



Lawrence County, Pennsylvania

Street Naming and Addressing Policy

June 2023

RESOLUTION R-2023- 175

Lawrence County Street Naming and Addressing Policy

WHEREAS, the County of Lawrence, Commonwealth of Pennsylvania is a fifth-class county; and

WHEREAS, it is the desire of the Lawrence County Commissioners to maintain the Lawrence County NG 9-1-1 System for improved delivery of Police, Fire, and EMS that benefits the health, safety, and welfare of all residents of the County; and

WHEREAS, the Board of 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 the City, boroughs, and townships to name all municipal roadways within their boundaries; and

WHEREAS, the Board of 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 NG 9-1-1 System more effective; and

WHEREAS, the Board of Commissioners wish to conduct the development of and orderly implementation of a standardized, county-wide system of property address numbering in cooperation with the United States Postal Service and the National Emergency Numbering Association (NENA) for use throughout Lawrence County; and

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of the County of Lawrence, Pennsylvania, that:

- The Lawrence County Street Naming and Addressing Policy – June 2023 is hereby adopted as the official street naming and addressing policy of the County, and
- The respective officials and agencies identified in the Lawrence County Street Naming and Addressing Policy – June 2023 are hereby directed to implement the recommended activities assigned to them.

APPROVED this 20th day of June, 2023

VOTE: Yeas 3 Nays 0

CERTIFIED the 20th day of June, 2023

Joseph Venasco
Joseph Venasco, County Administrator

Orig: Planning 6/20/23 (VB)
cc: Comms + Cont.

Table of Contents

Section I - Introduction and Purpose.....	3
A. Purpose.....	3
B. Goals.....	3
C. Objectives.....	3
D. Legal Authority.....	4
Section II - Street Naming Policies.....	6
A. Naming Standards for Roadways.....	6
B. Roadways Requiring Names.....	6
C. Roadway Name Selection.....	6
D. Prefixes.....	7
A. Suffixes.....	7
B. Duplication of Roadway Names.....	7
C. Multi-Municipal Roadways.....	7
D. Municipal Annexation of Roadways.....	7
I. Naming New Roadways.....	7
J. Renaming Existing Roadways.....	8
K. Effective Date of Change.....	9
L. Adjacent County Coordination.....	9
M. Township Roadways.....	9
N. Private Lanes (Driveways).....	9
Section III - Physical Addressing.....	10
A. Physical Addressing Agency.....	10
B. Physical Addressing Methods.....	10
C. Exempt Buildings.....	12
D. Changing Address Numbers.....	12
E. Addressing New Construction and Development.....	12
F. Display of Address Numbers.....	13
G. Size and Location of Physical Address Numbers.....	13
Section IV - Street Name Signs.....	14
A. Introduction.....	14
B. Description of Signs.....	14
C. Posting Roadway Signs.....	14
Section V - Data Maintenance and Enforcement.....	16
A. Data Maintenance.....	16
B. Enforcement.....	16
Section VI - Executive Summary of Responsibilities.....	17
A. Municipal Officials.....	17
B. The County.....	17
C. Property Owner and Residents.....	17
D. Developers.....	17
Definitions.....	18
Sources.....	19

Section I - Introduction and Purpose

A. Purpose

The purpose of this County-Wide Street Naming and Addressing Policy is to establish standards for naming roadways, posting street signs, and assigning numbers to all dwelling, principal buildings, businesses, and industries; and to assist emergency service agencies, the United States Postal Service (USPS) and the public in the timely and efficient provision of services to residents and businesses of Lawrence County.

The advent of automated computer-controlled emergency services (911 systems) has made it important that proper addressing be emphasized. A central and crucial component of the Emergency Service System is a comprehensive, accurate, and sequential addressing system. A properly standardized, maintained, accurate, and consistent address data system is an essential reference tool that is vital to the operations of Fire, Police, and other service entities. As a result, it is critical for the addressing buildings to be done methodically, sequentially and follow a set of standards.

