

UNION DALE BOROUGH, PENNSYLVANIA
ORDINANCE NUMBER 2003-1

AN ORDINANCE OF THE UNION DALE BOROUGH, PENNSYLVANIA, ADOPTING THE SUSQUEHANNA COUNTY ROAD NAMING AND ADDRESSING POLICY FOR THE IMPLEMENTATION AND MAINTENANCE OF ROAD NAMING AND STRUCTURE ADDRESSING AND MARKING THEREOF, WITHIN UNION DALE BOROUGH.

WHEREAS, on October 2002, the Susquehanna County Commissioners adopted Resolution Number 2002-37 approving the Susquehanna County Road Naming and Addressing Policy, a copy which is attached hereto and made a part hereof as Exhibit "A", and

WHEREAS, this Road Naming and Addressing Policy is for establishing County-Wide standards for the naming of thoroughfares, posting thoroughfare signs and assigning addresses to addressable structures, and

WHEREAS, the implementation of this Road Naming and Addressing Policy will provide the County Emergency Service Agencies with reliable location information in the form of thoroughfare addresses to enable efficient responses in the time of an Emergency, and

WHEREAS, the legal authority to name roads and address structures is granted under Borough Code 2003-1, and

NOW THEREFORE, be it ordained and enacted by Council of Union Dale Borough, and it is hereby ordained and enacted by the authority of the same:

1. The Susquehanna County Road Naming and Addressing Policy are adopted and implemented as presented in Exhibit "A".
2. That the Susquehanna County Emergency Management Agency/9-1-1 Communications Department will assist the Borough in implementing this policy will accept full responsibility in implementing this policy.
3. That the Borough will appoint a coordinator to work with the County Emergency Management Agency/9-1-1 Communications Department in development and maintaining Road Naming and Addressing, within the Borough, in accordance with the County Policy.

ATTEST: Burt Allen

Date: 1-9-03

Council – Union Dale
Borough

William H. Wolf, President
Stephen D. Duff
John D. Duff

SUSQUEHANNA COUNTY 911

Telephone 570-278-3841
Fax 570-278-9269

31 PUBLIC AVE.
MONTROSE, PA 18801

TO: Township and Borough Officials
FROM: Dawn Watson, Coordinator
SUBJECT: Re-Addressing Policy
DATE: November 20, 2002

I have enclosed a copy of the County Mapping and Addressing Policy adopted by the County Commissioners on October 23, 2002.

Please review this document and if you have any questions, do not hesitate to contact this office. I will be available to attend your monthly meetings if necessary to answer questions that may come up from the policy.

Once your questions have been answered I would ask each municipality to enact an ordinance for our staff and contractor to do the work of assigning standard street addresses in your municipality.

I look forward to working with you on this advancement for the emergency services and citizens of Susquehanna County.

**SUSQUEHANNA COUNTY ROAD NAMING AND ADDRESSING POLICY
TABLE OF CONTENTS**

SECTION I - INTRODUCTION AND PURPOSE	3
A. PURPOSE	3
B. GOALS	3
C. OBJECTIVES	3
D. LEGAL AUTHORITY	3
SECTION II - ROAD NAMING POLICY	3
A. ROAD REQUIRING NAMES	3
B. ROAD NAMES SELECTION	4
C. DIRECTIONAL PREFIXES	4
D. SUFFIXES	4
E. DUPLICATION OF ROAD NAMES	4
F. MULTI-MUNICIPAL ROADS	4
G. MUNICIPAL ANNEXATION OF ROADS	5
H. NAMING NEW ROADS	5
I. RESERVING NEW ROAD NAMES FOR NEW DEVELOPMENT	5
J. LENGTH OF NAME	5
K. RENAMING EXISTING ROADS	5
L. ROAD NAME CHANGE	7
M. EFFECTIVE DATE OF CHANGE	7
N. ADJACENT COUNTY COORDINATION	7
O. TOWNSHIP ROUTE NUMBERS	7
P. PRIVATE LANES	7
SECTION III - ROAD NAMES SIGNS	7
A. INTRODUCTION	7
B. DESCRIPTION OF SIGNS	7
C. RESPONSIBILITY FOR ROAD NAME SIGNS	8
SECTION IV - ADDRESSING POLICY	8
A. COUNTY ADDRESSING AGENCY	8
B. ADDRESSING METHODOLOGY	9
C. EXEMPT BUILDINGS	9
D. CHANGING ADDRESS NUMBERS	10
E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT	10
F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS	10
G. SIZE AND LOCATION OF ROAD ADDRESS NUMBERS	11
H. NOTICE TO COMPLY	11
I. PROPER ADDRESSING FORMAT FOR MAILING	12
SECTION V - ENFORCEMENT	12

