

CLEARFIELD COUNTY COMMISSIONERS

RESOLUTION 98 - 14

SIGNIFYING THE APPROVAL OF THE BOARD OF COUNTY COMMISSIONERS OF CLEARFIELD COUNTY PENNSYLVANIA OF A COUNTY WIDE STREET NAMING AND ADDRESSING POLICY FOR CLEARFIELD COUNTY.

WHEREAS, the Board of County Commissioners of Clearfield County desires to adopt and establish a County wide street naming and addressing policy for the purpose of providing a uniform County wide addressing system to enhance the Clearfield County 911/Emergency Communication System;

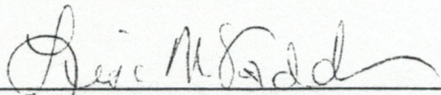
NOW THEREFORE, be it resolved and enacted as follows:

1. The Board of County Commissioners of Clearfield County hereby signifies its approval and adopts a street naming and addressing policy for Clearfield County as set forth in Exhibit "A" attached hereto, made a part hereof and incorporated herein by reference, to be known as the "Clearfield County Street Naming and Addressing Policy".
2. All prior resolutions and ordinances or parts of resolutions or ordinances inconsistent herewith be in the same or hereby expressly repealed.


DULY PRESENTED, ORDAINED and ENACTED at the regular meeting of the Board of County Commissioners of Clearfield County, Pennsylvania, held the 15th day of September, 1998.

ATTEST:

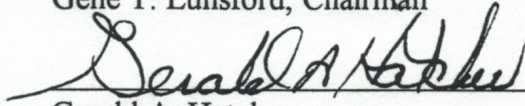
CLEARFIELD COUNTY COMMISSIONERS



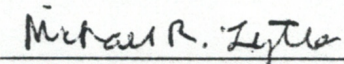
Lisa McFadden, Chief Clerk
(SEAL)



Gene T. Lunsford, Chairman



Gerald A. Hatcher



Michael R. Lytle

CERTIFICATE OF ADOPTION

The undersigned, Secretary of the Board of Supervisors of MORRIS TWP, Clearfield County, Pennsylvania does hereby certify that the foregoing Ordinance was adopted by the majority vote of the Board of Supervisors of MORRIS TOWNSHIP, at a duly advertised, called and held public meeting of said Supervisors, which meeting was held at 2:00 o'clock PM M. prevailing time on the 9th day of October, 1998, at the Township Building in MORRIS Township, Clearfield County, Pennsylvania.

CERTIFIED this 9th day of October, 1998

Gladys Straw
Township Secretary

NOTICE OF PUBLICATION

Notice is hereby given that on (Meeting Date) at (Meeting time) p.m. at the regular meeting of the (Municipality) Township Supervisors at the Township Building located at (Township Address), the (Municipality) Township Supervisors intends to adopt an Ordinance known as:

AN ORDINANCE ADOPTING THE CLEARFIELD COUNTY STREET NAMING AND ADDRESSING POLICY FOR THE PURPOSE OF PROVIDING A UNIFORM COUNTY ADDRESSING SYSTEM, PROVIDING FOR THE IMPLEMENTATION OF THE POLICY BY NAMING OF STREETS, FABRICATION, ERECTION, AND MAINTENANCE OF STREET NAME SIGNS AND ENACTING ENFORCEMENT PROCEDURES AND PENALTIES FOR VIOLATIONS.

The proposed ordinance is pursuant to the authority provided in the Second Class Township Code, in conjunction with the Clearfield County 9-1-1 Emergency Communications System as required by the Public Safety Emergency Telephone Act. The ordinance provides for the implementation of uniform standards for naming streets in an addressing system in conjunction with Clearfield County "Master Street Address Guide". The ordinance sets forth certain guidelines and standards, as well as, enforcement proceedings for failure to comply.

Copies of the full text of the proposed Ordinance may be examined at (Municipality Building or Township Secretary) located at (Address), (Days of Business) during the hours of __: __am to __: __p.m. A copy of the full text of the Ordinance has been supplied to The Progress 206 East Locust Street, Clearfield PA 16830 (or The Courier Express 500 Jeffers Street, DuBois PA 15801) for examination and an attested copy thereof shall be on file at the Clearfield County Law Library, Clearfield County Courthouse, Second Floor, Clearfield PA 16830

Solicitor for (Municipality) Township

AN ORDINANCE ADOPTING THE CLEARFIED COUNTY STREET NAMING AND ADDRESSING POLICY FOR THE PURPOSE OF PROVIDING A UNIFORM COUNTY WIDE ADDRESSING SYSTEM, PROVIDING FOR THE IMPLEMENTATION OF THE POLICY BY NAMING OF STREETS, FABRICATION, ERECTION, AND MAINTENANCE OF STREET NAME SIGNS AND ENACTING ENFORCEMENT PROCEDURES AND PENALTIES FOR VIOLATIONS.

