

ORDINANCE NO. 2003 - 03 (2003-03)

AN ORDINANCE OF THE TOWNSHIP OF PENN FOREST REQUIRING THE NUMBERING OF HOUSES AND BUILDINGS IN THE TOWNSHIP; REQUIRING THE NAMING OF STREETS AND INSTALLATION OF STREET SIGNS; ESTABLISHING RESPONSIBILITY FOR THE NUMBERING OF HOUSES AND BUILDINGS; ESTABLISHING RESPONSIBILITY FOR THE NAMING OF STREETS AND INSTALLATION OF STREET SIGNS; DETERMINING THE REQUIREMENTS FOR THE NUMBERING SYSTEM AND HOUSE NUMBERS; DETERMINING THE REQUIREMENTS FOR THE NAMING OF STREETS AND THE INSTALLATION OF STREET SIGNS; AND PRESCRIBING PENALTIES FOR VIOLATION.

The Board of Supervisors of Penn Forest Township hereby ordains:

Section 1: Title. This Ordinance shall be known and may be cited as the Street Naming and Addressing Ordinance of the Township of Penn Forest, Pennsylvania.

Section 2: Purpose and Justification. This Ordinance is to enhance the effective and rapid location of properties by public safety personnel, including law enforcement, fire, rescue, and emergency medical services personnel within the geographical area of Penn Forest Township. This ordinance is further designed to eliminate duplicate or phonetically similar street names, to provide for the uniform marking of streets and roadways, and to provide for the assignment of numbers for all properties and buildings throughout the Township.

The following are major objectives of this ordinance:

- A. To provide a means for expedient emergency response by fire, police, rescue, medical and any other emergency services;
- B. To establish a property location that will serve as an Emergency 911 address;
- C. To assist in the proper delivery of mail, utility and other services;
- D. To provide property owners and the Township with a convenient, accurate and systematic means of identifying property;

- E. To name new streets and rename old streets with conflicting or duplicate names in order to provide for efficient emergency services; and
- F. To support the Township move to the Enhanced 911.

Section 3: Scope. This Ordinance, the regulations, and the procedures contained herein shall apply to and govern each and every lot, parcel or tract of land and improvement thereof, within the Township of Penn Forest. All residential, multi-family and commercial buildings existing as of the time of adopting this Ordinance, or existing at any future time, will be assigned a primary structure number.

Section 4: Administration. This Ordinance shall be administered by the Penn Forest Township Zoning Officer. The Penn Forest Township Zoning Officer shall be responsible for the administration of these standards and the maintenance of all maps and data relating to street naming and addressing. The Penn Forest Township Zoning Officer shall process applications for street names and address assignments and determine if the assignment of names and numbers conforms to this Ordinance.

Section 5: Definition of Terms. Words and phrases used in this Ordinance shall have the meaning ascribed to them in the Penn Forest Township Zoning Ordinance of 1991, as amended, except when the context clearly indicates a different meaning.

Section 6: Street Naming Standards and Procedures. The following standards and procedures shall be utilized when naming streets:

- A. All streets that serve two or more properties under different ownership will be named regardless of whether the ownership is public or private;
- B. A street name assigned by the Township shall not constitute or imply acceptance of the street into the Township road system;
- C. No two streets shall be given the same name (e.g. Pine Road and Pine Lane);
- D. No two streets should have similar sounding names (e.g. Beach Street and Peach Street). It will help the public and children, in particular, to pronounce the name in emergency situations;

- E. Each street will have the same name throughout its entire length; and,
- F. No street name shall be over sixteen (16) characters in length. In counting characters spaces between words shall be included, but street name suffixes (e.g. road, drive, lane, circle) shall not be included.

Section 7: Building Numbering Standards and Procedures. The following standards

and procedures shall be used in assigning numbers to buildings:

- A. Official property numbers shall proceed from a logical point of origin. Each street will have a point of origin as a zero starting point for address numbers;
- B. Allowances shall be made for vacant properties in order that numbers may be properly assigned for future development;
- C. One property identification number shall be assigned, at an interval of 52.8 feet (the equivalent of 100 addresses for each mile of roadway). This is a widely used standard in assigning addresses throughout the country;
- D. Numbers will be assigned along both sides of a road. Odd-numbered addresses will be assigned on the North side of East-West streets and on the West side of North-South streets. Even-numbered addresses will be assigned on the South side and East side, respectively. (Odd left/Even right);
- E. Numbers shall be established based on the front entrance from the street, from the center of the driveway;
- F. Mobile home park lots shall have unit numbers throughout the park;
- G. Numerals placed on mailboxes for U.S. Postal Service identification shall not be a substitute for the building number assigned under this Ordinance;
- H. The assignment of a building number is required prior to the issuance of a zoning permit; and,
- I. The center of all streets shown on subdivision plans submitted to the Township shall be marked, by line or dot, every 52.8 feet to aid in the assignment of building numbers in the proposed subdivision.

Section 8: Specifications for Building Numbers. Building numbers shall comply with

the following specifications:

- A. Building numbers shall be depicted in Arabic numerals or shall be the English words for such numerals;
- B. Building numbers shall be made of durable materials;
- C. Each digit or letter shall be at least five (5") inches in height when affixed to the building and at least three (3") inches in height when affixed to a mailbox or other post;
- D. The color of the building numbers shall be in contrast with the immediate background so as to be easily readable;
- E. It shall be unlawful to cover or conceal, or to permit the site obstruction of the building numbers;
- F. It shall be unlawful to post other numbers that may be confusing;
- G. All old numbers shall be removed when a new building number has been assigned in accordance with this Ordinance; and,
- H. The property owner shall maintain the building numbers in such a manner that they continue to comply with the foregoing specifications.

