

AN ORDINANCE TO PROVIDE STANDARDS FOR NAMING STREETS;
FABRICATION, ERECTION, AND MAINTENANCE OF STREET NAME SIGNS
AND ESTABLISHING A STREET ADDRESS NUMBERING SYSTEM

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

I. PURPOSE

The purpose of this ordinance is to better enhance the Somerset County E-911 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 and 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 Somerset County.

II. ADMINISTRATION

- A. The County Addressing Coordinator is hereby designated as "the agent" of the Board of Commissioners of Somerset County, Pennsylvania, responsible for the administration, implementation and enforcement of this ordinance; the agent may delegate certain responsibilities assigned to him to other persons and/or agents/agencies with the prior consent of the governing body.
- B. The agent shall establish street names as chosen by the Municipality, or Land Developer or land owner; and street or house numbers in accordance with the guidelines established herein.

III. GUIDELINES FOR NAMING STREETS

- A. 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 roadway is greater than one-thousand feet 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 said roadway.
 - 3. Structures along a roadway are not visible from the nearest roadway intersection.

The Somerset County Subdivision and Land Development Ordinance may also have additional roadway/naming requirements not specifically mentioned or covered in this ordinance.

- B. Choice of Names. Street or roadway names should be pleasant sounding, appropriate, 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.

- C. Duplication of Street Names. Duplication of street names shall be avoided in postal zip code areas, in municipalities, and in emergency service areas. The agent shall keep an updated list of the street names in the county, including the incorporated Boroughs in the county, so that new names will not duplicate existing names.
- D. Continuous Roads. Continuous roads shall bear the same name throughout the county where practical. Short cul-de-sacs within platted subdivisions may bear the same name of the road with which it intersects - as long as the roadway configuration meets the guidelines set forth in III, a., 1. and 2. above. Street and roadway name changes shall only occur at street intersections.
- E. Generic Classes of Roads for Street Name Suffixes. The following generic street suffixes and abbreviations are noted for providing a basic guide for name designation and is not meant to be an exhaustive list. Street designator abbreviations as listed below shall conform with standards and guidelines established by the U.S. Postal System to facilitate standardization of addressing.

Alley	- ALY
Avenue	- AV, AVE
Boulevard	- BLVD
Bypass	- BYPASS
Circle	- CIR
Court	- CT
Cut	- CUT
Drive	- DR
Extension	- EXT
Flats	- FLTS
Grove	- GRV
Heights	- HTS
Highway	- HWY
Hill	- HL, HILL
Lane	- LN
Loop	- LP
Manor	- MNR
Park	- PARK
Parkway	- PKY
Pass	- PASS
Path	- PATH
Pike	- PKE
Place	- PL
Road	- RD
Run	- RUN
Street	- ST
Terrace	- TER
Trail	- TRL
Way	- WAY

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.

IV. ESTABLISHMENT OF STREET ADDRESS (HOUSE) NUMBERS

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

- A. Assignment of Addresses. All new street addresses shall be assigned by the agent or the agent's designee. 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 subdivider of the addresses 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.

- B. **Numbering.** The agent shall undertake a systematic numbering program for streets within the county in accordance with the following determinations.
1. **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 of areas. Common intervals are 52.8 feet, 50 feet, 26.4 feet, and 5.28 feet (which is 1/1000 of a mile).
 2. **Odd and Even Numbering Convention.** The following 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 as identified as needing a street name by the Somerset County Subdivision and Land Development Ordinance. This shall be that odd numbers shall be applied to the south and west sides of street and even numbers shall be applied to the north and east sides of the street.
 3. **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, and also through the descriptions and explanations set forth in the Somerset County Subdivision and Land Development Ordinance. These streets shall have the street numbers commence at the intersection with another street and progress toward the dead end.
 4. **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 so as not to duplicate house numbers along an extended street or roadway bearing a common street name.
- C. **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.
- D. **Displaying Numbers.** 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.
- E. **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.

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

V. SIZE AND LOCATION OF STREET ADDRESS NUMBERS

A. 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 entrance 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.
4. 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.

B. Commercial and Industrial Structures

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.

C. 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 entrance way.
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.

D. Street Name Signs

1. General. Metal street signs of standard design approved by the municipality for use on all streets shall be erected on metal or wooden 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 Somerset County.
2. 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.

3. 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.
4. Erection and Fee - Private Streets. At the request of the majority of the owners of a private street and upon receipt of a fee sufficient to cover the cost of material and labor, as determined by the municipality, the municipality may fabricate, erect, and thereafter maintain a street name sign at the intersection of a private and a public street.
5. 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.

VI. ENFORCEMENT

- A. 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, 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.
- B. 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.
- C. Penalties. Any violation of any provision of this ordinance shall constitute a summary offense, punishable by a maximum fine of \$300.00 per offense. Subsequent to the thirty (30) days period following a notification of violation, each day of violation shall constitute a separate violation.

ADOPTED THIS 19th DAY OF October, 1993.



SOMERSET COUNTY BOARD OF COMMISSIONERS:

Robert J. Will

Robert J. Will, Chairman

Brad Cober

Brad Cober, Vice Chairman

David L. Mankamy

David L. Mankamy, Secretary

Kay F. Slope

Kay F. Slope, Chief Clerk