

SHENANGO TOWNSHIP
LAWRENCE COUNTY, PA

STREET NAMING AND ADDRESSING ORDINANCE

**An ordinance of Shenango Township, Lawrence County, Pennsylvania, establishing
a street naming policy for the township and provide penalties for failure to comply
with such policy.**

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SECTION ONE – INTRODUCTION AND PURPOSE

A. PURPOSE

The purpose of this Township-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 and the public in the timely and efficient provision of services to residents and businesses of Shenango Township.

B. GOALS

The primary goal of this policy is to provide emergency service agencies with a complete set of addresses, so that emergency victims can be located with greatest efficiency.

Secondary goals include:

1. To improve the quality of life for residents of Shenango Township through easier delivery of mail and services.
2. To project a positive and progressive image to residents, prospective residents and developers.
3. To promote the local tourist industry by making it easier for visitors to locate the attractions of Shenango Township.

C. OBJECTIVES

Project objectives include:

1. Conversion of rural route numbers to street addresses⁵
2. Ongoing assigning of addresses to new developments
3. Installation of road signs
4. Maintenance of county-wide street names and address database

D. LEGAL AUTHORITY

Legal Authority to name streets and address buildings is granted to Second Class Townships in Section 702, subsection 37 of the Second Class Township Code.

SECTION TWO – STREET NAMING POLICY

A. STREET REQUIRING NAMES

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

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

B. STREET NAMES SELECTION

The following standards will be used:

1. A street name should be appropriate, easy to read (so that children can use the name in a emergency situation), and should add to community pride by promoting local heritage, history and traditions and reflect local geography and character.
2. Names with the same theme (ie. flowers, states) are suggested for streets in an entire subdivision, as a means of general identification.
3. Historically used road names should be retained where possible.

4. Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings, are discouraged within a municipality, zip code, or emergency service zone area (e.g. Smith, Smyth, or Smythe; Ellis or Alice; Allen or Alan).
5. Names that may be offensive (slang, Double meanings, etc.) shall be avoided.
6. Use of frivolous or complicated words, or unconventional spellings in road names is discouraged.
7. If the road is continuous, the name should not change at an intersection or a curve or some other point.
8. Avoid sound-alike names (e.g. Bay View DR, Bayview DR or Brainard LN, Barnard LN).
9. Do not use special characters in road names such as hyphens, apostrophes or dashes.
10. Avoid the use of standard suffixes or directional suffixes or directional suffixes or prefixes as road/street names (e.g. North BLVD, Court ST, Avenue or Pines).
11. Avoid family names or individuals names, especially living persons and politicians.

C. PREFIXES

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several municipalities. A street may have no more than one directional prefix as follows: North, East, South, or West. (North East Baker Street, for e.g., is discouraged).

D. SUFFIXES

The following suffixes are suggested for naming a type of roadway. Other suffixes not listed below may be considered at the discretion of the Township providing they meet valid street suffix abbreviations, as defined by the United States Postal Service (USPS) official suffix guidelines (USPS Postal Addressing Standards, August 1995, Publication 28).

Alley (ALY) – a narrow lane between or behind a row of buildings
 Avenue (AVE) – a Roadway or thoroughfare in a densely populated area
 Boulevard (BLVD) – A road with a median reflecting the boulevard character
 Circle (CIR) – A cul-de-sac or looped road that begins and circles back to terminate on the same road
 Court (CT) – a permanently closed road, not exceeding 1,000ft., such as a cul-de-sac
 Drive (DR) – A curvilinear road
 Highway (HWY) – A primary state or federal route, suitable for heavy traffic volume
 Lane (LN) – A minor dead-end road or private lane
 Parkway (PKWY) – a road with a median reflecting the parkway character
 Pike (PIKE) – A primary state or federal route, suitable for heavy traffic volume
 Road (RD) – A common roadway, usually in less densely populated areas
 Street (ST) – A common roadway, usually in more densely populated areas
 Way (WAY) – A minor roadway

E. DUPLICATION OF STREET NAMES

When naming new streets, duplication of names must be avoided within a municipality, postal zip code and emergency service zone area. The Township will keep an updated list of the road names in the township to help prevent reuse of existing names.

