

**COUNTY OF LYCOMING  
COMMONWEALTH OF PENNSYLVANIA**

**ORDINANCE**

**96-3**

**PROPERTY ADDRESSING**

**AN ORDINANCE**

OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF LYCOMING, COMMONWEALTH OF PENNSYLVANIA ESTABLISHING THE REQUIREMENTS AND PROCEDURES FOR REAL PROPERTY ADDRESSING AND ASSIGNING THE DUTY AND RESPONSIBILITIES FOR SUCH FUNCTIONS PURSUANT TO THE PUBLIC SAFETY PROVISIONS OF THE COUNTY CODE; PROVIDING FOR ALL OTHER NECESSARY AND APPROPRIATE ACTIONS, INCLUDING THE PROMULGATION OF RULES AND REGULATIONS TO IMPLEMENT THESE REQUIREMENTS; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES OR RESOLUTIONS INsofar AS THE SAME SHALL BE INCONSISTENT HERewith AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE.

*WHEREAS*, the County of Lycoming, Commonwealth of Pennsylvania is a Fifth Class County; and

*WHEREAS*, it is the desire of the Lycoming County Commissioners to create the Lycoming County Enhanced 9-1-1 System for improved delivery of police, fire, and emergency services that benefits the health, safety, and welfare of all residents of this County; and

*WHEREAS*, the Board of County Commissioners may act under the public safety provisions of the County Code to provide for and require property addressing with the necessary signs, and

*WHEREAS*, the Board of County Commissioners recognize the legal right of boroughs, townships and the City to name all municipal roadways within their boundaries, and

*WHEREAS*, the Board of County Commissioners want to work cooperatively with the municipalities to achieve a coordinated county-wide addressing system with road identification to improve public safety, and

*WHEREAS*, a standardized system of property address numbering and placement of street name signs for public and private roadways better enables emergency response personnel to locate persons requiring assistance and makes the Enhanced 9-1-1 System more effective; and

*WHEREAS*, the Commissioners wish to conduct the development and orderly implementation of a standardized, county-wide system of property address numbering in cooperation with the U.S. Postal Service for use throughout Lycoming County, and

*WHEREAS*, the County intends to perform the assignment of addresses at no expense to the participating municipalities, and

*WHEREAS*, if an existing 100 block addressing system already meets standards of the National Emergency Numbering Association that existing system will not be changed.

*NOW, THEREFORE*, BE IT ENACTED AND ORDAINED by the County Commissioners of the County of Lycoming, Pennsylvania, as follows:

**SECTION 1:**

**A. Address Number Generation** The Lycoming County Department of Public Safety and Lycoming County Planning Commission shall have the duty and responsibility to jointly design, undertake and develop a County-wide Property Addressing Program and the Lycoming County 911 Addressing Coordinator shall have the continuing duty, responsibility and authority to assign new street addresses in conjunction with parcel subdivision and land development.

**B. Right to Enter Private Property** During the conduct of addressing operations within the County, the Lycoming County Department of Public Safety and Lycoming County Planning Commission or their agents or contractors as may be duly appointed by them, shall be authorized to enter upon, travel, measure, photograph and inspect all roadways and private driveways and to visit all structures within the County for the purpose of determining, assigning, and notifying the inhabitants thereof of such assigned addresses.

**C. Privacy Rights of Residents** The agencies and agents responsible are hereby directed to limit their visit to private properties to exterior views and are prohibited from entering into

private residences or structures, except at the request of the property owner or resident or by advance appointment.

**SECTION 2: Address Number Posting** The owners of all buildings or property to which address numbers have been assigned or changed by the Lycoming County 911 Addressing Coordinator shall have the number prominently displayed within thirty days of receipt of written notification and at all times in accordance with the standards to be defined in the Rules and Regulations adopted by the Board of County Commissioners.

**SECTION 3: Owner/Resident Acknowledgment** When an owner or resident of any structure receives notification of a new or changed address, that owner or resident shall:

- . Promptly sign the form to acknowledge receipt of the notification of a new or changed address.
- . Provide all information requested by the form.
- . Return the completed notification form(s) to the address listed.

