

**County of Luzerne  
Commonwealth of Pennsylvania**

**ORDINANCE**

**NO. 1 JUNE-2009**

**E911 PROPERTY ADDRESSING**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF LUZERNE, TO PROVIDE STANDARDS FOR THE NAMING OF STREETS; FABRICATION, ERECTION AND MAINTENANCE OF STREET NAME SIGNS AND ESTABLISHING A STREET ADDRESS NUMBERING SYSTEM FOR THE COUNTY OF LUZERNE, COMMONWEALTH OF PENNSYLVANIA.**

**WHEREAS, the County of Luzerne, Commonwealth of Pennsylvania is a third class county; and**

**WHEREAS, it is the desire of the Luzerne County Commissioners to create the Luzerne County Enhanced 9-1-1 System for improved delivery of Police, Fire and EMS 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 Commissioners recognize the legal right of boroughs, townships and the Cities 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 replacement 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 and NENA (National Emergency Number Association) for use throughout Luzerne 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 exists and already meets standards of NENA, that the existing system will not be changed.**

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

## **LUZERNE COUNTY 911 STANDARDIZED ADDRESSING ORDINANCE**

**AN ORDINANCE TO PROVIDE STANDARDS FOR THE NAMING OF STREETS; FABRICATION, ERECTION AND MAINTENANCE OF STREET NAME SIGNS AND ESTABLISHING A STREET ADDRESS NUMBERING SYSTEM FOR THE COUNTY OF LUZERNE, COMMONWEALTH OF PENNSYLVANIA**

**BE IT AND IT IS HEREBY ORDAINED by the BOARD OF COMMISSIONERS OF LUZERNE COUNTY, PENNSYLVANIA, that the following ordinance is adopted to provide for an orderly method of naming and numbering public and private streets and roadways within LUZERNE County.**

### **PURPOSE**

The purpose of this ordinance is to better enhance the LUZERNE County E911 System and to provide for a uniform county-wide addressing system with respect to naming of streets and roadways; fabrication, erection and maintenance of street name signs; and assigning street or house numbers to all residences, including gated communities, principal buildings and businesses to assist fire, rescue, ambulance companies, law enforcement agencies, the Postal Service, and the public in the timely and efficient provision of services to residents and businesses of LUZERNE County.

### **ADMINISTRATION**

The LUZERNE County Department of Public Safety/GIS 9-1-1 Data Department in conjunction with Luzerne County Planning Commission is hereby designated as the agent of the Board of Commissioners of LUZERNE County, responsible for the administration, implementation and enforcement of this ordinance.

The agent shall establish street names as chosen by the Municipality, or land developer or landowner and street or house numbers in accordance with the guidelines established herein.

During the conduct of addressing operations within the County, The Luzerne County Public Safety Department and Luzerne 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, including gated communities, and to visit all structures within Luzerne County for the purpose of determining, assigning, and notifying the inhabitants thereof of such assigned addresses.

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.

## **GUIDELINES FOR THE NAMING OF STREETS**

Street Naming - A Street or roadway shall be named if the street or roadway is found by the agent to meet one or more of the following conditions:

1. If the roadway is greater than one thousand feet (1,000') in length from the intersection of another roadway to a termination point.
2. If two or more habitable structures or business-related buildings or otherwise habitable structures are found or proposed to be constructed along same roadway.

Choice of Names - Street or roadway names should be in pleasant sounding, appropriate, and easy to read and pronounce. The use of similar sounding names shall be avoided. Historical names of roadways should be retained where possible. All street names should tend to promote the heritage, history and traditions of the County and reflect its geography and character.

Duplication of Street Names - Duplication of street names, regardless of the particular suffix, shall be prohibited within a municipality or postal zip code area. Duplication of street names, regardless of the particular suffix, shall be avoided within an emergency service area. The term duplication shall include "sound - a - like" names, such as Beech Street and Beach Street. The agent shall keep an updated list of street names in the County, including incorporated boroughs in the County, so that new street names will not duplicate existing names.

Continuous Roads - continuous roads shall bear the same name throughout the County where practical. Street and roadway name changes shall occur at street intersections and/or municipal boundary lines only.