This document describes standards and processes to be applied for street name identification and numerical addressing of all parcels and buildings within the Lawrence County Public Safety Answering Point (PSAP). It is intended to serve as a reference for various other departments and agencies involved with the use, issuance, and maintenance of addresses.

The addressing policies in this document are a focused compilation of existing and adopted addressing standards from the public safety coordination between the Lawrence County Department of Public Safety and the Lawrence County Department of Planning & Community Development and USPS.

Any interpretation of these policies shall be administered by and left to the discretion of the Lawrence County Department of Public Safety and the Lawrence County Department of Planning & Community Development.

B. Goals

The primary goal of this policy is to standardize street naming and addressing procedures so to provide emergency service agencies with a complete, consistent, and predictable set of addresses, so that emergency victims can be located with greatest efficiency.

Secondary goals include:

1. improving the quality of life for residents of Lawrence County through easier delivery of mail and services,
2. projecting a positive and progressive image to residents, prospective residents, and developers, and
3. promoting the local tourist industry by making it easier for visitors to locate the attractions of Lawrence County.

C. Objectives

The objective of this policy is to:

1. improve addresses in response to evolving emergency response technologies.
2. provide ongoing assignment of addresses for new development.
3. continue maintenance of countywide roadway name and address database.

4. provide policies for addressing requirements and procedures, roadway naming, and roadway signage.

D. Legal Authority

Legal authority to name streets and address buildings is granted to local governments by the Commonwealth of Pennsylvania as follows:

Cities: Title 11, Cities, Chapter 124, Section 12417. Numbering of Buildings.

Council may require and regulate the numbering of buildings and lots.

Boroughs: Title 8, Boroughs and Incorporated Towns, Chapter 12, Section 1202 Specific Powers, subpart (18).

The powers of the borough shall be vested in the council. In the exercise of any specific powers involving the enactment of an ordinance or the making of any regulation, restriction or prohibition, the borough may provide for enforcement and penalties for violations. The specific powers of the borough shall include the following:

(18) To require and regulate the numbering of buildings and lots.

Townships: Title 53, The Second Class Township Code, Article XV Corporate Powers, Section 1520: Numbering of Buildings.

The board of supervisors may by ordinance require and regulate the numbering of buildings.

Title 53, The Second Class Township Code, Article XXIII Roads, Streets, Bridges and Highways, Section 2329: Naming of Streets.

The board of supervisors may provide for and regulate the naming of streets, roads, and highways. When the naming of a street, road or highway will affect signing maintained by the Department of Transportation, the board of supervisors shall notify the department.

These local governments can, by ordinance, give The Lawrence County legal authority to conduct the naming of streets and addressing of buildings as outlined in Title 53 of the Consolidated Statutes, Chapter 23. General Provisions, Subchapter A. Intergovernmental Cooperation

Section 2304. Intergovernmental cooperation.

A municipality by act of its governing body may, or upon being required by initiative and referendum in the area affected shall, cooperate or agree in the exercise of any function, power, or responsibility with or delegate or transfer any function, power, or responsibility to one or more other local governments, the Federal Government or any other state or its government.

Section 2305. Adoption of ordinance or resolution.

(a) Ordinance or resolution. -- A local government may enter into intergovernmental cooperation with or delegate any functions, powers or responsibilities to another governmental unit, local government or authority as defined in section 5602 (relating to definitions) upon the passage of an ordinance or resolution by its governing body. If mandated by initiative and referendum in the area affected, the local government shall adopt such an ordinance or resolution.

(b) Compliance by authorities. -- An authority as defined in section 5602 may not share or be delegated any function, power, or responsibility through an agreement under this subchapter unless the function, power or responsibility is authorized by both the law under which the authority was created, and the powers or purposes of the authority contained within its articles of incorporation.

(c) Council of governing bodies. -- An intergovernmental agreement creating a council or consortium of governing bodies or similar entity separate from the organizing governing bodies may not be entered into unless by ordinance. A municipality may join an existing intergovernmental cooperation agreement of other municipalities whereby such an entity was created by resolution or by ordinance.