**SECTION 4: New Structures and Mobile Homes** All persons, firms, corporations and other legal entities constructing or proposing to construct new structures or locating or relocating mobile homes in Lycoming County shall obtain an official address number(s) on an Address Notification Form from the Lycoming County 911 Addressing Coordinator prior to taking occupancy of said structure(s) or mobile home or relocated mobile home. For the purpose of natural gas drilling operations, "occupancy" shall mean the date a drilling permit is issued by the Department of Environmental Protection.

**SECTION 5: Road Names** The County recognizes the legal right of boroughs, townships and the City to name all public and municipal roadways within their boundaries.

- A. **Municipal** All municipally owned roadways shall be identified by a designated roadway number and should be named. Municipally owned roadway names should conform to the National Emergency Number Association standards, where practical.
- B. **Private** Private roadways to be named shall meet the requirements established in the Rules and Regulations.

**SECTION 6: Road Name Signs** The owner or owners of all roadways or owners of property abutting a private road accepted for addressing shall install a road name sign, designed and located in accordance with the Rules and Regulations.

**SECTION 7: Enforcement, Concurrent Remedies and Injunctive Relief** The County Planning Commission shall have the authority to administer and enforce the provisions and requirements of this Ordinance. In addition to any other remedy provided in this Ordinance or by law, the County Planning Commission may institute proceedings to restrain any violation of, or to require compliance with this ordinance.

**SECTION 8: Definitions**

**A. Definition of "Person"** For purposes of this Ordinance and the implementing Rules and Regulations the term "person" shall mean an individual, partnership, joint venture, corporation, limited liability company, trust, estate, unincorporated organization or association, governmental agency or other entity of whatever nature.

**B. Definition of "Structure"** For purposes of this Ordinance and the implementing Rules and Regulations the term "structure" shall mean any manmade object having an ascertainable stationary location on or in land or water, whether or not affixed to the land.

**SECTION 9: Penalty for Violation** Violations of any provision of this Ordinance may be enforced by either a Civil Proceeding or by a Criminal Proceeding.

**A. Civil Enforcement** Any Person violating any provision of this Ordinance shall, upon adjudication of a violation in a civil proceeding before a District Magistrate, be ordered for each violation to pay a penalty of not more than \$ 1,000 plus court costs, payable to the General Fund of Lycoming County. Any penalty ordered hereunder may be collected as debts of like amount as provided by Pennsylvania statutes. Failure of multiple property owners to resolve responsibility for erection of the sign(s) shall constitute a violation of this Ordinance by all such owners, jointly and severally.

**B. Criminal Enforcement** Any Person violating any provision of this Ordinance shall, upon conviction thereof in a summary proceeding before a District Magistrate, be sentenced for each violation to pay a penalty of not more than \$ 1,000 plus court costs, payable to the General Fund of Lycoming County, or to be imprisoned for not more than ten days, or both.

**SECTION 10: Rules and Regulations** The Lycoming County Planning Commission is directed to prepare proposed implementing Rules and Regulations, in conjunction with the Department of Public Safety, for adoption and/or revision by the Board of County Commissioners. Provisions shall be made for Administrative Review by the citizen members of the Lycoming County Planning Commission as a right of administrative appeal by property owners.

**SECTION 11: Effective Date** Sections 2, 4, 6, and 7 of this Ordinance shall become effective thirty (30) days after enactment and the publication of this Ordinance. The remaining sections of this Ordinance shall become effective for each readdressed area upon the publication of new official addresses for each community or area and for the remainder of the County upon the date that the last community or area to be readdressed has been notified.

**SECTION 12: Severability** Should any section, part or provision of this Ordinance be declared by appropriate authority to be unlawful or unconstitutional, all other terms, conditions, provisions and parts hereof, and of any Code of which this Ordinance may be or may be considered to be part, shall continue in full force and effect as if the provision declared to be unlawful or unconstitutional had been omitted as of the date of final enactment hereof.

**Section 13: Repealer** All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

Duly enacted by the Board of County Commissioners of the County of Lycoming, Commonwealth of Pennsylvania, in lawful session duly assembled this \_\_\_\_ day of \_\_\_\_\_, A.D., 2008.

