

# **Blair County**

## **Street Naming And Addressing Guide**

**2019**

# Blair County: Street Naming and Addressing Guide

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## **Section I - INTRODUCTION AND PURPOSE**

### **I.A. Purpose**

The purpose of this addressing and street naming guide is to define the standards and practices involved in naming roadways, posting street signs, and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service (hereafter referred to as USPS) and the public in the timely and efficient provision of services to the residents and businesses of Blair County.

### **I.B. Goals**

The primary goal of this guideline is to standardize street naming and addressing procedures so to provide emergency service agencies with a complete, consistent and predictable 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 Blair County through easier delivery of mail and services.
2. To project a positive and progressive image to residents, prospective residents and developers.
3. To promote the local tourist industry by making it easier for visitors to locate the attractions of Blair County.

### **I.C. Objectives**

Project objectives include:

1. Improving addresses in response to evolving emergency response technologies.
2. The ongoing assigning of addresses to new development.
3. Continued maintenance of countywide roadway name and address database.
4. Provide guidelines for: Addressing Requirements & Procedures, Roadway Naming, and Roadway Signage.

### **I.D. Legal Authority**

Legal authority to name streets and address buildings is granted to local governments by the Commonwealth of Pennsylvania as follows:

Third Class Cities in:

*Title 11, Cities*

*Chapter 124 Section 12417: Numbering of Buildings.*

Boroughs in:

*Title 8, Boroughs and Incorporated Towns*

*Chapter 12, Section 1202: Specific Powers, subpart (18).*

Second Class Townships in:

*Title 53, The Second Class Township Code*

*Article XV, Section 66520: Numbering of Buildings.*

*Article XXIII, Section 67329: Naming of Streets.*

These local governments can, by ordinance, give The County of Blair legal authority to conduct the naming of streets and addressing of buildings as outlined in *Title 53 of the Consolidated Statutes, Chapter 23, Subchapter A: Intergovernmental Cooperation*

## **Section II - STREET NAMING GUIDELINES**

### **II.A. Basic Naming Standards for a Roadway**

1. Name changes occur at an intersection with another named roadway. Arbitrary name changes along the length of a roadway will not be permitted. An intersection with a named roadway must be present, or the existing name will be continued.
2. Names for a roadway should not be shared by disconnected roadway segments. A roadway should be one continuous segment. Roadways sharing the same name should not be separated by unconstructed, or otherwise impassable areas, for the purposes of real-world navigation. Roadways that have historically shared names across multiple disconnected segments may retain their names where it is determined logical because of the existence of a City-block addressing system.

### **II.B. Roadways Requiring Names**

A roadway will be named if it meets one of the following conditions, and abides by the basic naming standards presented in Section 2-A:

1. If two or more dwelling units or business-related buildings exist, or are proposed to be constructed, along the roadway.
2. If the roadway is maintained by a municipality or the Commonwealth.
3. \*If a single residence is located beyond the line of sight from the intersecting named roadway in such a way that would decrease the response time of emergency responders.
4. \*If a roadway extends greater than one thousand feet from the intersection of a named roadway to its termination point.

\* denotes condition that may require site visit to determine applicability.

### **II.C. Roadway Name Selection**

Roadways will be named using the following standards:

1. A roadway name should be appropriate, 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 reflect local geography and character.
2. Names with the same theme (*i.e.* flowers, states) are suggested for naming roadways in an entire subdivision, as a means of general identification.
3. Historically used roadway 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 (*i.e.* Smith, Smyth or Smythe; Ellis 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 are discouraged in roadway names.
7. Do not use special characters in roadway names such as hyphens, apostrophes or dashes.

### **II.D. Prefixes**

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous roadway traversing several municipalities. A roadway may have no more than one directional prefix. (Names such as North East Baker Street will not be acceptable).

## II.E. 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 of Blair (hereafter referred to as Agent) providing they meet USPS guidelines as set in *USPS Publication 28*. Roadways should not have more than one suffix.

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

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

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

**Circle** (CIR) – A cul-de-sac or a looped roadway that begins & terminates on the same roadway

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

**Drive** (DR) – A curvilinear roadway

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

**Lane** (LN) – A minor dead-end roadway or private roadway

**Parkway** (PKWY) – A roadway 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

## II.F. Post Directional

Post directional suffixes shall be used only when necessary, such as to indicate the direction of travel on divided highways. A roadway may have no more than one post directional suffix. (Names such as Baker Street South West will not be acceptable).

