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## SECTION ONE - INTRODUCTION AND PURPOSE

### A. PURPOSE

The purpose of this Borough Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs and assigning numbers to all dwelling, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services and businesses of the Borough of Sugarcreek.

### B. GOALS

The primary goal of this policy is to provide service agencies with a complete set of addresses so that emergency victims can be located with greatest efficiency.

Secondary goals include:

1. to improve the quality of life for residents of the Borough of Sugarcreek through easier delivery of mail and services.
2. to project a positive and progressive image to residents, prospective residents and developers, and
3. to promote the local tourist industry by making it easier for visitors to locate the attractions of Venango County.

### C. OBJECTIVES

Project objectives include:

1. conversion of rural route numbers to street addresses
2. ongoing assigning of addresses to new development
3. installation of road signs
4. maintenance of countywide street name and address database

### D. LEGAL AUTHORITY

Legal Authority to name street and address buildings is granted to boroughs in Section 1202 paragraph 25 of the Borough Code.

Based on this authority, the Borough of Sugarcreek 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 Venango County Board of County Commissioners that a complete and systematic house numbering system will promote the general welfare of County residents.

## SECTION TWO - STREET NAMING POLICY

### A. STREET REQUIRING NAMES

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

1. If two or more dwelling units or business related buildings exist or are proposed to be constructed along the roadway or are served by the roadway.
2. If the roadway is maintained by a municipality or Commonwealth.

### B. STREET NAME SELECTION

The following standards will be used:

1. A street name should be appropriate, easy to read (so that children can use the name in an emergency situation), and should add to community pride by promoting local heritage, history and traditions and reflect local geography and character.
2. Names with the same theme (i.e., flowers, states) are suggested for naming streets 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 discouraged within a municipality, zip code, or emergency service zone area (e.g., Smith, Smyth; Ellis or Alice 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.
7. If the road is continuous, the name should not change at an intersection or a curve or some other point.
8. Avoid sound-alike names (e.g. Bay View Dr., Bayview Dr. or Brainard Ln, Barnard Ln).
9. Do not use special characters in road names such as hyphens, apostrophes or dashes.
10. Avoid the use of standard suffixes or directional suffixes or directional suffixes or prefixes as road/street names (e.g. North Blvd., Court St., Avenue of Pines).
11. Avoid family names or individuals names, especially living persons and politicians.

### C. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A street may have no more than one directional prefix as follows: North, East, South, West. (North East Baker Street, for example, is discouraged.)

### D. SUFFIXES

The following suffixes are suggested for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the County providing they meet valid street suffix abbreviations, as defined by the United States Postal Service (USPS) official suffix guidelines (USPS, Postal Addressing Standards, August 1995, Publication 28)

Alley (ALY) – A narrow lane between or behind a row of buildings

Avenue (AVE) – A roadway or thoroughfare in a densely populated area

Boulevard (BLVD) – A street with a median reflecting the boulevard character

Circle (CIR) – A cul de sac or looped street that begins and circles back to terminate on the same road.

Court (CT) – A permanently closed street, not exceeding 1,000 ft, such as a cul-de-sac

Drive (DR) – A curvilinear street

Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume

Lane (LN) – A minor dead-end street or private lane

Parkway (PKWY) – A road with a median reflecting the parkway character

Pike (PIKE) – A primary state or federal route, suitable for heavy traffic volume

Road (RD) – A common roadway, usually in less densely populated areas

Street (ST) – A common roadway, usually in more densely populated areas

Way (WAY) – A minor roadway

### E. DUPLICATION OF STREET NAMES

When naming new streets, duplication of names must be avoided within a municipality, postal code and emergency service zone area. Venango County Government will keep an updated list of the street names in the County to help prevent reuse of existing names.

If two or more streets in the same municipality, zip code or emergency service zone area have duplicate or otherwise confusing names, the policy for Renaming Existing Streets must be considered. See SECTION TWO. K.

A street name combination (prefix, primary name and suffix) should be used only once, and may not be used in any other alignment, within a municipality, zip code, or emergency service zone area (e.g. Jones Drive and Jone Circle; or West Jones Street and Jones Street West).

### F. MULTI-MUNICIPAL ROADS

When the municipality annexes an existing roadway and there is a street name conflict, the municipality will change the name of the annexed roadway to conform with the guidelines outlined herein. See SECTION TWO. L.