Generic Classes of Roads For Street Name Suffixes - The following generic street suffixes and abbreviations are noted for providing a guide for name designation. Street designator abbreviations as listed below shall conform to standards and guidelines established by the U. S. Postal Service to facilitate standardization of addressing.

Other suffixes not listed above may be considered or variations from the above may be allowed at the discretion of the agent, providing they meet the USPS Guidelines, Luzerne County 9-1-1 guidelines and other requirements.

## **ESTABLISHMENT OF STREET ADDRESS (HOUSE) NUMBERS**

The agent shall establish street address numbers in accordance with the guidelines established herein.

Assignment of Street Address (House) Numbers - All street addresses shall be assigned by the agent. New addresses shall be assigned by the agent before final subdivision plan approval is granted. The agent shall then notify the property owner, developer or sub-divider of the address as assigned. No residential, commercial or industrial subdivision or land development shall be recorded unless it has been assigned street numbers and a street name approved by the agent.

Numbering - The agent shall undertake a systematic numbering program for streets within the county in accordance with the following determinations.

Numbering Convention - The agent shall, for the purpose of assigning address numbers (house numbers), use the basic house numbering system known as the equal interval addressing system, also known as the uniform measurement system, century system, or benchmark system. This convention is based upon creating an address from road distance or road frontage. An address is derived by measuring the distance along a road and dividing that distance by some equal interval to determine the address for a structure. In an equal interval system, the interval unit shall be small enough to provide an address to each building even in the most congested or areas.

Odd and Even Numbering Convention - A convention of odd and even numbering shall be adopted and adhered to by the agent. A consistent pattern of odd and even numbering shall be established by the agent for addressing new streets. This shall be that odd numbers shall be applied to one side of the street and even numbers to the opposite side of the street. Existing street numbering in an adjacent area should dictate which side the numbering is applied to.

Point of Origin - A point of origin for street numbering shall be established by the agent for dead end type streets, considering the possible future development or future lengthening of a street. These streets shall have the street numbers commence at the intersection with another street and progress toward the dead end.

City Block Numbering - In cases where city block numbering systems exist, and such street system is developed and expanded, the new house numbering system shall replicate said block numbering system as close and as efficiently as possible.

Notification - The affected property owner or current occupant shall be notified in writing of any address change. The property owner and/or occupant shall be responsible for notifying the utility companies and other interested parties of any address change or new address. If a property owner or occupant fails to receive,

misplaces or for any other reason is unaware of the address number, the property owner or occupant shall contact the LUZERNE County Data and Mapping Department to obtain the correct address.

Displaying Numbers - Within ninety (90) days after the enactment of this ordinance, or within sixty (60) days after the receipt of written notification of change of address, the owner or occupant shall affix/display the assigned number as prescribed herein. Street address numbers shall be of a contrasting color to the background on which they are mounted and may be made of a reflective material so as to make them more visible.

New Numbers - it shall be the duty of such owner or occupant, upon affixing the new number, to remove any conflicting number. The cost of displaying the new number shall be the responsibility of the property owner. Numbers assigned to newly constructed buildings shall be displayed in accordance with the provisions of this ordinance.

Maintenance of Numbers - it shall be the responsibility of the owner to maintain the street address display in good condition.

## **SIZE AND LOCATION OF STREET ADDRESS NUMBERS**

### *Residences*

1. Each residence shall prominently display its numbered address.
2. Street address numbers for residences shall not be less than three (3) inches in height and shall be made of a durable and clearly visible material.
3. The numbers shall be conspicuously placed on, above, or at the side of the main entrance so that the number is distinguishable and legible from the street. Where the entrance of a residence is more than fifty (50) feet from the street, or when the residence is not clearly visible from the street, the number shall be placed along a walk, driveway, or another suitable location as near as conveniently possible to the street so that the number is distinguishable and legible from the street by day or night.

In either case described above, a second set of numbers must be placed on a mailbox or other suitable post, or mounted at the edge of the intersection of the driveway and street so that it is clearly visible.