## II.G. Duplication of Roadway Names

When naming a roadway, duplication of names within the County shall be avoided whenever possible. Duplication of roadway names, regardless of the suffix, shall be prohibited within a municipality or postal zip code area. Duplication of roadway names, regardless of the suffix, shall be avoided within an emergency service zone. The term duplication shall include homonyms (sound-a-like) names, such as Beech St and Beach St. The Agent will maintain an updated list of all the roadway names within the County, to avoid duplication of existing names.

If two or more roadways in the same municipality, emergency service zone, or zip code area have duplicate or other noncompliant names then the guideline for Renaming Existing Roadways (Section II.L.) shall be followed.

A roadway name combination (prefix, primary name and suffix) shall be used only once and may not be used in any other arrangement within the same municipality, zip code area, or emergency service zone (*i.e.* Jones Drive and Jones Circle; or West Jones Street and Jones Street West).

## II.H. Multi-Municipal Roadways

Roadways that pass through more than one municipality should bear the same name throughout the County, wherever possible. Roadway name changes should only occur at named roadway intersections, not at municipal or county lines.

## II.I. Municipality Annexation of Roadways

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

## II.J. Naming New Roadways

### **1. Request by Municipality:**

If a municipality obtains knowledge of the creation of a new roadway, it shall make a proposal to the Agent for a roadway name in accordance with this guide. The Agent shall research the proposed name to determine its conformity with this guide and whether there is any potential public safety concern regarding the proposed name. The Agent shall respond to the municipality in no more than thirty (30) days with a determination concerning the conformity of the proposed roadway name. If no concern exists, the Agent shall assign the roadway name as recommended. If the Agent determines there is a lack of conformity with this guide or a potential public safety concern, it shall so advise the Municipality in writing of the same. The correspondence will cite the identified conflicts and request a different name be submitted for review, in which case the Municipality shall have no more than thirty (30) days to either re-affirm the original proposed roadway name, or submit a new roadway name for review, in which case the same process shall be followed.

### **2. Request by Property Owner:**

If the Agent is contacted directly by a property owner requesting an address for a roadway that is not already named, the Agent shall contact the Municipality to request a roadway name, in which case the Municipality shall have no more than thirty (30) days to provide a proposed name. The process set forth above for review of the name by the Agent shall then apply to the proposed name.

### **3. Request by Agent:**

New roadways shall also be named in response to the identification of an existing, proposed, or potential conflict with Section II.A or II.B. Following the time the Agent is made aware of, or identified the existing, proposed, or potential conflict, the Agent will contact the Municipality to request a roadway name proposal, in which case the Municipality shall have no more than thirty (30) days to provide a proposed roadway name. The process set forth above for review of the name by the Agent shall then apply to the proposed name.

Ultimately, the Municipality shall have final approval over roadway names in its jurisdiction; however, the Municipality shall work in good faith with the Agent taking into consideration this guide, neighboring municipalities' existing roadway names and other relevant factors. (In the case that the requirements of a municipal subdivision ordinance contradict this guideline, the more restrictive requirements will apply.)

## II.K. Length of Roadway Names

The following is the recommended character format for roadway names.

<u>Prefix Directional</u>	2 character max.	<u>Roadway Suffix</u>	4 character max.
<u>Roadway Name</u>	15 character max.	<u>Post Directional</u>	2 character max.

This assures reasonable street sign lengths utilizing appropriate font size. Historical roadway names exceeding 15 letters shall be retained whenever possible. Private roadway names can be longer than 15 characters upon approval of the municipality, but may require the posting of more than one street sign.

## II.L. Renaming Existing Roadways

Every attempt to maintain existing roadway names will be made, however, in the event that a roadway must be renamed to comply with this guide, the Agent will work with the municipality(s) to resolve the conflict by employing the guidelines in Section II.J. The Agent will use the following guidelines to resolve naming conflicts and non-conflict name change requests:

### **1. In Response to a Naming Conflict:**

In the event that two or more roadway names are in conflict as described in section II.A - II.K, the Agent will use the following point system to help resolve the conflict by providing the respective municipality(s) a recommendation which favors the renaming of the roadway that scores the lowest. In the event of a tie, the roadway with the least “Impact” will be recommended for renaming. The municipality has final say in the process. Anyone can bring a naming conflict to the attention of the Agent. The roadway that is determined to be renamed will be renamed in the same manner as outlined in Section II.J.1.

