



OFFICE of SELECTMEN  
**Town of Hollis**

Seven Monument Square  
Hollis, New Hampshire 03049  
Tel. 465-2780 FAX 465-3701

A TOWN ORDINANCE FOR THE ESTABLISHMENT  
of a  
STREET NUMBERING SYSTEM  
for the  
TOWN OF HOLLIS, NEW HAMPSHIRE

**Section I. PURPOSE**

- A. To identify the location and names of all streets and roads.
- B. To establish a uniform method of numbering primary buildings on previously unnumbered streets and roads.
- C. To promote efficiency in locating primary buildings.
- D. To provide more expedient emergency response.
- E. To provide a consistent system for mailing addresses.

**Section II. PARTIES AFFECTED**

All primary buildings within the boundaries of the Town of Hollis which do not have clearly established and/or displayed street numbers shall hereafter be identified according to the uniform street numbering system as herein contained as adopted or amended by the Board of Selectmen pursuant to their authority as outlined in RSA 231:133-a.

**Section III. NUMBERING SYSTEM**

A uniform street numbering system has been developed for all primary buildings based upon the following process:

- A. All primary buildings on the right side of the street beginning at its starting point will have odd numbers.
- B. All primary buildings on the left side of the street beginning at its starting point will have even numbers.
- C. Cul-de-sacs will be numbered to the right and continuing in the above manner to point of beginning.

- D. One odd and one even number will be assigned to each one hundred (100) foot intervals of frontage on the street as measured from the starting point of each street.
- E. Unused numbers will be held for future use to ensure against the need for renumbering.
- F. Street numbers shall be assigned by the Department of Public Works after consultation with other appropriate officials (police, fire, planning board, building inspector, postal service, etc.)
- G. Primary buildings on existing numbered streets will retain their assigned street numbers and new numbers will only be assigned to unnumbered primary buildings in accordance with the existing established numbering pattern.

#### Section IV. PROCEDURES

- A. All owners, tenants, occupants or persons in possession of primary buildings within the boundaries of the Town of Hollis shall affix, or cause to have affixed, the assigned street number(s) (or established numbers) in accordance with this section.
- B. All properties with primary buildings shall display the assigned street number (or established number) so as to be readily visible from the street.
  - 1. For primary buildings readily visible from the street, the street number shall be conspicuously displayed on that side of the building which faces the street.
  - 2. For primary buildings not readily visible from the street, the assigned number(s) shall be conspicuously displayed at the main vehicular (or pedestrian if no vehicular access exists) access to the property, so as to be visible on a year-round basis. The preferred method of display at the main vehicular or pedestrian entrance shall be on both sides of a mailbox. However, if a mailbox is not located at the main access, or if there is no mailbox, then the assigned street