**G. MUNICIPAL ANNEXATION OF STREETS**

When the Borough Annexes an existing roadway and there is a street name conflict, the municipality will change the name of the annexed roadway to conform with the guidelines outlined herein. See SECTION TWO. L.

**H. NAMING NEW ROADS**

New streets shall be named during the subdivision process. In case the requirements of a municipal subdivision ordinance contradict this policy, the more restrictive requirements will apply.

**I. RESERVING NEW STREET NAMES FOR NEW DEVELOPMENT**

At the time of filing an application for subdivision, the developers or property owners shall submit to Venango County Government a written request to reserve new street 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.

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

Street 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 street name reservation may be submitted to Venango County Government. If such is not received, the name(s) will no longer be reserved.

Venango County Government will review all subdivisions for conformance with this street naming policy at the time of preliminary plan review.

**J. LENGTH OF NAME**

The following is the recommended character format for road/street names.

<u>Prefix Directional</u>	2 characters
<u>Street Name</u>	28 characters
<u>Street Suffix</u>	4 characters
<u>Post Directional</u>	2 characters

**K. RENAMING EXISTING STREETS**

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

**1. Eliminating Conflicting Street Names**

In the case of two or more conflicting street names, Venango County Government shall use the following point system to recommend which street name should be changed. The street awarded fewer points should be changed.

POINT SYSTEM FOR RESOLVING STREET NAME CONFLICTS

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

**2. Notification of Conflict**

Venango County Government shall notify the municipality(ies) of a street name conflict. County Government will also provide an evaluation based on the point system listed above. Based on this evaluation, the County will recommend which street name should be changed. In the even of a tie, the municipality(ies) shall determine the street name to be used.

**3. Evaluating Conflicting Street Names**

**a. Minor Streets – having 10 or less property owners**

1. Upon receiving the notification of conflict, the officials of the affected municipality(ies) shall determine which street is to be renamed.
2. The name changing municipality shall inform the property owners along the affected street of the need to change the street name and that the property owners may request an alternate name(s).
3. Property owners have 30 days following the date of notification to provide street name requests to the municipality.
4. The municipality shall select an alternate name for the street, 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.

**b. Major Streets – having 11 or more property owners**

1. Upon receiving the notification of conflict, the officials of the affected municipality(ies) shall determine which street is to be renamed.
2. The name changing municipality shall announce the need to change a street name at a monthly meeting within thirty (30) days of receiving the notification of conflict, and that the property owners may request an alternate name(s).
3. Property owners shall then have thirty (30) days following the date of announcement to provide street name requests to the municipality.

4. The municipality shall select an alternate name for the street, and a second choice, at the next monthly meeting, sixty (60) days from receiving the notification of conflict, giving preference to names requested by affected property owners, which meet standards established herein.

**4. Alternate Street Name**

The municipality shall report the selected alternate street name and a second choice name to Venango County Government.

**5. Alternate Street Name Review**

Venango County Government shall review the name for compliance with the street name policy, and for duplication, and report acceptability to the municipality within thirty (30) days of receipt of the request for name change. Second choice street names will be assigned if the first choice is not usable.

**6. Ordinance and Signs**

The Municipality shall pass an ordinance adopting the new street name and the appropriate signing, in accordance with the policies established herein. See SECTION THREE. The posting shall take place within sixty (60) days of ordinance passage.

**7. Mediation**

If the municipality does not request a street name change within above listed timetables, the decision is referred to Venango County Government.

Venango County Government shall arrange a meeting with affected property owners before the office makes its decision and forwards its recommendation to the municipality involved.

**8. Notification of Name Change**

Venango County Government will notify the United States Postal Service (USPS), Pennsylvania Department of Transportation (PADOT), and emergency services of street name changes. The municipality shall notify the affected property owners.

**L. STREET NAME CHANGE**

If the Borough desires to have an existing street or private road renamed the Borough shall submit the proposed name change to Venango County Government. The County shall review the proposed name for compliance with this street naming policy. Once the change is accepted by the County, the Borough shall be notified. The Borough shall notify the affected property owners and the County shall notify USPS, PADOT, and emergency services.

**M. EFFECTIVE DATE OF CHANGE**

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



**N. ADJACENT COUNTY COORDINATION**

Any street 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.