If two or more streets in the same municipality, zip code or emergency service zone area have duplicate, or otherwise confusing names, the policy for renaming existing streets must be considered. See Section II.K.

A street name combination (prefix, primary name and suffix) should be used only once, and may not be used in any other alignment, within a municipality, zip code, or emergency service zone area (e.g. Jones Drive and Jones Circle; or West Jones Street and Jones Street West).

F. MUNICIPAL ANNEXATION OF STREETS

When the municipality annexes an existing roadway, and there is a street name conflict, the municipality will change the name of the annexed roadway to conform with the guidelines outlined. See Section II.L.

G. NAMING NEW ROADS

New roads will be named during the subdivision process. In case the requirements of a municipal subdivision ordinance contradict this policy, the more restrictive requirements will apply.

H. RESERVING NEW STREET NAMES FOR NEW DEVELOPMENTS

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

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

Street name(s) may be reserved for three years. If final recording of the preliminary subdivision plan does not occur within three years, a written request for a two-year extension of the street name reservation may be submitted to the township supervisors. If such a request is not received, the Name(s) will no longer be reserved.

Shenango Township Planning Commissioner will review all subdivisions for conformance with this road naming policy at the time of preliminary plan review.

I. LENGTH OF NAME

The following is the recommended character format for road/street names.

Prefix Directional	2 characters
Street Name	28 characters
Street Suffix	4 characters
Post Directional	2 characters

J. RENAMING EXISTING STREETS

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

1. Eliminating Conflicting Street Names

In the case of two or more conflicting street names, Shenango Township supervisors will use the following point system to recommend which street name should be changed. The street awarded fewer point should be changed.

POINT SYSTEM FOR RESOLVING STREET NAME CONFLICTS

<u>Condition</u>		<u>Point</u>
Older recognized name		1
Greater number of addresses	1	
Arterial street		1
Historical relevance		1
Existing street signs		1
Relatedness of town/subdivision names	1	

2. Eliminating Conflicting Street Names

a. Minor Streets – having 10 or less property owners

1. Upon receiving the notification of conflict, the officials of Shenango Township shall determine which street is to be renamed.
2. Shenango Township supervisors shall inform the property owners along the affected street of the need to change the street name and that the property owners may request an alternate name.
3. Property owners have 30 days following the date of notification to provide street name requests to the municipality.

4. Shenango Township supervisors shall select an alternate name for the street, and a second choice, at the monthly meeting following this 30 day period, giving preference to those names requested by the property owners, which meet standards established herein.
- b. Major Streets – having 11 or more property owners
 1. Upon receiving the notification of conflict, the officials of Shenango Township shall determine which street is to be renamed.
 2. The supervisors shall announce the need to change a street name at a monthly meeting within 30 days of receiving the notification of conflict, and that the property owners may request an alternate name.
 3. Property owners shall then have 30 days following the date of announcement to provide street name requests to the township.
 4. The supervisors shall select an alternate name for the street, and a second choice, at the next monthly meeting, 60 days from receiving the notification of conflict, giving preference to names requested by affected property owners, which meet standards established herein.

3. Ordinance and Signs

The Supervisors shall pass an ordinance adopting the new street name and the appropriate signing, in accordance with the policies established. See Section III. The posting shall take place within 60 days of ordinance passage.

4. Notification of Name Changes

Shenango Township will notify the United States Postal Service (USPS), Pennsylvania Department of Transportation (PADOT), and emergency services of street names changes. The municipality will notify the affected property owners.

K. EFFECTIVE DATE OF CHANGE

Any street name change will become effective following expiration of a 30-day period commencing from the date said change was authorized by the township or earlier at the discretion of the township.

L. TOWNSHIP ROUTE NUMBERS

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

M. PRIVATE LANES

Private lanes shall be named when there is more than one addressable building located on the road.

