

Ordinance # 44

Road Naming and Addressing Policy

AN ORDINANCE OF THE TOWNSHIP OF GREAT BEND, SUSQUEHANNA COUNTY, PENNSYLVANIA, ADOPTING THE SUSQUEHANNA COUNTY ROAD NAMING AND ADDRESSING POLICY FOR THE IMPLEMENTATION AND MAINTENANCE OF ROAD NAMING AND STRUCTURE ADDRESSING AND MARKING THEREOF, WITHIN GREAT BEND TOWNSHIP.

WHEREAS, on October 23, 2002, the Susquehanna County Commissioners adopted Resolution Number 2002-37 approving the Susquehanna County Road Naming and Addressing Policy, a copy of which is attached hereto and made a part hereof as Exhibit "A," and

WHEREAS, the Road Naming and Addressing Policy is for establishing County-wide standards for the naming of thoroughfares, posting thoroughfare signs and assigning addresses to addressable structures, and

WHEREAS, the implementation of this Road Naming and Addressing Policy will provide the County Emergency Service Agencies with reliable location information in the form of thoroughfare addresses to enable efficient responses in the time of an Emergency, and

WHEREAS, the legal authority to name roads and address structures is granted under Township Code Article XXIII Section 2329 and

NOW THEREFORE, be it ordained and enacted by the Supervisors of Great Bend Township, and it is hereby ordained and enacted by the authority of the same:

1. The Susquehanna County Road Naming and Addressing Policy are adopted and implemented as presented in Exhibit "A".
2. That the Susquehanna County Emergency Management Agency 9-1-1 Communications Department will assist the Township in implementing this policy and will accept full responsibility in implementing this policy.
3. That the Township will appoint a coordinator to work with the County Emergency Management Agency 9-1-1 Communications Department in development and maintaining Road Naming and Addressing, within the Township, in accordance with the County Policy.

ENACTED AND ORDAINED into an ordinance this 18th
day of Feb, 2003, A.D., by the Board of Supervisors of the Township of Great
Bend of Susquehanna County, in Lawful Session duly assembled.

ATTESTED:

Beverly Sheldon
Beverly Sheldon, Sec.-Treas.

THE BOARD OF SUPERVISORS
GREAT BEND TOWNSHIP

Robert M. Squier
Robert M. Squier, Chairman

James E. Banko II, Vice-Chairman

George R. Haskins
George R. Haskins, Supervisor

**SUSQUEHANNA COUNTY ROAD NAMING AND ADDRESSING POLICY
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I. SECTION ONE - INTRODUCTION AND PURPOSE

I.A. PURPOSE

The purpose of this County-Wide Road Naming and Addressing Policy is to establish standards for the naming of thoroughfares, posting thoroughfare signs and assigning addresses to addressable structures.

I.B. GOAL

The goal of this policy is as follows:

Provide the County Emergency Service Agencies with reliable location information in the form of thoroughfare (Street) addresses to enable efficient responses in the time of an Emergency. The addressing system deployed shall be for the use of all County residents and at the same be easy to maintain.

I.C. OBJECTIVES

The objectives of the Policy include:

1. conversion of rural route/box number addresses to house number/road name addresses
2. ongoing assigning of addresses to new development
3. making road names unique within townships and zip code areas. Township routes will use names, state routes will use route numbers.
4. installation of road name signs where needed
5. maintenance of county wide road name and address database

I.D. LEGAL AUTHORITY

Legal Authority to name roads and address buildings is granted to boroughs in Section 1201 paragraph 25 of the Borough Code; and granted to Second Class Townships in Article XXIII, Section 2329 of the Second Class Township Code.

Based on this authority, the municipalities of Susquehanna County shall have the right and responsibility to assign names to all roadways and addresses to all addressable buildings, as set forth herein.

The Pennsylvania County Code, Article XIX (9), Section 1997, as amended, grants counties the responsibility for the health and safety of County residents. It is the opinion of the Susquehanna County Board of County Commissioners that a complete and systematic house numbering system will promote the general welfare of Susquehanna County residents.