**O. TOWNSHIP ROUTE NUMBERS**

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

**P. PRIVATE LANES**

Private lanes shall be named when there is more than one addressable building located on the road. See SECTION TWO. A., THREE. C. 3., FOUR. G. 2.

**SECTION THREE - STREET NAME SIGNS**

**A. INTRODUCTION**

All public and private roads in Venango County shall be identified by a sign and shall display the proper street name.

**B. DESCRIPTION OF SIGNS**

Street 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.

**1. Sign Color**

The street name should be reflective or illuminated and should have a white legend on a blue or green background or blue legend on a gold background.

**2. Sign Height**

Signs should be not less than seven feet above the top of the curb in business and suburban areas and not less than five feet above the ground in rural areas. The height from the ground to the bottom of a secondary sign mounted below another sign may be one foot less than noted herein.

**3. Sign Placement**

Signs should be placed with their faces parallel to the streets they name, as close to the intersection corner as practicable with the nearest part of each sign not less than one foot, and preferably two feet, back from both curb lines.

**4. Sign 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.

**5. Sign Letters**

The street name shall appear in capital lettering at least four inches high. Supplementary lettering to indicate the type of street such as ST, AVE, RD or directional information, such as N, S, NW, may be in smaller lettering, at least two inches high.

**6. Sign Size**

The overall dimensions of the sign shall not exceed 36-inches in length and 8 inches in width.

**7. In Lieu of Signs**

The street name may also be placed in a vertical position on concrete or wood posts.

**C. RESPONSIBILITY FOR STREET SIGNS**

**1. Existing Public Roads**

The Borough is responsible for fabricating and installing street name signs at the intersections of all existing public roads, within its boundaries, in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 5, of PA VEHICLE CODE as outlined above.

**2. Existing Private Roads**

The Borough is responsible for fabricating and installing street signs at the intersections of all private and public streets in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE as outlined above.

**3. New Public and Private Roads**

The subdivision developer shall be responsible for fabricating and erecting street name signs at the intersections of all new public and private roads in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE as outlined above. The Borough shall thereafter maintain street name signs at the intersections of all new streets. In new subdivisions, all street names must be approved prior to final subdivision approval. See SECTIONS TWO. A.2., TWO. H., TWO. I., FOUR. E.2.

**SECTION FOUR - ADDRESSING POLICY**

**A. ADDRESSING AGENCY**

The County shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial, institutional or governmental purposes shall be provided with an address identifying the building. The property owner shall be responsible for assigning apartment numbers or suites not assigned by the County.

**B. ADDRESSING METHODOLOGY**

**Frontage Interval Addressing System**

The Frontage Interval Addressing System is based on the measurement of the intervals between and beginning of a road and structures along the road. The frontage interval system will follow an interval guideline or measurement increments, which will yield approximately 400 possible address numbers per mile.

The frontage interval system includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the “take-off” point for semi-circular roads and numbering cul-de-sacs, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, trailer parks and stacked addresses.

The following list is a description of the generally acceptable numbering standards.

**1. The Frontage Interval**

Assign numbers every 26.4 feet or approximately each 1/100 mile. This will yield approximately 400 numbers per mile, 200 odd on one side and 200 even on the other side.

**2. Odd/Even Number Location**

Assign even numbers on the right side, from the point of beginning, and odd numbers on the left side, from the point of beginning.

**3. Beginning Point**

Numbering should begin at the West beginning point and proceed eastward or at the South beginning point and proceed northward. In the case of a dead-end road, the beginning point will be at the point of departure from the main road, regardless of direction. See SECTION FOUR. B. 8.

**4. Fractional, Alphanumeric, Hyphenated Addresses**

There should be no use of fractional addresses, alphanumeric address numbers, nor hyphenated address number (e.g. 34 ½ Ash Street, 123 A Main St., 41-656 Bell St.).

Rules one through four shall apply unless you are continuing a city numbering scheme, as in leaving a city or subdivision where other numbers are used. In this case, the existing system in place will dictate the beginning, odd/even number. See SECTION FOUR. B. 10., FOUR. B. 14.)

**5. Diagonal Streets**

Diagonal streets should be treated as either north-south or east-west streets. Arbitrary decisions on the direction are acceptable, but the primary direction should be chosen.