SECTION VI - EXECUTIVE SUMMARY OF RESPONSIBILITIES	12
A. MUNICIPAL OFFICIALS	12
B. COUNTY EMA/9-1-1 COMMUNICATIONS DEPARTMENT	13
C. UNITED STATES POSTAL SERVICES	13
D. PROPERTY OWNERS AND RESIDENTS	13
E. DEVELOPERS	14
SECTION VII - COUNTY ADDRESSING HANDBOOK	14

I. SECTION ONE - INTRODUCTION AND PURPOSE

I.A. PURPOSE

The purpose of this County-Wide Road Naming and Addressing Policy is to establish standards for the naming of thoroughfares, posting thoroughfare signs and assigning addresses to addressable structures.

I.B. GOAL

The goal of this policy is as follows:

Provide the County Emergency Service Agencies with reliable location information in the form of thoroughfare (Street) addresses to enable efficient responses in the time of an Emergency. The addressing system deployed shall be for the use of all County residents and at the same be easy to maintain.

I.C. OBJECTIVES

The objectives of the Policy a include:

1. conversion of rural route/box number addresses to house number/road name addresses
2. ongoing assigning of addresses to new development
3. making road names unique within townships and zip code areas. Township routes will use names, state routes will use route numbers.
4. installation of road name signs where needed
5. maintenance of county wide road name and address database

I.D. LEGAL AUTHORITY

Legal Authority to name roads and address buildings is granted to boroughs in Section 1201 paragraph 25 of the Borough Code; and granted to Second Class Townships in Article XXIII, Section 2329 of the Second Class Township Code.

Based on this authority, the municipalities of Susquehanna County shall have the right and responsibility to assign names to all roadways and addresses to all addressable buildings, as set forth herein.

The Pennsylvania County Code, Article XIX (9), Section 1997, as amended, grants counties the responsibility for the health and safety of County residents. It is the opinion of the Susquehanna County Board of County Commissioners that a complete and systematic house numbering system will promote the general welfare of Susquehanna County residents.

II. SECTION TWO - ROAD NAMING POLICY

II.A. ROAD REQUIRING NAMES

A roadway shall be named if it meets at least one of the following conditions:

1. If addressable structures exist, or are proposed to be constructed, along the roadway.
2. If the roadway is maintained by a municipality or the state.

II.B. ROAD NAME SELECTION

The following standards shall be used:

1. A road name should be appropriate and 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 reflecting local geography and character.
2. Names with the same theme (i.e., flowers, trees, states) are suggested for naming roads 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 not acceptable within the county (e.g. Smith, Smyth or Smythe; Allis 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.

II.C. DIRECTIONAL PREFIXES

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A road may have more than one directional prefix as follows: North, East, South, West (North East Baker Road, for example, shall not be acceptable).

II.D. SUFFIXES

Exhibit #1 provides the standard National Emergency Number Association (NENA) and United States Postal Service (USPS) suffixes and their abbreviations for naming a type of roadway or thoroughfare. Other suffixes not listed on the above stated standards may be considered at the discretion of the County providing they meet the guidelines defined by these standards.

II.E. DUPLICATION OF ROAD NAMES

When naming new roads, duplication of names shall be avoided within a municipality and postal zip code area. The Susquehanna County EMA/9-1-1 Communications Department (Department) shall keep an updated list of the road names in the County, so that new names will not duplicate existing names.