II. SECTION TWO - ROAD NAMING POLICY

II.A. ROAD REQUIRING NAMES

A roadway shall be named if it meets at least one of the following conditions:

1. If addressable structures exist, or are proposed to be constructed, along the roadway.
2. If the roadway is maintained by a municipality or the state.

II.B. ROAD NAME SELECTION

The following standards shall be used:

1. A road name should be appropriate and easy to read (so that children can use the name in an emergency situation), and should add to community pride; promoting local heritage, history and traditions and reflecting local geography and character.
2. Names with the same theme (i.e., flowers, trees, states) are suggested for naming roads in an entire subdivision, as a means of general identification.
3. Historically used road names should be retained where possible.
4. Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings, are not acceptable within the county (e.g. Smith, Smyth or Smythe; Allis or Alice; Allen or Alan).
5. Names which may be offensive (slang, double meanings, etc.) shall be avoided.
6. Use of frivolous or complicated words, or unconventional spellings in road names is discouraged.

II.C. DIRECTIONAL PREFIXES

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A road may have more than one directional prefix as follows: North, East, South, West (North East Baker Road, for example, shall not be acceptable).

II.D. SUFFIXES

Exhibit #1 provides the standard National Emergency Number Association (NENA) and United States Postal Service (USPS) suffixes and their abbreviations for naming a type of roadway or thoroughfare. Other suffixes not listed on the above stated standards may be considered at the discretion of the County providing they meet the guidelines defined by these standards.

II.E. DUPLICATION OF ROAD NAMES

When naming new roads, duplication of names shall be avoided within a municipality and postal zip code area. The Susquehanna County EMA/9-1-1 Communications Department (Department) shall keep an updated list of the road names in the County, so that new names will not duplicate existing names.

If two or more roads in the same municipality or zip code area have duplicate, or otherwise confusing names, the policy for Renaming Existing Roads (Section K) shall be followed.

A road name combination (prefix, primary name and suffix) shall be used only once, and may not be used in any other alignment, within a municipality or zip code area (e.g. Jones Drive and Jones Circle; or West Jones Road and Jones Road West).

II.F. MULTI-MUNICIPAL ROADS

Roads which pass through more than one municipality shall bear the same name throughout the County wherever possible. Road and roadway name changes shall only occur at road intersections.

II.G. MUNICIPAL ANNEXATION OF ROADS

When a municipality annexes an existing roadway, and there is a road name conflict, the municipality shall change the name of the annexed roadway to conform with the guidelines outlined herein, in Section L.

II.H. NAMING NEW ROADS

New roads shall be named during the subdivision process. In the case that the requirements of a municipal subdivision ordinance contrast with those of this policy, the more restrictive requirements shall apply.

II.I. RESERVING NEW ROAD NAMES FOR NEW DEVELOPMENT

At the time of filing for an application for subdivision, the developers or property owners shall submit to the Department a written request to reserve new road names, so that the names can be reviewed and approved to avoid possible duplication. Failure to do so will result in disapproval of the final map by the affected municipality.

Road name(s) become final upon recording of the subdivision plan.

Road name(s) may be reserved for three years. If final recording of the preliminary subdivision plan does not occur within three years, a written request for a two-year extension of the road name reservation shall be submitted to the Department. If such request is not received, the name(s) will no longer be reserved.

The Susquehanna County Planning Commission will review all subdivision for conformance with this road naming policy at the time of preliminary plan review.

II.J. LENGTH OF NAME

New road names are restricted to a maximum of fourteen (14) letter and spaces, fifteen (15) if the name has an "I" in it. This assures reasonable sign length. Municipal officials should consider the length of existing historical road names which exceed 14 letters.

II.K. RENAMING EXISTING ROADS

If an existing road needs to be renamed because of a duplicate name, or because of non-compliance with any other portion of this road naming policy, then the following procedures will be followed:

K.1. Eliminating Conflicting Road Names (Point System) - In the case of two or more conflicting road names, the Department shall use the following point system to determine which road name should be changed. The road awarded fewer points should be changed.