**6. Circular Streets**

Circular streets and roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, fewer numbers on the inside of the circle, and also with spaces between the numbers.

**7. Cul-de-sacs**

Cul-de-sacs often require applying the rules for both dead-end streets and circular streets. Those without buildings in the center portion should be numbered as if the center line of the street bisects the cul-de-sac. The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers proceed odd around the left side of the circle and even around the right side of the circle progressing in the direction that the numbers increase. Odd and even numbers meet at mid-point or the back of the cul-de-sac.

On rare occasions there may be structures inside the cul-de-sac. When this occurs, number the structure or structures in the way that will fit best. Generally there are no houses in the middle ground.

**8. Corner Lots**

When assigning numbers to corner lots, use the front door. When the front door is obscured or if the structure is best reached for emergency purposes by the driveway, assign the property number based on where the driveway falls on the road.

**9. Crossing County Lines**

When crossing county lines, consideration will be given to an existing numbering system in that county. If no system exists, the numbering will stop at the county line. If a system does exist in that county, those numbers may continue, following the rules for distance and direction.

**10. Stacked Addresses**

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric or fractional number is discouraged.

**11. Apartments and Duplexes**

Apartments and other multi-tenant structures should be numbered with the main building and then assigned apartment numbers as secondary location indicators (e.g. 202 Main St, Apt 303). If possible, use apartment numbers to indicate the floor location (e.g. Apt 303 is the third apartment on the third floor.)

**12. Businesses**

Businesses and business districts should be numbered just as apartments, with the middle of the building determining the number and the offices or businesses in the building being numbered as suites (e.g. 225 Oak Dr, Suite 34). This rule may also be applied to “office parks” where each business has its own small building.

**13. Interfacing With Existing Systems**

When interfacing with existing numbering systems, care should be taken in locating the last assigned number of the existing system. All possible sources should be checked to determine the last number.

**14. Mobile Home Parks**

Mobile home parks should be numbered just like apartments unless already marked. The difference would be that individual mobile homes will be designated as lots instead of apartments (e.g. 334 Elm St, Lot 23). An alternative is to name the road(s) in the park and number the homes as single family dwellings following the rules for distance and direction herein (e.g. 45 Forest Ln).

**15. Highways**

Highways with no numbering system in place or where the system is to change shall be numbered from county line to county line, following the rules for distance and direction herein.

## **16. Structures**

When assigning numbers, the middle of the structure should determine the address assigned. Structures should always be numbered according to the road they face, not where the driveway enters the road or where the mailbox is. An exception to this is when the structure is obscured or if the structure is best reached for emergency purposes by the driveway. In such cases, the address should be assigned where the driveway falls on the road.

## **17. Preplanning Subdivisions**

New subdivisions will require street naming and address assignments to the lots prior to final approval. Venango County Government must review the plan for compliance with the various sections of this policy, as they relate to street naming and the assignment of address numbers. Venango County Government must sign-off on this portion of the subdivision plan. See SECTION TWO. A., THREE. C., FOUR. E. 2. Pre-planning requires that corner lots be numbered in two directions, since it is unknown which way the house might face on the lot. See SECTION FOUR. B. 9.

## **C. EXEMPT BUILDINGS AND USES**

The following buildings and uses will be exempt from the addressing system, but may be addressed at the request of the property owner.

1. Farm buildings, which are not residential or commercial.
2. Accessory buildings, which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental buildings.
3. Unoccupied farm land or lots containing no dwelling(s) or businesses.

## **D. CHANGING ADDRESS NUMBERS**

If an address number is changed for any reason, the Borough shall be responsible for changing the address number.

When such a change is made, the Borough shall notify the building owner to make the change, and the County will notify the United States Postal Service (USPS), Pennsylvania Department of Transportation (PADOT), and emergency services.

The Borough shall notify the building owner by first class mail, or by personal service (date, time, and party served) to be recorded. The owner of the building shall cause the posted address numbers to be changed within thirty (30) days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

## **E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT**

### **1. Building Permit Requirements**

Prior to beginning new construction, property owners shall submit an application for a building permit. Borough building permit ordinances shall require that an address be assigned by the County Assessment Office to the new building(s) before a building permit is awarded.

## 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 street name. The Borough requires that street names and address numbers be assigned to proposed development before a subdivision receives final approval or recording.

