this Ordinance if you have not done so previously. Other criteria you must comply with are as follows:

- All street numbers shall be properly affixed on or near the front entrance or in some other manner visible from the street. If a house or other structure is not visible from the road the number shall be placed at the roadway entrance. The property owner is responsible for affixing and maintaining the numbers.
- All secondary numbers at a location (accessory apartments, offices, etc.) shall have numbers placed in such a manner that they are readily visible for emergency personnel responding to an emergency.
- The numbers for all apartments, apartment complexes, stores, municipal buildings, commercial structures, industrial structures, and other structures or sites as deemed appropriate by the Zoning Administrator, Board of Selectmen, Planning Commission, or board of Adjustment shall be at least three (3) inches in height and reflective in nature.
- All new structures and other development shall adhere to this ordinance.

**SECTION IV – NUMBERING SYSTEM GUIDELINES**

- **APARTMENT HOUSE** – A building under one ownership in which rooms are arranged and rented as apartments or furnished rooms shall be numbered as follows: The building shall be given one street number and each individual apartment shall be given an apartment number. For example: 100 Smith Street, Apartment 2
- **RESIDENTIAL CONDOMINIUM COMPLEX** – A building with individual separately owned units in a multi unit structure shall be named as follows: The condominium complex shall be given a name and street address. Each individual address shall be given its own unit number. For example: Happy Days Condominiums, 200 Smith Street, Unit 32.
- **COMMERCIAL/INDUSTRIAL COMPLEX** – A building or group of buildings under one ownership with multiple occupants shall be numbered as follows: Each building shall be given a separate Building number; each office, shop, suite, or other facility inside shall be given a separate designation (office number, suite number, room number, floor number, etc.) For example: 300 Smith Street, Building 3, Office 24
- **SINGLE FAMILY DWELLING WITH ACCESSORY APARTMENT** – A detached one family house with an apartment shall be numbered as follows: The building shall have a street address and each apartment shall use the street address and the applicable apartment number.
- **DUPLEX HOUSE** – A dwelling consisting of two separate family units that is separated from the adjoining units by a wall that extends from ground to roof shall be numbered as follows: Each family unit shall be given its own street address. Both numbers must be clearly visible from the roadway and shall be in increments of two (i.e. 205 – 207 Smith Street).
- Each structure and site shall receive its own street number.

**THIS PERMIT APPLICATION DOES NOT RELIEVE YOU OF OBLIGATIONS TO COMPLY WITH STATE OF VERMONT PERMIT REQUIREMENTS OR REGULATIONS OR OTHER REQUIREMENTS OF THE MORETOWN ZONING ORDINANCE OR HEALTH ORDINANCE.**

**E-911 STREET ADDRESS CERTIFICATE OF**  
**COMPLIANCE**  
**WITH**  
**TOWN OF MORETOWN**  
**ORDINANCE REGARDING STREET NAMING AND ADDRESSING**

I do hereby certify that property owned by me and located at:

\_\_\_\_\_  
(E-911 assigned street number and street or road name)

**Parcel ID**

**#:** \_\_\_\_\_

Is in compliance with the terms and provisions of the Town of Moretown Ordinance regarding Street Naming and Addressing and, specifically, that the street number for the above described property provided by the E-911 Coordinator has been properly affixed on or near the entrance to the property in accordance with the requirements of the Ordinance.

Date: \_\_\_\_\_

\_\_\_\_\_  
Landowner's Name **PRINTED**

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Landowner's Name **PRINTED**

\_\_\_\_\_  
Landowner's Signature

**ONLY ONE LANDOWNER SIGNATURE IS NECESSARY**

\_\_\_\_\_  
E-911 Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ \$15.00 Recording Fee Provided