Section II - Street Naming Policies

A. Naming Standards for Roadways

1. Name changes occur at an intersection with another named roadway. Arbitrary name changes along the length of a roadway shall not be permitted. An intersection with a named roadway must be present, or the existing name shall be continued.
2. Names for a roadway should not be shared by disconnected roadway segments. A roadway should be one continuous segment. Roadways sharing the same name should not be separated by unconstructed, or otherwise impassable areas, for the purposes of real-world navigation. Roadways that have historically shared names across multiple disconnected segments may retain their names where it is determined logical because of the existence of a city-block addressing system.

B. Roadways Requiring Names

A roadway shall be named if it meets one of the following conditions, and abides by the basic naming standards presented in Section 2-A:

1. If two or more dwelling units or business-related buildings exist, or are proposed to be constructed, along the roadway.
2. If the roadway is maintained by a municipality or the Commonwealth.

C. Roadway Name Selection

Roadways shall be named using the following standards:

1. A roadway name should be appropriate, 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, states) are suggested for naming roadways in an entire subdivision, as a means of general identification.
3. Historically used roadway 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 (i.e., 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 are discouraged in roadway names.
7. Do not use special characters in roadway names such as hyphens, apostrophes, or dashes.
8. Avoid family names or individuals' names, especially living persons and politicians.

D. Prefixes

Directional prefixes shall be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A roadway shall have no more than one directional prefix and the directional prefix shall meet the standards as set in the *USPS Publication 28, Appendix B, Geographic Directional*.

A. Suffixes

The roadway suffixes shall meet USPS standards as set in *USPS Publication 28, Appendix C1, Street Suffix Abbreviations*. Roadways shall not have more than one suffix. The County may suggest the reservation of certain suffixes for different classes of roadways.

A. Post Directionals

Post directionals shall be used only when necessary, such as to indicate the direction of travel on divided highways. A roadway may have no more than one post directional. Post directionals shall meet the standards as set in the *USPS Publication 28, Appendix B, Geographic Directional*.

B. Duplication of Roadway Names

When naming a roadway, duplication of names within the County shall be avoided whenever possible. Duplication of roadway names, regardless of the suffix, shall be prohibited within a municipality or postal zip code area. Duplication of roadway names, regardless of the suffix, shall be avoided within an emergency service zone. The term duplication shall include homonyms (sound-a-like) names, such as Beech St and Beach St. The County shall maintain an updated list of all the roadway names within the County, to avoid duplication of existing names.

If two or more roadways in the same municipality, emergency service zone, or zip code area have duplicate or other noncompliant names then the policy for Renaming Existing Roadways (Section II.J.) shall be followed.

A roadway name combination (prefix, primary name and suffix) shall be used only once and may not be used in any other arrangement within the same municipality, zip code area, or emergency service zone (i.e., Jones Drive and Jones Circle; or West Jones Street and Jones Street West).

C. Multi-Municipal Roadways

Roadways that pass through more than one municipality should bear the same name throughout the County, wherever possible. Roadway name changes should only occur at named roadway intersections, not at municipal or county lines.

D. Municipal Annexation of Roadways

When a municipality annexes an existing roadway, and there is a roadway name conflict, the municipality shall change the name of the annexed roadway to conform to the policy outlined in Section II.J.

I. Naming New Roadways

1. **Request by Municipality:** If a municipality obtains knowledge of the creation of a new roadway, it shall make a proposal to the County for a roadway name in accordance with this policy. The County shall research the proposed name to determine its conformity with this policy and whether there is any potential public safety concern regarding the proposed name. The County

shall respond to the municipality in no more than thirty (30) days with a determination concerning the conformity of the proposed roadway name. If the County determines there is a lack of conformity with this policy or a potential public safety concern, it shall so advise the Municipality in writing of the same. The correspondence shall cite the identified conflicts and request a different name be submitted for review, in which case the Municipality shall have no more than thirty (30) days to either re-affirm the original proposed roadway name, or submit a new roadway name for review, in which case the same process shall be followed. After the proposed roadway name has been approved, the municipality shall by resolution adopt the roadway name and forward a copy of the resolution to the County.