Section 9: Specifications for Location of Building Numbers.

- A. Building numbers shall be conspicuously located and placed so as to clearly identify the building they relate to;
- B. The placement of building numbers must be such that they can be seen and read with the naked eye from either side of the traveled portion of the street;
- C. Provided the location of the building numbers complies with (A) and (B) above, the building numbers may be affixed to the building, or upon a mailbox, fence, wall, post, rod, or other type of fixture of substantial nature, or both;
- D. In the case of a mall or a shopping center, the owner of any business that is located within such mall or shopping center shall display the legally assigned number at the main entrance to the business. Additionally, the owner of each such business shall display the legally assigned number on the rear door to the building in numbers which are not less than three (3") inches in height;

Section 10: Street Signage Standards, Procedures and Specifications.

- A. Installation of street name signs.

1. In subdivisions existing on the effective date of this Ordinance, the property owners association (or other similar entity) representing the property owners in the subdivision, or the property owners in said subdivision (if there is no property owners association or similar entity) shall be responsible for installing street name signs with the approved name of the street and the intersecting street.
2. In subdivisions which have not been approved prior to the effective date of this Ordinance, the developer shall be responsible for installing street name signs with the approved name of the street and the intersecting street prior to final approval of the subdivision plan; provided, however, that in accordance with the Penn Forest Township Subdivision and Land Development Ordinance, and Section 509 of the Municipalities Planning Code, said street signs may be treated as a required improvements and in lieu of completion of the installation of said signs, the developer can submit sufficient financial security to the Township to guarantee said installation. In the latter event (i.e. final approval of the subdivision plan is given prior to the installation of the street signs), no occupancy permits for any building or buildings to be erected shall be issued until such time as the street signs are installed.
3. In all other cases, the property owners adjoining the street shall be responsible for installing signs with the approved name of the street and the intersecting street.
4. The Township will only be responsible to install street name signs for Township maintained roads.

B. Maintenance of Street Name Signs.

1. In subdivisions existing on the effective date of this Ordinance, the property owners association (or other similar entity) representing the property owners in the subdivision, or the property owners in said subdivision (if there is no property owners association or similar entity) shall be responsible for maintenance of the street name signs.
2. In subdivisions approved after the effective date of this Ordinance, developers shall submit with the preliminary and final plan provisions for the perpetual maintenance of the street name signs.
3. In all other cases, the street name signs shall be maintained by the owners of property adjoining said street.

C. Specifications for Street Name Signs. Street name signs shall comply with the following specifications:

1. Street name signs shall be of a durable metal construction.
2. Street name signs shall be at least six (6") inches in height with letters at least four (4") inches in height.
3. Street name signs shall be located at a height of at least seven (7') feet above the center of the street where they are located.
4. Street name sign colors shall be in sharp contrast with the immediate background so as to be easily readable (e.g. green or white, blue or white, red or white or brown or white).
5. The letters on the street name signs should be of a reflective material or coated with a reflective material.
6. The pole on which the street name sign is located shall be made of a non-organic durable material.
7. The pole on which the street name sign is located shall be located no more than ten (10') feet from the cartway of the adjoining street and the street name sign shall be clearly visible with the naked eye from all directions of travel.

Section 11: Time to Comply.

A. Building numbering.

1. It shall be the duty of Penn Forest Township to notify by mail each property owner and the post offices of the new addresses.
2. It shall be the duty of each property owner to install numbers on the property owner's building or buildings in compliance with this Ordinance within ninety (90) days of notification. On new structures, numbering must be installed prior to the first use or occupation of the building.

B. Street signs.

1. It shall be the duty of Penn Forest Township to notify by mail each property owners association (or similar entity) or the property owners adjoining the street (in those cases where the property owners adjoining the street are responsible for installing the street

signs) of the enactment of this Ordinance and their obligation to install street signs in compliance with this Ordinance.

2. At locations where there are existing streets, but where there are no street name signs on the effective date of this Ordinance, it shall be the duty of the persons or entities responsible for installing such street name signs (see Section 10(A) above) to install street name signs in compliance with this Ordinance within ninety (90) days of notification.
3. At locations where there are existing street name signs on the effective date of this Ordinance, but which existing street name signs do not conform to the terms and specifications of this Ordinance, it shall be the duty of the person or entities responsible for maintaining said existing street name signs (see Section 10(B) above), to bring said street name signs in compliance with the terms and specifications of this Ordinance within three (3) years from the effective date of this Ordinance.
4. All street name signs installed after the effective date of this Ordinance, (whether being installed where there previously was no street name sign, or replacing an existing street name sign), shall comply with the terms and specifications of this Ordinance.

Section 12: Penalties. Any person, firm or corporation who shall violate any provision of this Ordinance shall, upon conviction thereof, be sentenced to pay a fine of not more than Six Hundred (\$600.00) Dollars, and in default of payment thereof to imprisonment for a term not to exceed thirty (30) days.

Section 13: Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

Section 14: Severability. If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Penn Forest Township Supervisors that this Ordinance

would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

Section 15: Effective Date. This Ordinance shall become effective as of November 10, 2003.

PENN FOREST TOWNSHIP

BY: [Signature]

David Blum

Judith M. Kruppenbeiger

Kenneth R. Bond

Walter Henschel

ATTEST:

Tammy L. Parnell 😊

Adopted @ The November 3,
2003 Board of Supervisors
Meeting.