If two or more roads in the same municipality or zip code area have duplicate, or otherwise confusing names, the policy for Renaming Existing Roads (Section K) shall be followed.

A road name combination (prefix, primary name and suffix) shall be used only once, and may not be used in any other alignment, within a municipality or zip code area (e.g. Jones Drive and Jones Circle; or West Jones Road and Jones Road West).

II.F. MULTI-MUNICIPAL ROADS

Roads which pass through more than one municipality shall bear the same name throughout the County wherever possible. Road and roadway name changes shall only occur at road intersections.

II.G. MUNICIPAL ANNEXATION OF ROADS

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

II.H. NAMING NEW ROADS

New roads shall be named during the subdivision process. In the case that the requirements of a municipal subdivision ordinance contrast with those of this policy, the more restrictive requirements shall apply.

II.I. RESERVING NEW ROAD NAMES FOR NEW DEVELOPMENT

At the time of filing for an application for subdivision, the developers or property owners shall submit to the Department a written request to reserve new road names, so that the names can be reviewed and approved to avoid possible duplication. Failure to do so will result in disapproval of the final map be the affected municipality.

Road name(s) become final upon recording of the subdivision plan.

Road 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 road name reservation shall be submitted to the Department. If such request is not received, the name(s) will no longer be reserved.

The Susquehanna County Planning Commission will review all subdivision for conformance with this road naming policy at the time of preliminary plan review.

II.J. LENGTH OF NAME

New road names are restricted to a maximum of fourteen (14) letter and spaces, fifteen (15) if the name has an "I" in it. This assures reasonable sign length. Municipal officials should consider the length of existing historical road names which exceed 14 letters.

II.K. RENAMING EXISTING ROADS

If an existing road needs to be renamed because of a duplicate name, or because of non-compliance with any other portion of this road naming policy, then the following procedures will be followed:

K.1. Eliminating Conflicting Road Names (Point System) - In the case of two or more conflicting road names, the Department shall use the following point system to determine which road name should be changed. The road awarded fewer points should be changed.

POINT SYSTEM FOR RESOLVING ROAD NAME CONFLICTS

<u>Condition</u>	<u>Points</u>
Older recognized name (if known)	1
Greater number of addresses	1
Arterial road	1
Historical relevance	1
Existing road signs	1
Relatedness of town/subdivision names	1

K.1.a Notification of Conflict - The Department will notify the municipality(ies) of a road name conflict. The Department will also provide an evaluation based on the point system listed above. Based on this evaluation, the Department shall recommend which road name should be changed.

K.2 Eliminating Conflicting Road Names (Alternate Name Selection)

K.2.a Minor Roads - having 10 or less property owners

1. Upon receiving the Department report, the officials of the affected municipality(ies) shall determine which road is to be renamed.
2. The name changing municipality shall inform the property owners along the affected road of the need to change the road name, and the property owners may request an alternate name(s).
3. Property owners have 30 days following the date of notification to provide road names requests to the municipality.
4. The municipality shall select an alternate name for the road, and a second choice, at the monthly meeting following this thirty (30) day period, giving preference to those names requested by the property owners, which meet standards established herein.

K.2.b Major Roads - having 11 or more property owners

1. Upon receiving the Department report, the officials of the affected municipality(ies) shall determine which road is to be renamed.
2. The name changing municipality shall announce the need to change a road name at a monthly meeting within thirty (30) days of receiving the County report. An alternate name, and a second choice name, shall be selected at the next monthly meeting, sixty (60) days from receiving the County report, giving preference to names requested by affected property owners, which meet standards established herein.

K.2.c Alternate Road Name - The municipality shall report the selected alternate road name and a second choice name to the Department.

K.2.d Alternate Road Name Review - The Department will review the name for compliance with the road naming policy, and for duplication, and report acceptability to the municipality within thirty (30) days of receipt of the request for name change. Second choice road names will be assigned if the first choice is not usable.

K.3 Ordinance And Signs - The municipality shall pass an ordinance adopting the new road name and post this name within sixty days of ordinance passage.