#### Point System for Resolving Roadway Name Conflicts

<b>Condition</b>	<b>Points</b>
<b>Impact:</b> Greater Number of Addresses   Business > Residential	1
<b>Navigation:</b> Arterial Roadway/Greater Traffic Volume	1
<b>Prominence:</b> Older/More Recognized Name (if known)	1
<b>Historical: Historical Relevance</b>	1
<b>Infrastructure: Existing Street Signs</b>	1
<b>Community: Relatedness to Other Roadway Names in the Area</b>	1

### **2. Non-conflict Request:**

Non-conflict requests for a roadway name change must come from the municipality(s) that the roadway is located within or effected by. Any request submitted by a private individual(s) to the Agent will be redirected to the municipality. Municipalities desiring to have an existing roadway renamed shall submit the proposed roadway name change to the Agent. The Agent will review the proposed name for compliance in the same manner as outlined in Section II.J.1.

When it is determined that a roadway needs to be renamed either via a naming conflict or by request of a municipality(s), the municipality(s) are responsible for approving a replacement name through their official process; nothing in this guide provides direction on a municipality’s street naming process.

After a change occurs, the Agent will notify the effected residents of their new address with an official address verification letter.

## II.M. Effective Date of Change

Any roadway name change shall become effective within thirty (30) days after either the Agent has determined that the municipality proposed name meets the requirements of this guide or after the Agent is notified by the respective municipality that it has re-affirmed the original proposed roadway name as outlined in II.J.I. above. Notification must be in written form but can be electronic in origin. Content and formatting of notification is not governed by this guide; the only requirement by the Agent is that the notification be in writing clearly stating the roadway’s prior and new name. The Agent will retain a copy of this notification.

### II.N. Adjacent County Coordination

The Agent shall coordinate with adjacent counties so that roadway names and address ranges at the Blair County boundaries continue as one roadway. Roadways that cross the County's boundary line should have the same name on both sides of the boundary for the continuous length of the roadway. If the roadway's name does need to change at or near the county boundary, it should do so at the nearest prominent intersection that effects the fewest number of addresses.

### II.O. Township Roadways

A roadway with one township route number may have more than one roadway name if there are breaks in the roadway where name changes will be logical.

### II.P. Private Roadways

Private roadways should be named when there is more than one addressable building located on the roadway, or if the residence is beyond the line of sight from the intersecting named roadway in such a way that would decrease the response time of emergency responders. See sections: II.B.3 & II.B.4.

## **Section III - PHYSICAL ADDRESSING**

### **III.A. Physical Addressing Agency**

The Agent shall establish and assign physical addresses in accordance with the guidelines set forth herein. All buildings and individual units, (*i.e.* apartments or suites), used for residential, commercial, and /or industrial purposes shall be provided with a unique physical address identifying the physical location of each structure/partition.

### **III.B. Physical Addressing Methods**

#### **1. Numbering**

The Agent shall undertake a systematic numbering program for buildings within the County using what is known as the Frontage Interval Addressing System. This system is based on the measurement of intervals between the beginning of a roadway and the structures along the roadway. Numbers will be assigned every 20 feet, resulting in 528 numbers per mile, 264 odd on one side and 264 even on the other side.

In areas where existing numbering formats are established, providing the numbering system does not conflict with the contents of this guide, existing formats/intervals shall be maintained.

#### **2. Odd/Even Number Location**

From the point of the beginning of the roadway, odd numbers will be assigned on the left, and even numbers will be assigned on the right. As the house numbers increase odd numbered buildings will be on the left and even numbered buildings will be on the right. Addresses will be left as is in locations where this method was not historically implemented, unless a problem arises that necessitates the change.

#### **3. Point of Address**

Address numbers shall be assigned based on where the structure's driveway intersects the named roadway. In the case of structures that are accessed directly off of a named roadway (on-street parking), the address shall be assigned at the point on the roadway that is closest to forming a straight line with the main entrance of the structure, providing that the main entrance faces the roadway. In the case where the structure does not have a main entrance that faces the roadway, the center of the structure shall be used as reference. Structures on small corner lots, or structures with access to two or more different named roadways, will be assigned using the above stated methods, whereby the method that reflects the most direct access to the structure will be given preference.