POINT SYSTEM FOR RESOLVING ROAD NAME CONFLICTS

<u>Condition</u>	<u>Points</u>
Older recognized name (if known)	1
Greater number of addresses	1
Arterial road	1
Historical relevance	1
Existing road signs	1
Relatedness of town/subdivision names	1

K.1.a Notification of Conflict - The Department will notify the municipality(ies) of a road name conflict. The Department will also provide an evaluation based on the point system listed above. Based on this evaluation, the Department shall recommend which road name should be changed.

K.2 Eliminating Conflicting Road Names (Alternate Name Selection)

K.2.a Minor Roads - having 10 or less property owners

1. Upon receiving the Department report, the officials of the affected municipality(ies) shall determine which road is to be renamed.
2. The name changing municipality shall inform the property owners along the affected road of the need to change the road name, and the property owners may request an alternate name(s).
3. Property owners have 30 days following the date of notification to provide road names requests to the municipality.
4. The municipality shall select an alternate name for the road, and a second choice, at the monthly meeting following this thirty (30) day period, giving preference to those names requested by the property owners, which meet standards established herein.

K.2.b Major Roads - having 11 or more property owners

1. Upon receiving the Department report, the officials of the affected municipality(ies) shall determine which road is to be renamed.
2. The name changing municipality shall announce the need to change a road name at a monthly meeting within thirty (30) days of receiving the County report. An alternate name, and a second choice name, shall be selected at the next monthly meeting, sixty (60) days from receiving the County report, giving preference to names requested by affected property owners, which meet standards established herein.

K.2.c Alternate Road Name - The municipality shall report the selected alternate road name and a second choice name to the Department.

K.2.d Alternate Road Name Review - The Department will review the name for compliance with the road naming policy, and for duplication, and report acceptability to the municipality within thirty (30) days of receipt of the request for name change. Second choice road names will be assigned if the first choice is not usable.

K.3 Ordinance And Signs - The municipality shall pass an ordinance adopting the new road name and post this name within sixty days of ordinance passage.

K.4 Mediation - If the municipalities do not request a road name change within above listed timetables, the decision is referred to the Susquehanna County Emergency Management Agency/911 Communications.

Affected property owners may speak at the meeting before the Commission makes its decision and forwards its recommendation to the municipality involved.

K.5 Notification of Name Change - The Department will notify the United States Postal Service (USPS), Pennsylvania Department of Transportation (Penn DOT), emergency services and affected property owners of road name changes.

II.L. ROAD NAME CHANGE

Municipalities desiring to have an existing road, or private road, renamed shall submit the proposed road name change to the Department. The Department shall review the proposed name for compliance with this road naming policy and shall advise the affected municipality, USPS., PennDOT, emergency services and all affected property owners of the new road name.

II.M. EFFECTIVE DATE OF CHANGE

Any road name change, shall become effective following expiration of a thirty (30) day period commencing from the date said change was authorized by the municipality, or earlier at the discretion of the municipality.

II.N. ADJACENT COUNTY COORDINATION

The County shall coordinate road names and address numbers with adjacent counties so that road names and addresses at county boundaries are logical. Roads that traverse county boundary lines should have one name for the continuous length of the road. If road names change at county boundaries, they should change at a prominent landmark or intersection. Address ranges near county boundaries should also change at intersections or landmarks where feasible.

II.O. TOWNSHIP ROUTE NUMBERS

A road with one township route number may have more than one road name if there are logical breaks, cross roads or intersections, in the road at which it is logical for the name to change.

II.P. PRIVATE LANES

Private lanes shall be named when there are two or more addressable buildings located on the road. See Sections II.A., III.C.3, IV.G.2.

III. SECTION THREE - ROAD NAME SIGNS

III.A. INTRODUCTION

All public and private roads in Susquehanna County shall be signed and shall display the proper road name.