2. **Request by Property Owner:** If the County is contacted directly by a property owner requesting an address for a roadway that is not already named, the County shall contact the municipality to request a roadway name, in which case the municipality shall have no more than thirty (30) days to provide a proposed name. The process set forth above for review of the name by the County shall then apply to the proposed name.
3. **Request by County:** New roadways shall also be named in response to the identification of an existing, proposed, or potential conflict with Section II.A or II.B. Following the time, the County is made aware of, or identified the existing, proposed, or potential conflict, the County shall contact the municipality to request a roadway name proposal, in which case the municipality shall have no more than thirty (30) days to provide a proposed roadway name. The process set forth above for review of the name by the County shall then apply to the proposed name.

Ultimately, the municipality shall have final approval over roadway names in its jurisdiction; however, the municipality shall work in good faith with the County taking into consideration this policy, neighboring municipalities' existing roadway names and other relevant factors. (In the case that the requirements of a municipal subdivision ordinance contradict this policy, the more restrictive requirements shall apply.)

J. Renaming Existing Roadways

Every attempt to maintain existing roadway names shall be made, however, in the event that a roadway must be renamed to comply with this policy, the County shall work with the municipality(s) to resolve the conflict by employing the policies in Section II.J. The County shall use the following policies to resolve naming conflicts and non-conflict name change requests:

1. **In Response to a Naming Conflict:** In the event that two or more roadway names are in conflict as described in section II.A - II.I, the County shall use the following point system to help resolve the conflict by providing the respective municipality(s) a recommendation which favors the renaming of the roadway that scores the lowest. In the event of a tie, the roadway with the least "Impact" shall be recommended for renaming. The municipality has final say in the process. Anyone can bring a naming conflict to the attention of the County. The roadway that is determined to be renamed shall be renamed in the same manner as outlined in Section II.I.1.

Point System for Resolving Roadway Name Conflicts

Condition	Points
Impact: Greater Number of Addresses Business > Residential	1
Navigation: Arterial Roadway/Greater Traffic Volume	1
Prominence: Older/More Recognized Name (if known)	1
Historical: Historical Relevance	1
Infrastructure: Existing Street Signs	1
Community: Related to Other Roadway Names in the Area	1

2. **Non-conflict Request:** Non-conflict requests for a roadway name change must come from the municipality(s) that the roadway is located within or effected by. Any request submitted by a private individual(s) to the County shall be redirected to the municipality. Municipalities desiring to have an existing roadway renamed shall submit the proposed roadway name change to the County. The County shall review the proposed name for compliance in the same manner as outlined in Section II.I.1.

When it is determined that a roadway needs to be renamed either via a naming conflict or by request of a municipality(s), the municipality(s) are responsible for approving a replacement name by resolution. After the proposed roadway name has been approved, the municipality shall forward a copy of the resolution to the County.

After a change occurs, the County shall notify the effected residents of their new address with an official address verification letter.

K. Effective Date of Change

Any street name change shall become effective the date the municipality approves the resolution adopting the roadway name unless stated otherwise in the resolution. Notification must be in written form but can be electronic in origin. The County shall retain a copy of this notification.

L. Adjacent County Coordination

The County shall coordinate with adjacent counties so that roadway names and address ranges at the Lawrence County PSAP boundaries continue as one roadway. Roadways that cross the PSAP’s boundary line should have the same name on both sides of the boundary for the continuous length of the roadway. If the roadway’s name does need to change at or near the county boundary, it should do so at the nearest prominent intersection that effects the fewest number of addresses.

M. Township Roadways

A roadway with one township route number may have more than one roadway name if there are breaks in the roadway where name changes shall be logical.