BE IT AND IT IS HEREBY ORDAINED by the (**Municipality**), that the following ordinance is adopted to provide for an orderly method of naming and numbering public and private streets and roadways in (**Municipality**). *Morris Twp*

PURPOSE:

The purpose of this Ordinance is to enhance the Clearfield County E9-1-1/Emergency Communication System by adopting the Clearfield County Street Naming and Addressing Policy established by Clearfield County Resolution 98-___ and to provide for implementation of this Policy and a uniform county wide addressing system with respect to naming of streets, and roadways, fabrication, erection and maintenance of street name signs; address posting requirements; enforcement procedures; and assigning street or house numbers to all residences and principal buildings and businesses to assist fire, rescue, ambulance companies, law enforcement agencies, the United States Postal Service, and the public in the timely and efficient provision of services to residents and businesses of Clearfield County.

I. IMPLEMENTATION AND ADMINISTRATION:

Morris Twp
(**Municipality**) shall implement and administer the Clearfield County Street Naming and Addressing Policy as established by Clearfield County Resolution 98-___ and as amended from time to time in order to provide for a uniform countywide addressing system. Enforcement of this Ordinance shall be the responsibility of (**Municipality**) subject to any assistance or coordination services provided for by Clearfield County.

COPY

II. GUIDELINES AND STANDARDS:

Morris Twp
(**Municipality**) is responsible for the administration, implementation and enforcement of this ordinance. Establishment of any street names will be coordinated with Clearfield County GIS Department pursuant to the Clearfield County Street Naming and Addressing Policy. The designation of street names by agent shall require the approval of Clearfield County GIS Department so as to coordinate such designations and to comply with the Clearfield County Street Naming and Addressing Policy.

III. ENFORCEMENT:

A.

Any person who violates any provision of this Ordinance shall, upon conviction, be guilty of a summary offense by authority of the Second Class Township Code, 53 P.S. Section 66601(c.1)(2) and punishable by criminal fines not exceeding One Thousand (\$1000.00) Dollars per violation and imprisonment to the extent allowed by law for the punishment of summary offenses. A separate offense shall arise for each day or portion thereof in which a violation is found to exist or for each section of this Ordinance, which is found to have been violated.

D. ^{Morris Township} (~~Municipality~~) shall have the authority and option, per agreement with Clearfield County, should both parties choose to do so, to designate Clearfield County as designee for purpose of enforcement.

This Ordinance shall become effective immediately.

ORDAINED AND ENACTED as an Ordinance this 9th day of Oct. 1998 (Month & Year)

Board Member

Board Member

Board Member

Attest:

Gladys Stone

Appendix A

CLEARFIELD COUNTY

STREET NAMING AND ADDRESSING POLICY

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Pursuant to the "Clearfield County 911 Plan" as required by the Public Safety Emergency Telephone Act, Clearfield County has authority to establish a Master Street Address Guide in conjunction with the municipalities.

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 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 in road names is discouraged.
7. Avoid sound-alike names (e.g. Bay View DR, Bayview DR or Brainard LN, Barnard LN).
8. Do not use special characters in road names such as hyphens, apostrophes or dashes.
9. 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).
10. 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.)

I. RESERVING NEW STREET NAMES FOR NEW DEVELOPMENT

At the time of any filing application for subdivision, under the Subdivision and Land Development Ordinance of Clearfield County or any municipality, developers and property owners shall submit to the GIS Department of Clearfield County 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 a recommendation by the GIS Department to the approving municipality that the final map for the Subdivision be disapproved.

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

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

Should the Township/Borough or Municipality not have a subdivisional committee or subdivisional ordinance, then property owners shall be required to directly submit the subdivision plan to the county, upon review by the municipality, for reservation of any street names and shall not be recorded until approved by the county.

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, Clearfield 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

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. Failure to Request Street Name Change

Where a municipality fails or refuses to request a street name change within above listed timetables, Clearfield County will conduct a meeting with the effected property owners and municipality, after which it will be forward its decision to the municipality which shall be binding upon the municipality.

8. Notification of Name Change

Clearfield 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 Clearfield County Government. The County shall review the proposed name for compliance with this street naming policy. Once the County accepts the change, 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

Clearfield 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, which are not owned or maintained by a municipality, 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.

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.

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.

(if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Apt 304).

5. Diagonal Streets

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

6. Circular Streets

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

7. Cul-de-sacs

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

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

8. Corner Lots

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

9. Crossing County Lines

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

10. Stacked Addresses

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric or fractional number is discouraged (e.g. 254A, 254 ½, or 254-3).

11. Apartments and Duplexes

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

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 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 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.

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 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 in compliance with county policy
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 new public roads
9. passing ordinance to require posting of address numbers consistent with the policy

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. CLEARFIELD COUNTY GOVERNMENT

Clearfield 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. inform a municipality(ies) of street name conflict
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

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.