III.B. DESCRIPTION OF SIGNS

Road name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with requirements set forth in PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE as outlined below. It is not the intention of this policy to supersede, alter, or to enforce the above mentioned codes.

III.B.1. Sign Color - The road name should be reflectorized or illuminated to show the same shape both day and night, and should have a white legend on a green or other contrasting colors.

III.B.2. Sign Height - Signs should not be less than seven feet above the top of the curb in business districts and not less than five feet above the ground in rural districts. The height from the ground to the bottom of a secondary sign mounted below another sign may be one foot less than regularly appropriate.

III.B.3. Sign Placement - Signs should be placed with their faces parallel to the roads they name, as close to the corner as practicable with the nearest part of each sign not less than one foot from both curb lines, where curbs exist. *Vertical signs shall be placed so that the sign is perpendicular to the road that it names, and must be placed as near the road intersection as possible.* (Italicized text is not contained in PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE.)

III.B.4. Signs Posts - Sign posts of signs erected inside a curb are not regulated. Signs that are not posted behind a curb shall be of breakaway construction. Sign post material is not regulated.

III.B.5. Sign Letters - The road name shall appear in capital lettering at least four inches high. Supplementary lettering to indicate the type of road such as street, avenue, road, or directional information, such as N.W., may be in smaller lettering, at least two inches high.

III.C. RESPONSIBILITY FOR ROAD NAME SIGNS

C.1. Existing Public Roads

Municipalities are responsible for fabricating and installing road name signs at the intersections of all existing public roads, within respective municipal boundaries, in compliance with PA TITLE 67, PADOT REGULATIONS AND PA TITLE 75, OF PA VEHICLE CODE as outlined above.

C.2. Existing and New Private Roads

The property owners along private roads are responsible for fabricating, installing and maintaining road signs at the intersections of all private and public roads in compliance with PA TITLE 67, PADOT REGULATIONS AND PA TITLE 75, OF PA VEHICLE CODE as outlined above. All new road names must be approved by Susquehanna County Emergency Management/911 Communications.

C.3. New Public Roads

The developer shall be responsible for fabricating and erecting road name signs at the intersections of all new public roads, in compliance with PA TITLE 67, PADOT REGULATIONS AND PA TITLE 75, OF PA VEHICLE CODE, as outlined above. The municipality shall thereafter maintain road name signs at the intersections of all new roads. In new subdivisions, all road names must be approved prior to final subdivision approval.

IV. SECTION FOUR - ADDRESSING POLICY

IV.A. COUNTY ADDRESSING AGENCY

The Susquehanna County EMA/9-1-1 Communications Department, under the auspices of the Susquehanna County Board of Commissioners, is charged with the responsibility of administering the County Standard Addressing Program as related to meeting the requirements of the County Enhanced 9-1-1 Operation.

IV.B. ADDRESSING METHODOLOGY

B.1. Numbering

The County shall undertake a systematic numbering program for buildings within the County using the Equal Interval System. This system uses a standard unit of measurement for assigning house numbers. Numbers are based on fractions of a mile, indicating both the distance along the road the distance between addresses on the road.

This system will use an equal interval of road frontage of 5.28 feet for assigning structure addresses. The 5.28 foot interval will provide 2,000 house numbers per mile; 1,000 odd numbers and 1,000 even numbers. An intersection is designated as the starting point and an address is assigned to each measured segment of the road.

B.2. Odd and Even Number Convention

Odd numbers are on the left, and even numbers are on the right progressing west to east for roads running generally west to east and south to north for roads running generally south to north.

B.3. Point of Address

Address numbers shall be assigned at the point at which the driveway to the addressable structure intersects the named road.

B.4. Existing Addressing Systems

Existing Addressing Systems may be left in place if they meet the requirements of this section.