N. Private Lanes (Driveways)

Private lanes (driveways) should be named when there is more than one addressable structure located on the lane.

Section III - Physical Addressing

A. Physical Addressing Agency

The County shall establish and assign physical addresses in accordance with the policies set forth herein. All buildings and individual units, (i.e., apartments or suites), used for residential, commercial, and/or industrial purposes shall be provided with a unique physical address identifying the physical location of each structure/partition.

B. Physical Addressing Methods

1. **Numbering:** The County shall undertake a systematic numbering program for buildings within the County using what is known as the Frontage Interval Addressing System. This system is based on the measurement of intervals between the beginning of a roadway and the structures along the roadway. Numbers shall be assigned every 10.56 feet, resulting in 1000 numbers per mile, 500 odd on one side and 500 even on the other side.

In areas where existing numbering formats are established, providing the numbering system does not conflict with the contents of this policy, existing formats/intervals shall be maintained.

2. **Odd/Even Number Location:** From the point of the beginning of the roadway, odd numbers shall be assigned on the left, and even numbers shall be assigned on the right. As the house numbers increase odd numbered buildings shall be on the left and even numbered buildings shall be on the right. Addresses shall be left as is in locations where this method was not historically implemented, unless a problem arises that necessitates the change.
3. **Point of Address:** Address numbers shall be assigned based on where the structure's driveway intersects the named roadway. In the case of structures that are accessed directly off of a named roadway (on-street parking), the address shall be assigned at the point on the roadway that is closest to forming a straight line with the main entrance of the structure, providing that the main entrance faces the roadway. In the case where the structure does not have a main entrance that faces the roadway, the center of the structure shall be used as reference. Structures on small corner lots, or structures with access to two or more different named roadways, shall be assigned using the above stated methods, whereby the method that reflects the most direct access to the structure shall be given preference.

Rules 1 through 3 shall apply unless an existing numbering scheme is already in place that does not conflict with basic addressing necessities: uniqueness, within the range of the roadway, and local consistency. In the case where existing acceptable but non-standard addressing schemes are being used addresses should be adjusted in accordance with the existing system, so that each structure has a unique address.

4. **Fractional, Alphanumeric, or Hyphenated Addresses:** There should be no use of fractional addresses, alphanumeric addresses, nor hyphenated addresses (i.e., 34 ½ Ash St, 123A Main St, 41-656 Bell St)
5. **Circular Roadways:** Circular roadways shall be numbered with the outer perimeter having odd numbers and progressing in a clockwise direction. The inner side of the circle shall have even numbers.

6. **Cul-de-sacs:** Cul-de-sacs shall be numbered with odd numbers on the left side of the cul-de-sac and even numbers on the right side progressing in the direction that the numbers increase. Odd and even numbers meet at the mid-point at the rear of the cul-de-sac. In the rare occasion where there is a structure in the center of a cul-de-sac, the structure shall be numbered in a way that is most consistent with Section III.B.3.
7. **Corner Lots:** When assigning numbers to corner lots, use the main entrance to determine which roadway the structure will be addressed to. In rare cases when the main entrance is obscured or if the structure is best reached for emergency purposes by the driveway, an address number may be assigned based on where the driveway intersects the named roadway. When primary access is difficult to determine, the Agent may do a field check to assess the access.
8. **Crossing County Lines:** Where a roadway originates in another county and crosses into Lawrence County, consideration shall be given to extending the existing numbering system from the originating county so that addresses along the roadway shall be continuous from one county to the next.
9. **Stacked Addresses:** Structures behind other structures facing the roadway and sharing a common driveway should each be assigned a unique address number following the policies herein or when necessary, simply by best fit. Only stacked addresses involving two structures in which the first structure has frontage on and is easily accessible from the named roadway shall be addressed in the above stated manner. If the first structure has considerable setback from the named roadway, or if there are more than two structures sharing an access, the access shall be assigned a new name as stated in Section II.A & II.B, and the structures shall be addressed to the newly named roadway.
10. **Apartments and Duplexes:** Apartments and other multi-tenant structures should be numbered as the main structure, and then, assigned apartment numbers as secondary location indicators (i.e., 202 Main St. APT 303). Each unit shall receive its own physical address and should be placed on the structure in such a manner as to represent its physical location; for this reason, basic floor plans shall be requested by the County for any apartment building or duplex. If possible, apartment numbers shall indicate the floor location (i.e., APT 303 is the third apartment on the third floor).
11. **Businesses:** Businesses and business districts should be numbered just as apartments with the middle of the building determining the address. The individual businesses should be numbered as suites (i.e., 255 Oak Dr. STE 101), and they should be placed in reference to their physical location within the business/business district. For this reason, basic floor plans shall be requested by the County for any business/business district. This rule may also apply to office parks where each business has its own small building.
12. **Mobile Home Parks:** Mobile home parks should be addressed as normal structures. Roadways within the mobile home park should be named, and individual trailers/lots should be assigned an address off of the named roadway.
13. **Townhouses:** Townhouses shall be addressed by each separate unit just as a standard structure would be addressed as described herein. The center point of each unit should be used to