SECTION THREE – STREET NAME SIGNS

A. INTRODUCTION

All public and private roads in ^{Shenango} Wayne Township shall be identified by a sign and shall display the proper street name.

B. DESCRIPTION OF SIGNS

Street name signs shall be ^{red} install 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.

1. Sign Color

The street name should be reflective or illuminated and should have a white legend on a ^{blue} green background.

2. Sign Height

Signs should be not 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 noted herein.

3. Sign Placement

Signs should be placed with their faces parallel to the streets they name, as close to the intersection corner as practicable with the nearest part of each sign not less than one foot, and preferably two feet, back from both curb lines.

4. Sign Posts

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.

5. Sign Letters

The street name shall appear in capital lettering at least six inches high. Supplementary lettering to indicate the type of street such as ST, AVE, RD or directional information, such as N, S, NW, may be smaller lettering, at least four inches high.

6. Sign Size

The overall dimensions of the sign shall not exceed 36-inches in length and 8-inches in width.

7. In Lieu of Signs

The street name may also be placed in a vertical position on concrete or wood posts.

C. RESPONSIBILITY FOR STREET NAME SIGNS

1. Existing Public Roads

The Township is responsible for fabricating and installing street name signs at the intersections of all existing public roads, within Township boundaries, in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE as outlined above.

2. Existing Private Roads

The property owners along private roads are responsible for fabricating and installing street signs at the intersections of all private and public streets in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE as outlined above. The Township is thereafter responsible for the maintenance of street signs on private roads.

3. New Public and Private Roads

The subdivision developer shall be responsible for fabricating and installing street name signs at the intersections of all new public and private roads, in compliance with PA TITLE 67, PADOT REGULATIONS and PA TITLE 75, of PA VEHICLE CODE, as outlined above. The Township shall thereafter maintain street name signs at the intersections of all new streets. In new subdivisions, all street names must be approved prior to final subdivision approval. See Sections II.A.2., II.H., III., IV.E.2.

SECTION FOUR – ADDRESSING POLICY

A. ADDRESSING AGENCY

The Township shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial, institutional or governmental purposes shall be provided with an address identifying the building.

B. ADDRESSING METHODOLOGY

Frontage Interval Addressing System

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the structures along the road. The frontage interval system will follow an interval guideline or measurement increments, which will yield approximately 200 possible address numbers per mile.

The Frontage Interval System includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the "take-off" point for semi-circular roads and numbering cul-de-sacs, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, trailer parks and stacked houses.

The following list is a description of the generally acceptable numbering standards.

1. The Frontage Interval

Assign the numbers every 52.8 feet or approximately each 1/100 mile. This will yield approximately 200 numbers per mile, 100 odd on one side and 100 even on the other side.

2. Odd/Even Number Location

Assign even numbers on the right side, from the point of beginning, and odd numbers on the left side, from the point of beginning.

3. Beginning Point

Numbering should begin at the East beginning point and proceed westward or at the North beginning point and proceed southward. In the case of a dead-end road, the beginning point will be at the point of departure from the main road, regardless of direction. See Section IV.B.8.

4. Fractional, Alphanumeric, Hyphenated Addresses

There should be no use of fractional addresses, alphanumeric address numbers, or hyphenated address numbers (e.g. 34 ½ Ash St., 123A Main St., 41-656 Bell St.).

Recommendations for specific numbering situations are below. The general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St., Apt. 304).

5. Bridges

Bridges should be numbered to identify them for purposes of references, just as houses. In most cases, measurement shall be made to the middle of the bridge and the numbers posted at the ends of the bridges in both directions. You may prefer to use an odd and an even number to post the bridge address, odd on the odd side end facing oncoming traffic and even on the even numbered end facing oncoming traffic. On bridges longer than ½ mile or so, number the ends of the bridge and post accordingly. See Sections IV.F. IV.G.5.

6. Diagonal Streets

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

7. Circular Streets

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

8. Cul-de-sacs

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

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

9. Corner Lots

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

10. Stacked Addressed

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction. Use of a hyphenated, alphanumeric or fractional number is discouraged (e.g. 254A, 254 1/2, or 254-3).