B.4.a. The existing addressing system must meet the addressing requirements of the following:

National Emergency Number Association Addressing Standards

United States Postal Service - Postal Addressing Standards - Publication 28

Susquehanna County Addressing Handbook

B.4.b. The County shall not be responsible for administering or assigning addresses in municipalities where the County Road Naming and Addressing Policy is not adopted, unless requested by the municipality and agreed to by the County in writing.

IV.C. EXEMPT STRUCTURES

The following building and uses shall be exempt from the addressing system, but may be addressed at the request of the property owner:

1. Farm building which are not residential or commercial and which are without phone service
2. Accessory buildings which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental building and which are without phone service.
3. Unoccupied farm land or lots containing no dwellings or businesses

IV.D. CHANGING ADDRESS NUMBERS

If an address number is changed for any reason, the County shall be responsible for changing the address number, except in municipalities referenced in Section IV.B.4. that administer their own addressing systems. When such a change is made, the County shall notify the building owner to make the change, along with the emergency services and the USPS.

The County shall notify the building owner by certified mail, return receipt requested, or by personal service date and time recorded and the party notified. The owner of the building shall cause the posted address numbers to be changed within thirty days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

IV.E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

E.1. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application to their municipality for a building permit. Township subdivision ordinances or municipal building permit ordinances shall require that an address be assigned to the new building(s) before construction begins and/or a building permit is awarded.

E.2. Subdivision Requirements

No residential, commercial or industrial subdivision or land development shall be approved or recorded unless it has been assigned address numbers and a road name. Municipal subdivision ordinances shall require that road names and address numbers be assigned to a proposed development before a subdivision receives final approval or recording.

E.3. Telephone Company Requirements

Telephone companies shall not be permitted to provide new service to a customer until an official address has been provided to the customer by the Department.

IV.F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post and maintain address numbers as required under this policy at all times.

It shall be the duty of the above mentioned, upon affixing a new address number, to remove any conflicting number. It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

All questions concerning the responsibility for and/or the size or location of addressing numbers should be directed to the Department.

IV.G. SIZE AND LOCATION OF ADDRESSING NUMBERS

G.1. Residents, Townhouses and Businesses

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant for businesses and residents to display the assigned address number according to the guidelines set forth herein. The address number shall be made up of numbers and/or letters which are not less than three inches in height, contrasting in color with the background on which they are affixed, as near to the front entrance as possible and practical, so that the number is legible from the sidewalk (if any), the road and the opposite side of the street day or night.

G.2. Private Lanes and Long Driveways

If any residence, apartment building or business (except malls or shopping centers) is located so that the address number is not clearly visible from the public road, an additional address number shall be posted at the intersection of the driveway with the public road. The additional address number shall be made up of numbers and/or letters which are not less than three inches in height, contrasting in color with the background on which they are affixed, visible day or night, and placed upon a post or other structure which displays the number at least forty-eight inches above the ground.

There shall also be address numbers on the front facade of the building. The property owner is responsible for the installation of these additional sets of address identifiers.

G.3. Industrial and Commercial Structures

All industrial and commercial structures located in, areas in which small residential style address numbers are not visible from the road, shall display address numbers of not less than ten inches in height. The number shall contrast in color with the background on which it is affixed and shall be visible day or night, from the road. When possible, the number shall be displayed beside or over the main entrance of the structure.

G.4. Apartment Building and High-rises

All apartment buildings and high-rises shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall contrast with the color of the background to which they are affixed, and shall be of an appropriate size to be visible day or night from the opposite side of the street or road facing the main entrance.

Apartment numbers for individual units within the complex shall be displayed above or to the side of the doorway of each unit.

IV.H. PROPER ADDRESSING FORMAT FOR MAILING

The proper addressing format is established by the USPS. Regulations require that the following formats be followed:

I.1. Post Office Box Delivery Address

MR. JOHN DOE -----Resident
1000 SYCAMORE ROAD -----Physical Address
PO BOX 45 -----Post Office Box
FALLS CHURCH, VA 22042 -----City, state and Zip Code

I.2. Home Delivery Address

MR. JOHN DOE -----Resident
1000 SYCAMORE ROAD -----Physical Address
FALLS CHURCH, VA 22042 -----City, State and Zip Code

In all cases, place the intended delivery address on the line immediately above the city, state, and zip code.