COUNTY OF LYCOMING

\_\_\_\_\_  
Rebecca A. Burke, Chairperson

ATTEST:

\_\_\_\_\_  
Fred F. Marty, Chief Clerk

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Ernest P. Larson, Vice Chairman

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Jeff C. Wheeland, Secretary

## Lycoming County, Pennsylvania

### ADDRESSING RULES AND REGULATIONS

#### Section 96.3.1 AUTHORITY

These Rules and Regulations are adopted pursuant to and promulgated under the authority of the Lycoming County Property Addressing Ordinance, 96-3 as amended by Ordinance 2008-\_\_\_\_\_.

#### Section 96.3.2 DEFINITIONS

The terms used herein are defined as in the National Emergency Numbering Association (NENA) publications for standardized terms, unless specifically defined herein.

BROWN shall mean the color as approved by PennDOT for road name signs.

GREEN shall mean the color as approved by PennDOT for road name signs.

NENA shall refer to the National Emergency Numbering Association.

PUBLIC ROADS shall mean roadways, including the right-of-way, owned and maintained by the Commonwealth of Pennsylvania, County of Lycoming, or any of the municipalities within Lycoming County.

PRIVATE ROADS shall mean roadways owned and maintained by a person or persons, as defined in Ordinance 96-3, whether as abutting property owners or otherwise.

REFLECTIVE shall mean reflectorized sheeting and lettering of Engineer Grade having 80 candlepower reflectivity at a minimum.

#### Section 96.3.3 ROAD NAMING

##### A. NAMING OF PUBLIC ROADS:

It is the legal right of the municipality to approve road names. To facilitate emergency service dispatch the municipality shall notify the Lycoming County 911 Addressing Coordinator before municipal approval of road names. The County shall, within ten (10) working days from the date of receipt, respond to the request with advisory comment whether the proposed name meets current published NENA standards (as referenced below) and requirements of Enhanced 9-1-1 dispatch. A township, borough, or city may delegate their road naming function to the County only by mutual written agreement.

##### B. NAMING OF PRIVATE ROADS:

Applicants shall receive approval of a requested road name first from their local municipality. To facilitate emergency service dispatch the municipality shall notify the Lycoming County 911 Addressing Coordinator before municipal approval of road names. The County shall, within ten (10) working days from the date of receipt, respond to the request with advisory comment whether the proposed name meets current published NENA standards (as referenced below) and requirements of Enhanced 9-1-1 dispatch.

1. A private road with three (3) or more inhabitable structures located on it shall be named.
2. A private road with two inhabitable structures located on it may be officially named upon request; provided that the length is over three hundred (300) feet.
3. Any private road 2,640 feet (one half mile) or longer shall be officially named if it provides access to an addressed inhabitable structure.
4. Any private road 2,640 feet (one half mile) or longer may be officially named if naming of the road is determined to be in the best interest of public safety, e.g. an access road to a gas well site, public lands, or other areas where it is in the interest of public safety to name said road to facilitate locating the area for emergency service providers.

## **Section 96.3.4 SIGNAGE**

### **A. PUBLIC ROAD NAME SIGNAGE:**

Public road name signs shall be the responsibility of the road owner (municipality, County or State). Public road signs shall have four inch high letters, at a minimum, arranged horizontally for the road name and two inch letters for prefix and suffix and shall follow PennDOT regulations, 67 PA Code, Section 211.841 and PennDOT Publication 236, as supplemented or amended, including post mounted sign regulation D3-1. Signs hanging from overhead poles or wires at intersections are encouraged where possible and shall follow PennDOT regulations D3-4 and D3-5. Reflective signs are required with contrasting colors for letters and background. Brown background should **not** be used as this is reserved for use on private road signs. In addition signs located near the roadway shall have posts which break away upon impact.

Existing road name signs which do not meet these Rules and Regulations, as hereinafter amended, shall be allowed to remain (so long as they are legible). However, when such signs are replaced said signs shall comply with the then current Rules and Regulations.