K.4 Mediation - If the municipalities do not request a road name change within above listed timetables, the decision is referred to the Susquehanna County Emergency Management Agency/911 Communications.

Affected property owners may speak at the meeting before the Commission makes its decision and forwards its recommendation to the municipality involved.

K.5 Notification of Name Change - The Department will notify the United States Postal Service (USPS), Pennsylvania Department of Transportation (Penn DOT), emergency services and affected property owners of road name changes.

II.L. ROAD NAME CHANGE

Municipalities desiring to have an existing road, or private road, renamed shall submit the proposed road name change to the Department. The Department shall review the proposed name for compliance with this road naming policy and shall advise the affected municipality, USPS., PennDOT, emergency services and all affected property owners of the new road name.

II.M. EFFECTIVE DATE OF CHANGE

Any road name change, shall 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.

II.N. ADJACENT COUNTY COORDINATION

The County shall 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.

II.O. TOWNSHIP ROUTE NUMBERS

A road with one township route number may have more than one road name if there are logical breaks, cross roads or intersections, in the road at which it is logical for the name to change.

II.P. PRIVATE LANES

Private lanes shall be named when there are two or more addressable buildings located on the road. See Sections II.A., III.C.3, IV.G.2.

III. SECTION THREE - ROAD NAME SIGNS

III.A. INTRODUCTION

All public and private roads in Susquehanna County shall be signed and shall display the proper road name.

III.B. DESCRIPTION OF SIGNS

Road name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with requirements set forth in PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE as outlined below. It is not the intention of this policy to supersede, alter, or to enforce the above mentioned codes.

III.B.1. Sign Color - The road name should be reflectorized or illuminated to show the same shape both day and night, and should have a white legend on a green or other contrasting colors.

III.B.2. Sign Height - Signs should not be less than seven feet above the top of the curb in business districts and not less than five 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 regularly appropriate.

III.B.3. Sign Placement - Signs should be placed with their faces parallel to the roads they name, as close to the corner as practicable with the nearest part of each sign not less than one foot from both curb lines, where curbs exist. *Vertical signs shall be placed so that the sign is perpendicular to the road that it names, and must be placed as near the road intersection as possible.* (Italicized text is not contained in PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE.)

III.B.4. Signs 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.

III.B.5. Sign Letters - The road name shall appear in capital lettering at least four inches high. Supplementary lettering to indicate the type of road such as street, avenue, road, or directional information, such as N.W., may be in smaller lettering, at least two inches high.

III.C. RESPONSIBILITY FOR ROAD NAME SIGNS

C.1. Existing Public Roads

Municipalities are responsible for fabricating and installing road 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.

C.2. Existing and New Private Roads

The property owners along private roads are responsible for fabricating, installing and maintaining road signs at the intersections of all private and public roads in compliance with PA TITLE 67, PADOT REGULATIONS AND PA TITLE 75, OF PA VEHICLE CODE as outlined above. All new road names must be approved by Susquehanna County Emergency Management/911 Communications.

C.3. New Public Roads

The developer shall be responsible for fabricating and erecting road name signs at the intersections of all new public 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 road name signs at the intersections of all new roads. In new subdivisions, all road names must be approved prior to final subdivision approval.

IV. SECTION FOUR - ADDRESSING POLICY

IV.A. COUNTY ADDRESSING AGENCY

The Susquehanna County EMA/9-1-1 Communications Department, under the auspices of the Susquehanna County Board of Commissioners, is charged with the responsibility of administering the County Standard Addressing Program as related to meeting the requirements of the County Enhanced 9-1-1 Operation.

IV.B. ADDRESSING METHODOLOGY

B.1. Numbering

The County shall undertake a systematic numbering program for buildings within the County using the Equal Interval System. This system uses a standard unit of measurement for assigning house numbers. Numbers are based on fractions of a mile, indicating both the distance along the road the distance between addresses on the road.

This system will use an equal interval of road frontage of 5.28 feet for assigning structure addresses. The 5.28 foot interval will provide 2,000 house numbers per mile; 1,000 odd numbers and 1,000 even numbers. An intersection is designated as the starting point and an address is assigned to each measured segment of the road.