determine the address. In cases where there are not enough available addresses to accommodate each unit, the policies for numbering apartments and duplexes (III.B.10) shall be applied.

C. Exempt Buildings

Farm buildings, which are not residential or commercial, shall be exempt. Accessory buildings that have uses, which are accessory to the primary use of residential, commercial, industrial, or governmental buildings, shall also be exempt. An address for these types of structures should be created at the request of the owner/representative or when a potential public safety concern is brought to the County's attention, either through means of notification by outside sources or during internal reviews of the data. If the notification of a potential public safety concern is brought to the attention of the County by anyone besides the landowner, the landowner should be contacted prior to the creation of the address so that they can provide information needed to resolve the concern. After a period of (30) days if the landowner fails to respond, the County shall move forward with the assistance of the municipality where the structure is located to resolve the safety concern by assessing the need for an addressing solution. The assessment may result in the assignment/reassignment of a physical address to include the naming of a roadway.

D. Changing Address Numbers

If an address number needs changed for any reason, the County shall be responsible for assigning the new address number and shall notify the structure owner(s), a representative thereof, and/or current occupant(s), as well as the municipality and the USPS of the change in writing. The County notifies the USPS for validation purposes only; the USPS will only accept an official change of address request from the person, executor, guardian, authorized officer, or agent of the person for whom mail would be forwarded. For this reason, the individual(s) qualified to request a change of address is responsible for initiating a change of address with the USPS as well as notifying utility companies and all other interested parties of the address change. The structure owner(s) shall have thirty (30) days to change the posted address numbers on the building. Should a replacement address notification be needed, a copy can be provided by the County.

E. Addressing New Construction and Development

1. **Building Permit Required:** Prior to beginning new construction, property owners, when obtaining their building permit, shall be instructed to contact the County to obtain their address. Whomever is requesting a new address shall be able to provide the County with the necessary information (location, access, and floor plans for multi-unit structures) or arrange a time for a site visit to occur where necessary data can be collected. Based on the obtained information, the County shall assign a new physical address/addresses. In addition to adding the new address/addresses to the Lawrence County 9-1-1 database, the County shall notify the USPS of the new valid address/addresses. The property owner is responsible for establishing mail delivery and getting the last line of the address (i.e., City, State, Zip) from the USPS. Neither the municipality nor the County has the authority to assign the last line of the address.
2. **Subdivision and/or Land Development Requirements:** This policy refers to the subdivision and/or land development ordinance of the respective municipality concerning the timing for addressing and naming of roadways for subdivisions and/or land developments. The addressing shall be postponed until the permitting phase is underway for each structure is in need of an

address so as not to provide poor addressing that result from changes in the plans from the time of planning review to construction.