### **B. PRIVATE ROAD NAME SIGNAGE:**

The owner or owners of all private roadways accepted for addressing above shall install a sign, which identifies the private road name as approved by the municipality, with said sign to be placed at the entrance where the private road intersects with the public roadway in such a manner so as to be readily observable by persons traveling upon the public roadway, but not creating an obstruction to visibility of motorists. Road signs shall also be placed at the intersection with all other public roads and with all other accepted private roads.

Sign design, construction, height, and letter size shall also meet PennDOT requirements (67 PA Code, Section 211.841 and PennDOT Publication 236, as supplemented or amended) D3-1 and shall be two-way (i.e. one two sided sign visible from opposing directions). Brown reflective background with white reflective letters is the only colors authorized for private road signs. Private roads may be designated by adding the word "Private" or an appropriate abbreviation thereof following the road name.

Existing road name signs, which do not meet these Rules and regulations as hereinafter amended, shall be allowed to remain (so long as they are legible during daytime and nighttime). However, when such signs are replaced said signs shall comply with the then current Rules and Regulations.

### **Section 96.3.5 ADDRESS NUMBER POSTING**

The owners of all buildings or property shall have the address number prominently displayed at all times in accordance with the standards below. Owners who receive new assignments or changes from the Lycoming County Address Coordinator shall have the number prominently displayed within thirty days of receipt of written notification and at all times thereafter in accordance with the following standards:

1. The address number shall be displayed within clear view of the main entrance on each building to which an address number has been assigned. Multi-unit buildings with separate entrances and addresses for different units are required to have each number posted near that entrance.
2. In addition, for buildings which are farther than fifty (50) feet from the roadway or which do not have the building number easily visible from the main roadway, address numbers shall be posted within clear view from the public roadway and within clear view of the driveway to the structure so as to be easily visible by emergency personnel. Bi-directional reflective driveway number posting is encouraged even though not required.
3. All building address numbers shall be constructed of durable material with a color and brightness which contrasts with the surface on which it is pasted with numbers at least three inches high so as to be easily readable by emergency personnel from the named public or private roadway. Reflective and lighted signs are encouraged. Signs shall be readable from all roadway approach directions.
4. Posted address numbers, as viewed from the public or private roadway, shall not be obstructed from view by landscaping, shrubs, vegetation, screen door, canopies, ornaments, or any other plant or structure.

### **Section 96.3.6 APPEALS**

Administrative review requests shall be submitted to the Lycoming County 911 Addressing Coordinator. Appeals shall be directed to the Lycoming County Planning Commission. Each review request or appeal shall be in writing and addressed and mailed or delivered to the Lycoming County Planning Commission, 48 West Third St., Williamsport, PA 17701.

### **Section 96.3.7 EFFECTIVE DATE**

These Rules and Regulations shall become effective upon official adoption by the Board of County Commissioners.

#### **ADOPTION**

Duly adopted by the Board of County Commissioners of the County of Lycoming, Commonwealth of Pennsylvania, in lawful session duly assembled this \_\_\_\_ day of November, A.D., 2008.

COUNTY OF LYCOMING

\_\_\_\_\_  
Rebecca A. Burke, Chairperson

ATTEST:

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Fred F. Marty, Chief Clerk

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Ernest P. Larson, Vice Chairman

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Jeff C. Wheeland, Secretary

## **SUPPLEMENTAL INFORMATION**

### **RECOMMENDED NENA ROAD NAMING PRACTICES**

1. Avoid family names, especially living persons and politicians.
2. If the road is continuous do not change names at a curve or some point other than a road intersection.
3. Avoid sound-alike names (e.g. Hall Rd, Halls Rd, Howell's Rd) in the same and surrounding municipalities.
4. Do not use the same name as another road in surrounding municipalities with only a different suffix (e.g. Smith Rd, Smith Ln )
5. Do NOT use special characters in road names such as hyphens, apostrophes or dashes.
6. Avoid the use of standard suffixes or prefixes as road/street names. (e.g. North Blvd, Court St., Avenue of Pines)
7. Avoid the use of non-standard street name suffixes which may be confused with subdivisions or commercial developments (e.g. Loyal Plaza, Tanner Place)

### **ROAD NAMING PETITION and related documents**

See attachments.