V. SECTION FIVE - ENFORCEMENT

Whenever the County has reason to believe that there has been a violation of any provision of this policy, the County, or its designee, and the municipality, or its designee, shall give notice to the person or party failing to comply and order said person or party to take corrective action or measures within 30 days from the date of notification.

If such person or party fails to comply with the duly issued order, the County, the municipality or the designee, shall initiate necessary actions to terminate the violation through criminal and/or civil measures.

Any violation of any provision of this policy shall constitute a summary offense, punishable by a maximum fine of \$300.00 per offense. Subsequent to the 30 days period following a notification of violation, each day of violation shall constitute a separate violation.

VI. SECTION SIX - EXECUTIVE SUMMARY OF RESPONSIBILITIES

VI.A. MUNICIPAL OFFICIALS

Municipal officials are responsible for:

1. Assigning names to all public roads in compliance with the guidelines established herein
2. Resolving road name duplications within a municipality or zip code area and other road naming conflicts as necessary.
3. Having a subdivision and/or building permit ordinance requiring that the applicant have an address assigned prior to receiving a building permit and to enforce this ordinance.
4. Having a subdivision ordinance requiring that the applicant have approved road names for all proposed roads prior to receiving final subdivision approval and to enforce this ordinance.
5. Passing ordinance to adopt names for all roads within the municipality.

6. In the case that a road name must be changed, the municipal officials shall inform property owners along the road, as described in Section II.K.3.a. and II.K.3.b.
7. Fabricating and installing road name signs at the intersections of all existing public roads.
8. Maintain road name signs at the intersection of all existing private roads and new public roads.
9. Enforcing compliance of this policy.

VI.B. SUSQUEHANNA COUNTY EMA/9-1-1 COMMUNICATIONS DEPARTMENT

The Susquehanna County EMA/9-1-1 Communications Department shall be responsible for:

1. Administering this policy
2. Maintaining a countywide database of road names
3. Reviewing subdivision requests for conformance with this policy
4. Reviewing requests for road name changes for compliance with this policy
5. Reserving names for proposed development as set forth herein
6. Notifying municipalities of road name conflicts
7. Notifying the USPS., the emergency services and Penn DOT of road name changes
8. Coordinating road names and addresses ranges with adjacent counties
9. Establishing, assigning and when necessary, changing address numbers in accordance with this policy in all municipalities which are so desire.
10. Resolving a road name conflict if the affected municipality(ies) do not do so.
11. Maintaining the Susquehanna County Addressing Handbook.

VI.C. UNITED STATES POSTAL SERVICE

The USPS is responsible for:

1. Maintaining a dual addressing system, delivering mail addressed to either address for a period of twelve months.
2. Maintaining a database of addresses as notification of new addresses or address changes is received from the County.

VI.D. PROPERTY OWNERS AND RESIDENTS

Each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, industry or institution are responsible for:

1. Purchasing, posting and maintaining assigned address numbers in conformance with the guidelines set forth herein

2. Removing old address numbers when new numbers are posted
3. In the case of private lanes, purchasing and installing a road name sign in compliance with guidelines set forth herein

Each and every property owner, trustee, lessee, agent and occupant of each residence, apartmentbuilding, business, industry or institution are required to:

1. Obtain an address from the Department before receiving a building permit or approval of a subdivision application
2. Obtain an address from the Department if new telephone service is being installed in a un-addressed structure. The address given by the Department will be required when applying for new Telephone Services.

VI.E. DEVELOPERS

Developers shall be required to:

1. Obtain approval for road names prior to receiving final approval of subdivision applications
2. Purchase and install road name sign for all new road.

VII. SECTION SEVEN - COUNTY ADDRESSING HANDBOOK

An Addressing Handbook has been developed to assist municipalities in developing and maintaining Standard Addressing as related to this policy.