*Rules 1 through 3 shall apply unless an existing numbering scheme is already in place that does not conflict with basic addressing necessities: uniqueness, within the range of the roadway, and local consistency. In the case where existing acceptable but non-standard addressing schemes are being used addresses should be adjusted in accordance with the existing system, so that each structure has a unique address.*

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

There should be no use of fractional addresses, alphanumeric addresses, nor hyphenated addresses (*i.e.* 34 ½ Ash St, 123A Main St, 41-656 Bell St)

## **5. Circular Roadways**

Circular roadways will be numbered with the outer perimeter having the odd numbers and progressing in a clockwise direction. The inner side of the circle will have even numbers.

## **6. Cul-de-sacs**

Cul-de-sacs will be numbered with odd numbers on the left side of the cul-de-sac and even numbers on the right side progressing in the direction that the numbers increase. Odd and even numbers meet at the mid-point at the rear of the cul-de-sac. In the rare occasion where there is a structure in the center of a cul-de-sac, the structure will be numbered in a way that is most consistent with Section III.B.3.

## **7. Corner Lots**

When assigning numbers to corner lots, use the main entrance to determine which roadway the structure will be addressed to. In rare cases when the main entrance is obscured or if the structure is best reached for emergency purposes by the driveway, an address number may be assigned based on where the driveway intersects the named roadway. When primary access is difficult to determine, the Agent may do a field check to assess the access.

## **8. Crossing County Lines**

Where a roadway originates in another county and crosses into Blair County, consideration will be given to extending the existing numbering system from the originating county so that addresses along the roadway will be continuous from one county to the next.

## **9. Stacked Addresses**

Structures behind other structures facing the roadway and sharing a common driveway should each be assigned a unique address number following the guidelines herein or when necessary simply by best fit. Only stacked addresses involving two structures in which the first structure has frontage on and is easily accessible from the named roadway will be addressed in the above stated manner. If the first structure has considerable setback from the named roadway, or if there are more than two structures sharing an access, the access will be assigned a new name as stated in Section II.A & II.B, and the structures will be addressed to the newly named roadway.

## **10. Apartments and Duplexes**

Apartments and other multi-tenant structures should be numbered as the main structure, and then, assigned apartment numbers as secondary location indicators (*i.e.* 202 Main St. APT 303). Each unit will receive its own physical address and should be placed on the structure in such a manner as to represent its physical location; for this reason basic floor plans will be requested by the Agent for any apartment building or duplex. If possible, apartment numbers will indicate the floor location (*i.e.* APT 303 is the third apartment on the third floor).

## **11. Businesses**

Businesses and business districts should be numbered just as apartments with the middle of the building determining the address. The individual businesses should be numbered as suites (*i.e.*, 255 Oak Dr. STE 34), and they should be placed in reference to their physical location within the business/business district. For this reason, basic floor plans will be requested by the Agent for any business/business district. This rule may also apply to office parks where each business has its own small building.

## 12. Mobile Home Parks

Mobile home parks should be addressed as normal structures. Roadways within the mobile home park should be named, and individual trailers/lots should be assigned an address off of the named roadway.

## 13. Townhouses

Townhouses will be addressed by each separate unit just as a standard structure would be addressed as described herein. The center point of each unit should be used to determine the address. In cases where there are not enough available addresses to accommodate each unit, the guidelines for numbering apartments and duplexes (III.B.10) will be applied.

### III.C. Exempt Buildings

Farm buildings, which are not residential or commercial, will not be addressed. Accessory buildings that have uses, which are accessory to the primary use of residential, commercial, industrial, or governmental buildings, shall also be exempt. An address for these types of structures should be created at the request of the owner/representative or when a potential public safety concern is brought to the Agent's attention, either through means of notification by outside sources or during internal reviews of the data. If the notification of a potential public safety concern is brought to the attention of the Agent by anyone besides the landowner, the landowner should be contacted prior to the creation of the address so that they can provide information needed to resolve the concern. After a period of (30) days if the land owner fails to respond, the Agent will move forward with the assistance of the municipality where the structure is located to resolve the safety concern by assessing the need for an addressing solution. The assessment may result in the assignment/reassignment of a physical address to include the naming of a roadway.