B.2. Odd and Even Number Convention

Odd numbers are on the left, and even numbers are on the right progressing west to east for roads running generally west to east and south to north for roads running generally south to north.

B.3. Point of Address

Address numbers shall be assigned at the point at which the driveway to the addressable structure intersects the named road.

B.4. Existing Addressing Systems

Existing Addressing Systems may be left in place if they meet the requirements of this section.

B.4.a. The existing addressing system must meet the addressing requirements of the following:

National Emergency Number Association Addressing Standards

United States Postal Service - Postal Addressing Standards - Publication 28

Susquehanna County Addressing Handbook

B.4.b. The County shall not be responsible for administering or assigning addresses in municipalities where the County Road Naming and Addressing Policy is not adopted, unless requested by the municipality and agreed to by the County in writing.

IV.C. EXEMPT STRUCTURES

The following building and uses shall be exempt from the addressing system, but may be addressed at the request of the property owner:

1. Farm building which are not residential or commercial and which are without phone service
2. Accessory buildings which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental building and which are without phone service.
3. Unoccupied farm land or lots containing no dwellings or businesses

IV.D. CHANGING ADDRESS NUMBERS

If an address number is changed for any reason, the County shall be responsible for changing the address number, except in municipalities referenced in Section IV.B.4. that administer their own addressing systems. When such a change is made, the County shall notify the building owner to make the change, along with the emergency services and the USPS.

The County shall notify the building owner by certified mail, return receipt requested, or by personal service date and time recorded and the party notified. The owner of the building shall cause the posted address numbers to be changed within thirty days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

IV.E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

E.1. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application to their municipality for a building permit. Township subdivision ordinances or municipal building permit ordinances shall require that an address be assigned to the new building(s) before construction begins and/or a building permit is awarded.

E.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 road name. Municipal subdivision ordinances shall require that road names and address numbers be assigned to a proposed development before a subdivision receives final approval or recording.

E.3. Telephone Company Requirements

Telephone companies shall not be permitted to provide new service to a customer until an official address has been provided to the customer by the Department.

IV.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.

All questions concerning the responsibility for and/or the size or location of addressing numbers should be directed to the Department.

IV.G. SIZE AND LOCATION OF ADDRESSING NUMBERS

G.1. Residents, Townhouses and Businesses

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant for businesses and residents 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 three 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.

G.2. Private Lanes 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 public road, an additional address number shall be posted at the intersection of the driveway with the public road. The additional address number shall be made up of numbers and/or letters which are not less than three 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.

There shall also be address numbers on the front facade of the building. The property owner is responsible for the installation of these additional sets of address identifiers.

G.3. Industrial and Commercial Structures

All industrial and commercial structures located in, 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 road. When possible, the number shall be displayed beside or over the main entrance of the structure.

G.4. Apartment Building 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 street or road facing the main entrance.

Apartment numbers for individual units within the complex shall be displayed above or to the side of the doorway of watch unit.

IV.H. PROPER ADDRESSING FORMAT FOR MAILING

The proper addressing format is established by the USPS. Regulations require that the following formats be followed:

I.1. Post Office Box Delivery Address

MR. JOHN DOE ----Resident
1000 SYCAMORE ROAD ----Physical Address
PO BOX 45 ----Post Office Box
FALLS CHURCH, VA 22042 ----City, state and Zip Code

I.2. Home Delivery Address

MR. JOHN DOE ----Resident
1000 SYCAMORE ROAD ----Physical Address
FALLS CHURCH, VA 22042 ----City, State and Zip Code

In all cases, place the intended delivery address on the line immediately above the city, state, and zip code.

V. SECTION FIVE - ENFORCEMENT

Whenever the County has reason to believe that there has been a violation of any provision of this policy, the County, or its designee, and the municipality, or its designee, shall give notice to the person or party failing to comply and order said person or party to take corrective action or measures within 30 days from the date of notification.

If such person or party fails to comply with the duly issued order, the County, the municipality or the designee, shall initiate necessary actions to terminate the violation through criminal and/or civil measures.