### *Commercial and Industrial Structure*

1. All commercial and industrial structures shall display street address numbers of not less than four (4) inches in height.
2. When possible, the number shall be displayed over the main entrance to the structure.
3. There shall be no other wording or numbers within two (2) feet of the building number.

### *Apartments, Townhouses, Shopping Centers*

1. Apartments, townhouses, shopping centers or other similar groupings where only one number is assigned shall display such number at the main entranceway.
2. Said address numbers shall have a minimum height of four (4) inches.
3. Numbers for individual units or establishments within the complex shall be displayed on, above, or to the side of the main doorway of each unit or establishment.

### *Street Name Signs*

General - Metal street signs of standard design approved by the municipality for use on all streets shall be erected on metal or wooded poles, and posted at points designated by the agent or prescribed by current Department of Transportation codes. The cost of the signs, installation and maintenance thereof are not the responsibility of LUZERNE County.

Department of Transportation regulations - New sign placement shall follow guidelines and safety regulations as set and described in Pa Title 67, PaDot Regulations and Pa Title 75, Pa Vehicle Code. It is not the intention of this ordinance to supersede, alter, or to enforce the above mentioned codes.

Erection and Fee; Public Streets - At the request of a developer, and upon receipt of a fee sufficient to cover the cost of materials and labor, as determined by the municipality, the municipality or its designee shall fabricate, erect and thereafter maintain street name signs at the intersections of new streets. In new subdivisions, all street names must be displayed on properly erected signs prior to final subdivision plan approval. Should street name signs be erected prior to new streets being accepted into the municipal road system, the developer shall be responsible for their maintenance until such time as the streets are accepted into the municipal road system. Prior to the municipality accepting a new street for inclusion into the municipal road system, the municipality shall first determine that all street name signs are in a state of good maintenance and accurately placed. Should any street name signs be missing or in need of repair, the developer shall pay the full cost of the replacement and/or repair thereof.

Erection and Fee; Private Streets - At the request of the majority of the owners of a private streets, and upon receipt of a fee sufficient to cover the cost of materials and labor, as determined by the municipality, the municipality or its designee shall fabricate, erect and thereafter maintain street name signs at the intersection of a private and a public street.

Description of Signs - Street name signs bearing the approved names of public streets shall be installed at intersections and shall comply with specifications and requirements set forth in Title 67 of the Pennsylvania Regulations and Title 75 of Pennsylvania Vehicle Code, the state code of regulations otherwise followed by all Pennsylvania municipalities.

Direction - Street name signs shall be placed so that the name being displayed is parallel to the named street.

Unapproved Street Name Signs - The posting or use of a street name that has not been approved by the agent shall be prohibited, including ornamental signs that resemble street name signs.

## **ENFORCEMENT**

Whenever the agent has reason to believe there has been a violation of any provision of this ordinance, the agent, or the designee of the agent, or the municipality shall give notice 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 agent, or the designee of the agent, shall initiate necessary actions to terminate the violation through criminal and/or civil measures.

In addition to any other remedy provided in this ordinance or by law, the Luzerne County Planning Commission may institute proceedings to restrain any violation of, or to require compliance with this ordinance

Penalties - Any violation of any provision of this ordinance shall constitute a summary offense, punishable by a maximum fine not to exceed \$25.00 plus court costs per offense, payable to the General Fund of Luzerne 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. Subsequent to the thirty (30) day period following a notification of violation, each month of violation shall constitute a separate violation.

This ordinance, as amended, shall become effective thirty (30) days after enactment and the publication of this ordinance for current standard addressed municipalities. For municipalities remaining to be standard addressed, this Ordinance shall become effective 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 standard addressed has been notified.

**ORDAINED AND ENACTED** as an Amended Ordinance this 17<sup>th</sup> day of July, 2009.

County of Luzerne  
Commonwealth of Pennsylvania

  
\_\_\_\_\_  
**Commissioner Maryanne C. Petrilla- Chairman**

  
\_\_\_\_\_  
**Commissioner Gregory A Skrepenak**

  
\_\_\_\_\_  
**Commissioner Stephen A. Urban**

**Attest:**   
\_\_\_\_\_  
**Douglas Pape- County Manager/Chief Clerk**