F. 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, or industry to purchase, post and maintain address numbers as required by 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 improper to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

G. Size and Location of Physical Address Numbers

1. **Residences, Townhouses and Businesses:** It shall be the responsibility of each property owner, trustee, lessee, agent and occupant of each building to display the assigned physical address number according to the policies set forth herein. The address number shall be made up of numbers and/or letters that are not less than 4 inches in height, contrasting 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 roadway, and the opposite side of the roadway, 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 physical address number is not clearly visible from the roadway, an additional address number shall be posted at the intersection of the driveway with the public roadway. The additional address numbers shall be made up of numbers and/or letters that are not less than 4 inches in height, contrasting with the background on which they are affixed, be visible day or night, and placed upon a post or other structure that displays the number at least forty-eight (48) inches above the ground.
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 roadway. 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 of an appropriate size to be visible day or night from the opposite side of the roadway facing the main entrance. Apartment numbers for individual units within the complex shall be displayed above or to the side of the doorway of each unit.

Section IV - Street Name Signs

A. Introduction

All public and private roadways in Lawrence County that require a name shall be identified by a sign and shall display the proper roadway name.

B. Description of Signs

Street name signs shall be installed at all intersections and shall comply in design, installation and maintenance requirements set forth in PA TITLE 67, PADOT REGULATIONS and PA TITLE 75 of PA VEHICLE CODE as outlined in PennDOT Publication 236 section D3-1 (Street Name Sign).

1. **Sign Color:** The street name sign should be reflective or illuminated and should have a white legend on a green, brown, or blue background, or a black legend on a white background. The background color should be the same on all signs within a jurisdiction except where the jurisdiction has a special district (i.e., historical district or downtown district).
2. **Sign Height:** Signs should be not less than 7-feet from the top of the curb in business districts and not less than 5-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 noted above.
3. **Sign Placement:** Signs should be placed with their faces parallel to the roadways they name, as close to the intersection corner as practicable, and with the nearest part of each sign not less than one foot and preferably two feet back from both curb lines.
4. **Signposts:** Signposts of signs erected inside a curb are not regulated. Signs that are not posted behind a curb shall be of breakaway construction. Signpost material is not regulated.
5. **Sign Letters:** The roadway name shall appear in proper case lettering 6-inches high. Supplementary lettering to indicate the type of roadway such as, ST, AVE, RD or directional information, such as N, S, W, should be in smaller lettering 4.5-inches high. For roads with a speed limit of 25mph or less, lettering can be 4-inches high for the roadway name with 3-inch-high supplemental lettering.
6. **Sign Size:** The overall length of the sign can vary, but it should be 6, 9, or 12-inches in height.

*** The above requirements are derived from PennDOT documentation. If PennDOT's requirements change the County's policy shall change to conform with the requirements issued by PennDOT.*

C. Posting Roadway Signs

1. **Existing Public Roadways:** Municipalities are responsible for fabricating and installing street signs at the intersections of all existing public roadways within their 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 Roadways:** Each municipality shall decide who shall be responsible for the fabrication, installation, and maintenance of street signs within their respective municipal boundaries in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75 of PA VEHICLE CODE as outlined above.

3. **New Public and Private Roadways:** Each municipality shall decide who shall be responsible for the fabrication, installation, and maintenance of street signs within their respective municipal boundaries in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75 of PA VEHICLE CODE as outlined above. Depending on the municipality's governing subdivision and/or land development ordinance under the Municipality Planning Code, a developer may be responsible for fabricating and erecting street signs at the intersections of all new public and private roadways within the subdivision and/or development.

Section V - Data Maintenance and Enforcement

A. Data Maintenance

At all times, the County shall conduct internal data reviews to ensure the most accurate data is provided to the Lawrence County 9-1-1 Dispatch Center. During these reviews, all Lawrence County 9-1-1 addressing data shall be reviewed for compliance using the contents of this policy. If a conflict is identified, the County shall take appropriate steps, as previously outlined in this policy, to resolve the conflict.