Any violation of any provision of this policy shall constitute a summary offense, punishable by a maximum fine of \$300.00 per offense. Subsequent to the 30 days period following a notification of violation, each day of violation shall constitute a separate violation.

VI. SECTION SIX - EXECUTIVE SUMMARY OF RESPONSIBILITIES

VIA. 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 or zip code area and other road naming conflicts as necessary.
3. Having a subdivision and/or 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 road names for all proposed roads prior to receiving final subdivision approval and to enforce this ordinance.
5. Passing ordinance to adopt names for all roads within the municipality.

6. In the case that a road name must be changed, the municipal officials shall inform property owners along the road, as described in Section II.K.3.a. and II.K.3.b.
7. Fabricating and installing road name signs at the intersections of all existing public roads.
8. Maintain road name signs at the intersection of all existing private roads and new public roads.
9. Enforcing compliance of this policy.

VI.B. SUSQUEHANNA COUNTY EMA/9-1-1 COMMUNICATIONS DEPARTMENT

The Susquehanna County EMA/9-1-1 Communications Department shall be responsible for:

1. Administering this policy
2. Maintaining a countywide database of road names
3. Reviewing subdivision requests for conformance with this policy
4. Reviewing requests for road name changes for compliance with this policy
5. Reserving names for proposed development as set forth herein
6. Notifying municipalities of road name conflicts
7. Notifying the USPS., the emergency services and Penn DOT of road name changes
8. Coordinating road names and addresses ranges with adjacent counties
9. Establishing, assigning and when necessary, changing address numbers in accordance with this policy in all municipalities which are so desire.
10. Resolving a road name conflict if the affected municipality(ies) do not do so.
11. Maintaining the Susquehanna County Addressing Handbook.

VI.C. UNITED STATES POSTAL SERVICE

The USPS is responsible for:

1. Maintaining a dual addressing system, delivering mail addressed to either address for a period of twelve months.
2. Maintaining a database of addresses as notification of new addresses or address changes is received from the County.

VI.D. 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. In the case of private lanes, purchasing and installing a road name sign in compliance with guidelines set forth herein

Each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, industry or institution are required to:

1. Obtain an address from the Department before receiving a building permit or approval of a subdivision application
2. Obtain an address from the Department if new telephone service is being installed in a un-addressed structure. The address given by the Department will be required when applying for new Telephone Services.

VI.E. DEVELOPERS

Developers shall be required to:

1. Obtain approval for road names prior to receiving final approval of subdivision applications
2. Purchase and install road name sign for all new road.

VII. SECTION SEVEN - COUNTY ADDRESSING HANDBOOK

An Addressing Handbook has been developed to assist municipalities in developing and maintaining Standard Addressing as related to this policy.

EXHIBIT 1

RECOMMENDED FORMATS FOR THOROUGHFARE ABBREVIATIONS

THOROUGHFARE TYPE	NENA	US POSTAL SERVICE
ALLEY	ALY	ALY
ANNEX	ANX	ANX
APARTMENT	---	---
ARCADE	ARC	ARC
AVENUE	AVE	AVE
BANK	---	---
BAYOU	BYU	BYU
BEACH	BCH	BCH
BEND	BND	BND
BLOCK	---	---
BLUFF	BLF	BLF
BLUFFS	BLF	BLFS
BOARDWALK	---	---
BOTTOM	BTM	BTM
BOULEVARD	BLVD	BLVD
BRANCH	BR	BR
BRIDGE	BRG	BRG
BROOK	BRK	BRK
BROOKS	BRKS	BRKS
BUILDING	---	---
BURG	BG	BG
BURGS	BG	BGS
BYPASS	BYP	BYP