### III.D. Changing Address Numbers

If an address number needs changed for any reason, the Agent shall be responsible for assigning the new address number and will notify the structure owner(s), a representative thereof, and/or current occupant(s), as well as the municipality and the USPS of the change in writing. **The Agent notifies the USPS for validation purposes only;** the USPS will only accept an official change of address request from the person, executor, guardian, authorized officer, or agent of the person for whom mail would be forwarded. For this reason the individual(s) qualified to request a change of address is responsible for initiating a change of address with the USPS as well as notifying utility companies and all other interested parties of the address change. The structure owner(s) will have thirty (30) days to change the posted address numbers on the building. Should a replacement address notification be needed, a copy can be provided by the Agent.

### III.E. Addressing New Construction and Development

#### 1. Building Permit Required

Prior to beginning new construction, property owners, when obtaining their building permit, will be instructed to contact the Agent to obtain their address. Whomever is requesting a new address must be able to provide the Agent with the necessary information (location, access, and floor plans for multi-unit structures) or arrange a time for a site visit to occur where necessary data can be collected. Based on the obtained information, the Agent will assign a new physical address/addresses. In addition to adding the new address/addresses to the Blair County 9-1-1 database, the Agent will notify the USPS of the new valid address/addresses. The property owner is responsible for establishing mail delivery, and getting the last line address (*i.e.* City, State, Zip) from the USPS. Neither the Municipality nor the Agent has the authority to assign the last line address.

## **2. Subdivision and/or Land Development Requirements**

This guide refers to the subdivision and/or land development ordinance of the respective municipality concerning the timing for addressing and naming of roadways for subdivisions and/or land developments. It is the recommendation of the Agent that addressing be postponed until the permitting phase is underway for each structure in need of an address so to not provide poor addressing that result from changes in the plans from the time of planning review to construction.

### **III.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, or industry to purchase, post and maintain address numbers as required by this guideline 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 improper to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

### **III.G. Size and Location of Physical Address Numbers**

#### **1. Residences, Townhouses and Businesses**

It shall be the responsibility of each property owner, trustee, lessee, agent and occupant of each building to display the assigned physical address number according to the guidelines set forth herein. The address number shall be made up of numbers and/or letters that are not less than 4 inches in height, contrasting 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 roadway, and the opposite side of the roadway, 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 physical address number is not clearly visible from the roadway, an additional address number shall be posted at the intersection of the driveway with the public roadway. The additional address numbers shall be made up of numbers and/or letters that are not less than 4 inches in height, contrasting with the background on which they are affixed, be visible day or night, and placed upon a post or other structure that displays the number at least forty-eight (48) inches above the ground.

#### **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 roadway. 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 of an appropriate size to be visible day or night from the opposite side of the roadway 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.

## **Section IV - STREET NAME SIGNS**

### **IV.A. Introduction**

All public and private roads in Blair County that require a name shall be identified by a sign and shall display the proper roadway name.

### **IV.B. Description of Signs**

Street name signs shall be installed at all intersections and shall comply in design, installation and maintenance requirements set forth in PA TITLE 67, PADOT REGULATIONS and PA TITLE 75 of PA VEHICLE CODE as outlined in PennDOT Publication 236 section D3-1 (Street Name Sign).

**\*\* ∨ ∨ ∨ \*\***

**The following information is derived from the official documentation and as such, not to be mistaken as official guidance since official guidance may have changed after the drafting of this document.**

#### **1. Sign Color**

The street name sign should be reflective or illuminated and should have a white legend on a green, brown, or blue background, or a black legend on a white background. The background color should be the same on all signs within a jurisdiction except where the jurisdiction has a special district (i.e., historical district or downtown district).

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

Signs should be not less than 7-feet from the top of the curb in business districts and not less than 5-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 above.

#### **3. Sign Placement**

Signs should be placed with their faces parallel to the roadways they name, as close to the intersection corner as practicable, and 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 roadway name shall appear in proper case lettering 6-inches high. Supplementary lettering to indicate the type of roadway such as, ST, AVE, RD or directional information, such as N, S, W, should be in smaller lettering 4.5-inches high. For roads with a speed limit of 25mph or less lettering can be 4-inches high for the roadway name with 3-inch high supplemental lettering.

#### **6. Sign Size**

The overall length of the sign can vary, but it should be 6, 9, or 12-inches in height.