B. Enforcement

Whenever there is reason to believe that there has been a violation of any provision of this policy, the municipality in which the violation is present shall follow their locally defined process for enforcement. The County shall assist the municipalities to both identify and resolve violations.

Section VI - Executive Summary of Responsibilities

A. Municipal Officials

Municipal officials are responsible for:

1. Assigning names to all public roads in compliance with the policies established herein.
2. Resolving road name duplications within their municipality caused by a conflict within the municipality, zip code, or emergency response area.
3. Having a building permit ordinance requiring that the applicant have an address assigned prior to receiving a building permit and to enforce this policy.
4. Having a subdivision and/or land development ordinance requiring that the applicant have approved roadway names for all proposed roads prior to receiving final subdivision and/or land development approval and to enforce this policy.
5. Maintaining street name signs at the intersections of all existing private roads and new public roads.

B. The County

The Agent shall be responsible for:

1. Administering this policy.
2. Maintaining a countywide database of roadway names.
3. Reviewing requests for roadway name changes for compliance with this policy.
4. Notifying municipalities of roadway name conflicts.
5. Notifying the USPS, the emergency services and PennDOT of street name changes.
6. Coordinating roadway names and address ranges with adjacent counties.
7. Establishing, assigning and, when necessary, changing address numbers in accordance with this policy in all municipalities that so name the County as their addressing agent.

C. Property Owner 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 policies set forth herein.
2. Removing old address numbers when new numbers are posted.
3. Obtaining an address at the time required by the respective municipality and other regulatory measures overseen by the respective municipality.
4. In the case of private lanes, purchasing and installing a street name sign in compliance with policies set forth herein unless the municipality accepts this responsibility.

D. Developers

Developers shall be responsible for:

1. Obtaining approval for roadway names as specified by the respective municipal subdivision and/or land development ordinance.
2. Purchasing and installing street name signs for all new roads as determined by the respective municipality's policy.

Definitions

Data – any information associated with providing the Lawrence County 9-1-1 Dispatch Center with the necessary information to dispatch emergency responders to the location of an emergency.

Emergency Response Area – refers to the municipally controlled areas that are assigned to specific emergency service providers. These response areas determine which response agency is responsible for responding to emergencies within the geographically defined area. A single service provider's response area may extend over several municipalities and in some cases extend beyond the County line.

Public Safety Answering Point (PSAP) - is a call center where emergency/non-emergency calls (like police, fire brigade, ambulance) initiated by any landline, mobile or Voice Over Internet Protocol ("VOIP") subscriber is terminated. The Lawrence County PSAP boundary includes the whole area of Lawrence County and the portion of Ellwood City Borough located in Beaver County.

Roadway – is a generic term that describes any type of named physical pathway that is used for vehicular transportation, i.e., street, road, highway, alley, etc. This term is used in place of 'Street' in the majority of this policy so not to imply a specific suffix of a roadway, however some sections use the more traditional term 'Street' so to preserve the relation to source material or preserve a precedent.

Sources

1. The National Emergency Number Association: NENA Information Document for Development of Site/Structure Address Point GIS Data for 9-1-1, 2015, NENA-INF-014.1-2015.
2. The National Emergency Number Association's book: Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.
3. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.
4. The United States Postal Service publication: Postal Addressing Standards, May 2015, Publication 28.
5. PA Title 11, Cities Chapter 124 Section 12417: Numbering of Buildings.
6. PA Title 8, Boroughs and Incorporated Towns Chapter 12, Section 1202: Specific Powers, subpart (18).
7. PA Title 53, The Second Class Township Code, Article XV, Section 66520: Numbering of Buildings and Article XXIII, Section 67329: Naming of Streets.
8. PA TITLE 67, PADOT REGULATIONS
9. PA TITLE 75, PA VEHICLE CODE
10. Pennsylvania Department of Transportation: Handbook of Approved Signs, November 2013, Publication 236

Any addressing issues not addressed in this policy shall be resolved using the standards recommended in the above referenced publications, or their updated editions.