CAMP	CP	CP
THROUGHFARE TYPE	NENA	US POSTAL SERVICE

CANYON	CYN	CYN
CAPE	CPE	CPE
CAUSEWAY	CSWY	CSWY
CENTER	CTR	CTR
CENTERS	CTR	CTRS
CHURCH	---	---
CIRCLE	CIR	CIR
CIRCLES	CIR	CIRS
CIRCUIT	---	---
CLIFF	CLFS	CLF
CLOSE	---	---
CLUB	CLB	CLB
COMMON	---	CMN
COMMONS	---	CMNS
CONCOURSE	---	---
CORNER	---	COR
CORNERS	CORS	CORS
COURSE	CRSE	CRSE
COURT	CT	CT
COURTHOUSE	---	---
COURTS	CTS	CTS
COVE	CV	CV
COVES	CV	CVS
CREEK	CRK	CRK

CRESCENT	CRES	CRES
CREST	CRES	CRST
CROSS	---	---
THROUGHFARE TYPE	NENA	US POSTAL SERVICE
CROSSING	XING	XING
CROSSROAD	---	XRD
CROSSROADS	---	XRDS
CURVE	---	CURV
CUTOFF	---	---
DALE	DL	DL
DAM	DM	DM
DEPOT	---	---
DISTRICT	---	---
DIVIDE	DV	DV
DRIVE	DR	DR
DRIVES	DR	DRS
DRIVEWAY	---	---
EAST	---	---
ENTRY	---	---
ESTATE	EST	EST
ESTATES	EST	ESTS
EXPRESSWAY	EXPY	EXPY
EXTENDED	---	---
EXTENSION	EXT	EXT
EXTENSIONS	---	EXTS
FALL	FALL	FALL
FALLS	FLS	FLS

FERRY	FRY	FRY
FIELD	FLD	FLD
FIELDS	FLDS	FLDS

THROUGHFARE TYPE	NENA	US POSTAL SERVICE
FLAT	FLT	FLT
FLATS	FLTS	FLTS
FORD	FRD	FRD
FORDS	FRD	FRDS
FOREST	FRST	FRST
FORESTS	FRST	---
FORGE	FRG	FRG
FORGES	FRG	FRGS
FORK	FRK	FRK
FORKS	FRKS	FRKS
FORT	FT	FT
FREEWAY	FWY	FWY
GARDEN	GNDS	GND
GARDENS	GNDS	GNDS
GATEWAY	GTWY	GTWY
GLEN	GLN	GLN
GLENS	GLN	GLNS
GREEN	GRN	GRN
GREENS	GRN	GRNS
GROVE	GRV	GRV
GROVES	GRV	GRVS

HALL	---	---
HARBOR	HBR	HBR
HARBORS	HBR	HBRS
HAVEN	HVN	HVN
HEIGHT	HTS	---

THROUGHFARE TYPE	NENA	US POSTAL SERVICE
HEIGHTS	HTS	HTS
HIGHWAY	HWY	HWY
HILL	HL	HL
HILLS	HLS	HLS
HOLLOW	HOLW	HOLW
HORSESHOE	---	---
HOUSE	---	---
INLET	INLT	INLT
INTERSTATE	---	---
ISLAND	IS	IS
ISLANDS	ISS	ISS
ISLE	ISLE	ISLE
JUNCTION	JCT	JCT
JUNCTIONS	---	JCTS
KEEP	---	---
KEY	KY	KY
KEYS	KY	KYS
KNOLL	KNLS	KNL
KNOLLS	KNLS	KNLS

LAKE	LK	LK
LAKES	LKS	LKS
LAND	---	LAND
LANDING	LNDG	LNDG
LANE	LN	LN
LANES	LN	---
LAWN	---	---
LIGHT	LGT	LGT
THROUGHFARE TYPE	NENA	US POSTAL SERVICE
LIGHTS	LGT	LGTS
LOAF	LF	LF
LOCK	LCKS	LCK
LOCKS	LCKS	LCKS
LODGE	LDG	LDG
LOOP	LOOP	LOOP
LOOPS	LOOP	---
MALL	MALL	MALL
MANOR	MNR	MNR
MANORS	MNR	MNRS
MARKETS	---	---
MEADOW	MDWS	MDW
MEWS	---	MEWS
MILL	ML	ML
MILLS	MLS	MLS
MISSION	MSN	MSN
MOTORWAY	---	MTWY
MOUNT	MT	MT