**\*\* ^ ^ ^ \*\***

## IV.C. Responsibility for Street Signs

### **1. Existing Public Roadways**

Municipalities are responsible for fabricating and installing street signs at the intersections of all existing public roadways within their 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 Roadways**

Each municipality shall decide who will be responsible for the fabrication, installation and maintenance of street signs.

### **3. New Public and Private Roadways**

Each municipality shall decide who will be responsible for the fabrication, installation and maintenance of street signs. Depending on the municipality's governing subdivision and/or land development ordinance under the Municipality Planning Code, a developer may be responsible for fabricating and erecting street signs at the intersections of all new public and private roadways within the subdivision and/or development.

## **Section V – DATA MAINTENANCE & ENFORCEMENT**

### **V.A. Data Maintenance**

At all times, the Agent will conduct internal data reviews to insure the most accurate data is provided to the Blair County 9-1-1 Dispatch Center. During these reviews, all Blair County 9-1-1 addressing data will be reviewed for compliance using the contents of this guide. If a conflict is identified, the Agent will take appropriate steps, as previously outlined in this guide, to resolve the conflict.

### **V.B. Enforcement**

Whenever there is reason to believe that there has been a violation of any provision of this guide, the municipality in which the violation is present shall follow their locally defined process for enforcement. The Agent will assist the municipalities to both identify and resolve violations.

## **Section VI - 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 their municipality caused by a conflict within the municipality, zip code, or emergency response 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 and/or land development ordinance requiring that the applicant have approved roadway names for all proposed roads prior to receiving final subdivision and/or land development approval and to enforce this ordinance.
5. \*Maintaining street name signs at the intersections of all existing private roads and new public roads.

*\* denotes an optional but recommended responsibility.*

### **VI.B. The Agent**

The Agent shall be responsible for:

1. Administering this guide.
2. Maintaining a countywide database of roadway names.
3. Reviewing requests for roadway name changes for compliance with this guide.
4. Notifying municipalities of roadway name conflicts.
5. Notifying the USPS, the emergency services and Penn DOT of street name changes.
6. Coordinating roadway names and address ranges with adjacent counties.
7. Establishing, assigning and, when necessary, changing address numbers in accordance with this guide in all municipalities that so name the Agent as their addressing agent.

### **VI.C. 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 at the time required by the respective municipality and other regulatory measures overseen by the respective municipality.
4. In the case of private lanes, purchasing and installing a street name sign in compliance with guidelines set forth herein unless the municipality accepts this responsibility.

### **VI.D. Developers**

Developers shall be responsible for:

1. Obtaining approval for roadway names as specified by the respective municipal subdivision and/or land development ordinance.
2. Purchasing and installing street name signs for all new roads as determined by the respective municipality's policy.

## Definition of Terms

Data – As used in this guide refers to any information associated with providing the Blair County 9-1-1 Dispatch Center with the necessary information to dispatch emergency responders to the location of an emergency.

Emergency Response Area – As used in this guide refers to the municipally controlled areas that are assigned to specific emergency service providers. These response areas determine which response agency is responsible for responding to emergencies within the geographically defined area. A single service provider’s response area may extend over several municipalities and in some cases extend beyond the County line.

Roadway – As used throughout this guide is a generic term that describes any type of named physical pathway that is used for vehicular transportation, *i.e.* street, road, highway, alley, etc. This term is used in place of ‘Street’ in the majority of this guide so not to imply a specific suffix of a roadway, however some sections use the more traditional term ‘Street’ so to preserve the relation to source material or preserve a precedent.

## Source Guide

1. The National Emergency Number Association: NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1, 2015, NENA-INF-014.1-2015.
2. The National Emergency Number Association’s book: Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.
3. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.
4. The United States Postal Service publication: Postal Addressing Standards, May 2015, Publication 28.
5. PA Title 11, Cities Chapter 124 Section 12417: Numbering of Buildings.
6. PA Title 8, Boroughs and Incorporated Towns Chapter 12, Section 1202: Specific Powers, subpart (18).
7. PA Title 53, The Second Class Township Code, Article XV, Section 66520: Numbering of Buildings and Article XXIII, Section 67329: Naming of Streets.
8. PA TITLE 67, PADOT REGULATIONS
9. PA TITLE 75, PA VEHICLE CODE
10. Pennsylvania Department of Transportation: Handbook of Approved Signs, November 2013, Publication 236

Any addressing issues not addressed in this guide will be resolved using the standards recommended in the above referenced publications, or their updated editions.