

# **Appendix A**

## **CENTRE COUNTY**

### **STREET NAMING AND ADDRESSING POLICY**

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## **SECTION ONE - INTRODUCTION AND PURPOSE**

### **A. PURPOSE**

The purpose of this County-Wide 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 to residents and businesses of Centre County.

### **B. GOALS**

The primary goal of this policy is to provide emergency 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 Centre County 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 Centre 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 streets and address buildings is granted to boroughs in Section 1201 paragraph 25 of the Borough Code; and granted to Second Class Townships in Section 702, Subsection 37 of the Second Class Township Code.

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

## **SECTION TWO - STREET NAMING POLICY**

### **A. STREET REQUIRING NAMES**

A roadway will 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 or Smythe; Ellis or Allice; 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.
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 zip code and emergency service zone area. Centre 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 II.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 Jones Circle; or West Jones Street and Jones Street West).

## **F. MULTI-MUNICIPAL ROADS**

Roads which pass through more than one municipality will bear the same name throughout the county wherever possible. Street and roadway name changes will only occur at street intersections.

## **G. MUNICIPAL ANNEXATION OF STREETS**

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 II.L.

**H. NAMING NEW ROADS**

New streets will 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 Centre 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 Centre County Government. If such a request is not received, the name(s) will no longer be reserved.

Centre 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, Centre County Government will 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
Greater number of addresses	1
Arterial street	1
Historical relevance	1
Existing street signs	1
Relatedness of town/subdivision names	1

**2. Notification of Conflict**

Centre County Government will 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 event of a tie, the municipality(ies) shall determine the street name to be used.

**3. Eliminating 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 properties

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 Centre County Government.

#### **5 Alternate Street Name Review**

Centre County Government will review the name for compliance with the street name policy, and for duplication, and report acceptability to the municipality within 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 III. 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 Centre County Government.

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

#### **8. Notification of Name Change**

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

### ***L. STREET NAME CHANGE***

Municipalities desiring to have an existing street, or private road, renamed shall submit the proposed street name change to Centre 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 requesting municipality shall be notified. The municipality will notify the affected property owners and the County will notify USPS, PADOT, and emergency services.

**M. EFFECTIVE DATE OF CHANGE**

Any street name change, will 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.

**N. ADJACENT COUNTY COORDINATION**

Centre County Government will 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.

**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 Sections II.A., III.C.3., IV.G.2.

## **SECTION THREE - STREET NAME SIGNS**

### **A. INTRODUCTION**

All public and private roads in Centre 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 green or black background or black legend on a white background.

#### **2. Sign Height**

Signs should be not 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 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 six 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 four 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 NAME SIGNS**

### **1. Existing Public Roads**

Municipalities are responsible for fabricating and installing street 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.

### **2. Existing Private Roads**

The property owners along private roads are 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. Municipalities are thereafter responsible for the maintenance of street signs on private roads.

### **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 municipality 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 II.A.2., II.H., II.I., IV.E.2.

## **SECTION FOUR - ADDRESSING POLICY**

### **A. ADDRESSING AGENCY**

The municipality 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.

### **B. ADDRESSING METHODOLOGY**

#### ***Frontage Interval Addressing System***

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the structures along the road. The frontage interval system will follow an interval guideline or measurement increments, which will yield approximately 200 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 52.8 feet or approximately each 1/100 mile. This will yield approximately 200 numbers per mile, 100 odd on one side and 100 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 IV.B.8.

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

There should be no use of fractional addresses, alphanumeric address numbers, nor hyphenated address numbers (e.g. 34 ½ Ash St, 123A 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 being used. In this case, the existing system in place will dictate the beginning, odd/even number. See Section IV.B.10., IV.B.14.

Recommendations for specific numbering situations are below. The general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Apt 304).

## **5. Bridges**

Bridges should be numbered to identify them for purposes of references, just as houses. In most cases, measurement shall be made to the middle of the bridge and the numbers posted at the ends of the bridge in both directions. You may prefer to use an odd and an even number to post the bridge address, odd on the odd side end facing oncoming traffic and even on the even numbered end facing oncoming traffic. On bridges longer than ½ mile or so, number the ends of the bridge and post accordingly. See Sections IV.F., IV.G.5.

## **6. 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.

## **7. 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, in fewer numbers on the inside of the circle, and also with spaces between the numbers.

## **8. 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.

## **9. 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.

## **10. 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 these rules for distance and direction.

## **11. 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 (e.g. 254A, 254 ½, or 254-3).

## **12. 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).

## **13. 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.

## **14. 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.

## **15. 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).

## **16. Highways**

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

## **17. 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.

## **18. Preplanning Subdivisions**

New subdivisions will require street naming and address assignments to the lots prior to final approval. Centre 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. Centre County Government must sign-off on this portion of the subdivision plan. See Sections II.A., III.C.3., IV.E.2. Pre-planning requires that corner lots be numbered in two directions, since it is unknown which way the houses might face on the lot. See Section IV.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 building.
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 municipality shall be responsible for changing the address number.

When such a change is made, the municipality 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 municipality shall notify the building owner by certified mail, return receipt requested, 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. Municipal building permit ordinances shall require that an address be assigned 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. Municipal subdivision ordinances shall require 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 purchase, post and maintain address numbers as required under this policy at all times.

It shall be the responsibility of each municipality to purchase, post and maintain address numbers assigned to bridges 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.

**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 four 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.

**2. Private Lane 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 street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address number shall be made up of numbers and/or letters which are not less than four 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. The property owner is responsible for the installation 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.

### **5. Bridges**

All bridges shall have displayed address numbers of not less than four 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. A post shall be placed at each end of the bridge. The municipality shall be responsible for the installation of these sets of address identifiers.

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

Municipal officials and county employees should be authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons 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 municipality, or its designee, 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 municipality or the designee, should initiate necessary actions to terminate the violation through criminal and/or civil measures.

It is recommended that any violation or any provision of this policy should 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. 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, 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. having a subdivision ordinance requiring that the applicant have approved street names for all proposed roads prior to receiving final subdivision approval and to enforce this ordinance
5. passing ordinances to adopt names for all roads within the municipality
6. in the case that a street name must be changed, the municipal officials will inform property owners along the street, as described in Section II.K.3.a. and II.K.3.b.
7. fabricating and installing street name signs at the intersections of all existing public roads
8. maintaining street name signs at the intersections of all existing private roads and new public roads
9. passing ordinance to require posting of address numbers consistent with the policy
10. In the case of bridges, purchasing, posting and maintaining assigned 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. CENTRE COUNTY GOVERNMENT**

Centre 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 affected municipality(ies) do not do so
6. reserving names for proposed development as set forth herein
7. notifying municipalities 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 names 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. 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. obtaining an address before receiving a building permit or approval of a subdivision application
4. in the case of private lanes, purchasing and installing a street name sign in compliance with guidelines set forth herein

**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 Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.
- 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.