## 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 obtain, 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 numbers.

It shall be unlawful to cover any address number with a sign, drapery, or other obstruction tending to conceal such number.

## G. SIZE AND LOCATION OF STREET ADDRESS NUMBERS

### 1. Residences, Townhouses and “In-Town” Businesses

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building or “In Town” business 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 a reflective 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.

### 2. Private Lane and Long Driveway

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 street, or is **more than** 30 feet from the edge of the road, an additional address number shall be posted at the intersection of the driveway with the public or private road or street. 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-two inches above the ground. The property owner is responsible for the installation and maintenance of these additional sets of address identifiers.

### 3. Industrial and Commercial Structures in Low Density Areas

All industrial and commercial structures located in low-density development areas, (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 street. When possible, the number shall be displayed beside or over the main entrance of the structure.

#### **4. Apartment Buildings 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 at least** six inches in height to be visible day or night from the opposite side of the street facing the main entrance.

Apartment numbers for individual units within the complex shall be displayed on, above, or to the side of the doorway of each unit. Apartment numbers shall contrast with the color of the background to which they are affixed, and shall be **at least** three inches in height to be visible day or night from the opposite side of the street facing the street or main entrance of the structure.

#### **H. NOTICE TO COMPLY**

Borough officials and County employees shall be authorized to enter upon private property for the purpose of inspection and to give notice by personal service or be certified mail to person in violation of this policy directing them to abate the situation within thirty (30) days after issuance of such notice.

### **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, will notify the Borough of the Sugarcreek Borough Police Department, in writing to have notice provided to the person or party failing to comply and order said person or party to take corrective action or measures within thirty (30) days from the date of notification.

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

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

### **SECTION SIX - EXECUTIVE SUMMARY OF RESPONSIBILITIES**

#### **A. BOROUGH OFFICIALS**

Borough 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, zip code or emergency service zone area
3. having a building permit ordinance requiring that the applicant have an address assigned prior to receiving a building permit and to enforce this ordinance.
4. passing ordinances to adopt names for all roads within the municipality
5. in the case that a street name must be changed, the municipal officials will inform property owners along the street, as described in Section TWO. K. 3. a. and TWO. K. 3. b.

## APPENDIX A: STREET NAMING AND ADDRESSING POLICY

6. fabricating and installing street name signs at the intersections of all existing public roads.
7. maintaining street name signs at the intersections of all private roads and public roads listed in the Borough ordinances
8. passing ordinance to require posting of address numbers in compliance with guidelines set forth herein

Municipal officials will have the responsibility for entering onto private property for the purpose of notifying persons who are in violation of this policy.

### **B. VENANGO COUNTY GOVERNMENT**

Venango County Government shall be responsible for:

1. administering this policy
2. maintaining a countywide database of street names
3. reviewing subdivision requests for conformance with this policy
4. reviewing requests for street name changes for compliance with this policy
5. resolving a street name conflict if the Borough does not do so
6. reserving names for proposed development as set forth herein
7. notifying the Borough of street name conflicts
8. notifying the United States Postal Service (USPS), Pennsylvania Department of Transportation (PADOT) and emergency services of street name changes.
9. coordinating street name and address ranges with adjacent counties
10. establishing, assigning and when necessary, changing address numbers in accordance with this policy in all municipalities which so desire

### **C. UNITED STATES POSTAL SERVICE**

The United States Postal Service (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 address changes are received from the County.



## **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. obtaining, posting and maintaining assigned address numbers in conformance with the guidelines set forth herein or within thirty (30) days of completion of new construction.
2. removing old address numbers when new numbers are posted
3. obtaining an address before receiving a building permit or approval of a subdivision application

## **E. DEVELOPERS**

Developers shall be responsible for:

1. obtaining approval for street names prior to receiving final approval of subdivision applications
2. purchasing and installing road name signs for all new roads

## **SECTION SEVEN - SOURCE GUIDES**

- A. The National Emergency Number Association's book Addressing System: A Training Guide for 9-1-1, 1995, ISBN 1-88319-18-9.
- B. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.
- C. The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.
- D. PA TITLE 67, PADOT REGULATIONS
- E. PA TITLE 75, PA VEHICLE CODE.

Any addressing issues not addressed in this policy will be resolved using the standard recommended in the above referenced publications.