

**AMHERST**  
**BUILDING**  
**DEPARTMENT**

"Building Safety is No Accident"

Numbering of Buildings  
 (Excerpt from the Code of the Town of Amherst Chapter 85)

**Chapter 85. BUILDINGS, NUMBERING OF**

**§ 85-1 Compliance required.**

It shall be the duty of every owner of a building in the Town of Amherst to cause to be displayed thereon the street number of said building and at all times to maintain such number in compliance with this chapter.

**§ 85-2 Design standards. [Amended 1-18-1994 by L.L. No. 1-1994]**

- A. The figure or figures comprising said number shall be placed on said building and illuminated in such a manner as to be plainly legible from the center of said street and able to be read during daylight and during hours of darkness. The size of the letters shall be at least four (4) inches high for buildings set back thirty (30) feet distant from the street right-of-way and increased one (1) inch for each fifteen (15) feet of setback greater than thirty (30) feet, but need not exceed a maximum height of eight (8) inches. If a building or group of buildings are served by a private road, the setback for purposes of the size of the street number can be measured from the edge of the private road.
- B. If a building is set back in excess of one hundred (100) feet from the public road fronting the property or if the building cannot be seen from the public road, in addition to the street number on the building, the street number(s) shall be located on a sign structure at the drive or road serving the premises at its junction with the public road. A sign structure with a single street number affixed shall not exceed two (2) square feet per face in area. For street number signs which contain more than one (1) street number, the size of the sign shall not exceed two (2) square feet per street number, per sign face or as directed by Commissioner of Building. Such sign shall not exceed a height of four (4) feet above the average grade nor shall it block clear vision. If the street number is part of an advertising sign, the provisions of the Zoning Ordinance regulating signs shall apply.
- C. The color of said street number figures shall be in sharp contrast to the color of their background, and such figures shall be placed in a conspicuous place on the front of the building in the vicinity of the front entrance at least three (3) feet above the adjacent finish grade.
- D. Any illumination or lighting of a street number shall employ only lights emitting a light of constant intensity. In no event shall any illuminated street numbers or lighting device be placed so as to permit the beams and illumination there from to be directed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance. External illumination of a street number sign placed at the public street shall be prohibited.

**§ 85-3 Definitions.**

As used in this chapter, the following terms shall have the meanings indicated:

**BUILDING** -- The principal building or buildings on each lot, and shall not be deemed to include any private barn, private garage or other outbuilding. The Town Assessor is hereby authorized to decide which building or buildings on any particular lot shall be numbered.

**§ 85-4 Designation of numbers.**

- A. Existing streets.
  - (1) If an existing street is extended, the numbering system used shall be continued for the new section.
  - (2) If the numbering on an existing street hinders the prompt response of public safety agencies, the Assessor may order the numbering of the street or portion thereof to be changed.
- B. New streets. This section shall apply to all streets established after the effective date of this chapter and to existing streets with three (3) or fewer buildings.
  - (1) All lots fronting on any street or alley, both public and private, shall be numbered so that one (1) number is assigned for each ten (10) feet of length, including cross streets, along the center line of said street.
  - (2) Numbers shall be assigned such that the even numbers are on the left side and the odd numbers are on the right side as the numbers increase.
  - (3) Within buildings containing multiple units, each unit having its own separate entrance may be assigned an individual number for each such separate outside entrance.
- C. When, in an individual instance, it is unreasonable to comply with the above, the Assessor shall determine the building numbering.

**§ 85-5 Enforcement.**

It shall be the duty of the Commissioner of Building to see that the provisions of this chapter are enforced; and he or any person designated by him for such purpose shall have the authority to determine whether a particular building is numbered in compliance with the provisions of this chapter. Whenever the Town Board shall change the name or number of any street, avenue, public building or place, the Town Clerk shall, within ten (10) days thereafter, notify the Commissioner of Building, the Assessor, the Planning Department, the Amherst Central Fire Alarm Office, the County Clerk and the United States Postal Service thereof.

**§ 85-6 Penalties for offenses.**

- A. It shall be the duty of the Police Department to report to the Commissioner of Building from time to time the location of all buildings in the Town of Amherst which are not numbered in compliance with the provisions of this chapter. Any other person or agency that finds buildings in the Town of Amherst which are not numbered in compliance with the provisions of this chapter shall report the locations to the Commissioner of Building.
- B. Any person, firm or corporation owning a building within the Town of Amherst, refusing or neglecting for ten (10) days after notice from the Commissioner of Building to place a number on said building, shall be liable to a fine or penalty of not more than one hundred dollars (\$100.). Each week's continued violation shall constitute a separate violation. Notice may be given by personal service or by mailing a copy thereof to the last known address of said owner.