MOUNTAIN	MTN	MTN
MOUNTAINS	---	MTNS
NEAR	---	---
NECK	NCK	NCK
NORTH	---	---
NORTHEAST	---	---
NORTHWEST	---	---
OFF	---	---
ORCHARD	ORCH	ORCH
THROUGHFARE TYPE	NENA	US POSTAL SERVICE
OUTLET	---	---
OVAL	OVAL	OVAL
OVERPASS	---	OPAS
PARK	PARK	PARK
PARKS	PARK	PARK
PARKWAY	PKY	PKWY
PARKWAYS	---	PKWY
PASS	PASS	PASS
PASSAGE	---	PSE
PATH	PATH	PATH
PATHS	PATH	---
PIER	---	---
PIKE	PIKE	PIKE
PIKES	PIKE	---
PINE	PNES	PNE
PINES	PNES	PNES

PLACE	PL	PL
PLAIN	PLN	PLN
PLAINS	PLNS	PLNS
PLAZA	PLZ	PLZ
POINT	PT	PT
POINTS	PT	PTS
POND	---	---
PORT	PRT	PRT
PORTS	PRT	PRTS
PRAIRIE	PR	PR
POMENADE	---	---
THROUGHFARE TYPE	NENA	US POSTAL SERVICE
RADICAL	RADL	RADL
RAMP	---	RAMP
RANCH	RNCH	RNCH
RANCHES	RNCH	---
RAPID	RPDS	RPD
RAPIDS	RPDS	RPDS
REST	RST	RST
RIDGE	RDG	RDG
RIDGES	RDG	RDGS
RIVER	RIV	RIV
ROAD	RD	RD
ROADS	---	RDS
ROADWAY	---	---
ROUTE	---	RTE
ROW	ROW	ROW

RUE	---	RUE
RUN	RUN	RUN
SHOAL	SHL	SHL
SHOALS	SHLS	SHLS
SHOAR	SHR	---
SHORE	SHR	SHR
SHORES	SHRS	SHRS
SKYWAY	---	SKWY
SOUTH	---	---
SOUTHEAST	---	---
SOUTHWEST	---	---
SPRING	SPG	SPG
THROUGHFARE TYPE	NENA	US POSTAL SERVICE
SPRINGS	SPGS	SPGS
SPUR	SPUR	SPUR
SPURS	SPUR	SPUR
SQUARE	SQ	SQ
SQUARES	SQ	SQS
STATION	STA	STA
STRAND	STRA	---
STRAVENUE	STRA	STRA
STREAM	STRM	STRM
STREET	ST	ST
SUMMIT	SMT	SMT
TERMINAL	---	---
TERRACE	TER	TER

THURWAY	---	TRWY
TOWER	---	---
TOWERS	---	---
TRACE	TRCE	TRCE
TRACES	TRCE	---
TRACK	TRAK	TRAK
TRACKS	TRAK	---
TRACT	---	---
TRAFFICWAY	---	TRFY
TRAIL	TRL	TRL
TRAILER	TRLR	TRLR
TRAILS	TRL	---
TUNNEL	TUNL	TUNL
TURN	---	---
THROUGHFARE TYPE	NENA	US POSTAL SERVICE
TURNPIKE	TPKE	TPKE
UNDERPASS	---	UPAS
UNION	UN	UN
UNIONS	UN	UNS
VALE	---	---
VALLEY	VLY	VLY
VALLEYS	VLY	VLYS
VIADUCT	VIA	VIA
VIEW	VW	VW
VIEWS	VW	VWS
VILLAGE	VLG	VLG
VILLAGES	---	VLGS

VILLE	VL	VL
VISTA	VIS	VIS
WALK	WALK	WALK
WALKS	WALK	WALK
WALKWAY	---	---
WALL	---	WALL
WAREHOUSE	---	---
WATERWAY	---	---
WAY	WAY	WAY
WAYS	WAY	WAYS
WELL	WLS	WL
WEST	---	---
WHARF	---	---
YARD	---	---