11. Apartments and Duplexes

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

12. Businesses

Businesses and business districts should be numbered just as apartments, with the middle of the building determining the number and the offices or businesses in the building being numbered as suites. (e.g. 225 Oak Dr, Suite 34). This rule may also be applied to "office parks" where each business has its own small building.

13. Interfacing with Existing Systems

When interfacing with existing numbering systems, care should be taken in locating the last assigned number of the existing system. All possible sources should be checked to determine the last number.

14. Mobile Home Parks

Mobile home parks should be numbered just like apartments unless already marked. The difference would be that individual mobile homes would be designated as lots instead of apartments (e.g. 334 Elm St, Lot 23). An alternative is to name the road(s) in the park and number the homes as single family dwellings following the rules for distance and direction herein (e.g. 45 Forest Ln).

15. Highways

Highways with no numbering system in place or where the system is to be changed will be numbered from county line to county line, following the rules for distance and direction herein.

16. Structures

When assigning numbers, the middle of the structure should determine the address assigned. Structures should always be numbered according to the road they face, not where the driveway enters the road or where the mailbox is. An exception to this is when the structure is obscured or if the structure is best reached for emergency purposes by the driveway. In such cases, the address should be assigned where the driveway falls on the road.

17. Preplanning Subdivisions

New Subdivisions will require street naming and address assignments to the lots prior to final approval. Shenango Township must review the plan for compliance with the various sections of this policy, as they relate to street naming and the assignment of address numbers.

C. EXEMPT BUILDINGS AND USES

The following buildings and uses will be exempt from the addressing system, but may be addressed at the request of the property owner.

1. Farm buildings, which are not residential or commercial.
2. Accessory buildings, which have uses that are accessory to the primary use of residential, commercial, industrial, institutional, or governmental building.
3. Unoccupied farmland or lots containing no dwelling(s) or businesses.

D. CHANGING ADDRESS NUMBERS

If an address number is changed for any reason, the Township shall be responsible for changing the address number.

When such a change is made, the township shall notify the building owner, the United States Postal Service (USPS), Pennsylvania Department of Transportation (PA DOT) and emergency services.

The township shall notify the building owner by certified mail, return receipt requested, or by personal service (date, time, and party served) to be recorded. The owner of the building shall cause the posted address numbers to be changed within 30 days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

E. ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

1. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application for a building permit. The building permit application shall require that an address be assigned to the new building.

2. Subdivision Requirements

No residential, commercial or industrial subdivision or land development shall be approved or recorded unless it has been assigned address numbers and a street name.

F. RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post and maintain address numbers as required under this policy at all times.

It shall be the duty of the above mentioned, upon affixing a new address number, to remove any conflicting number.

It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

G. SIZE AND LOCATION OF STREET ADDRESS NUMBERS

1. Residences, Townhouses and "In-Town" Businesses

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building or "In Town" business to display the assigned address number according to the guidelines set forth herein. The address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with the background on which they are affixed, as next to the front entrance as possible and practical, so that the number is legible

From the sidewalk (if any), the road and the opposite of the street day or night. (Blue background with white reflective letters and shall be at least 40" off the ground).

2. Private Lane and Long Driveways

If any residence, apartment building or business (except malls or shopping centers) is located so that the address number is not clearly visible from the street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address number shall be made up of numbers and/or letters which are not less than four inches in height, contrasting in color with the background on which they are affixed, visible day or night, and places upon a post or other structure which displays the number at least forty inches above the ground. The property owner is responsible for the installation of these additional sets of address identifiers. (Blue background with white reflective letters).

3. Industrial and Commercial Structures in Low Density Areas

All industrial and commercial structures located in low-density development areas, (areas in which small residential style address numbers are not visible from the road), shall display address numbers of not less than ten inches in height. The number shall contrast in color with the background on which it is affixed, and shall be visible day or night, from the street. When possible, the number shall be displayed beside or over the main entrance of the structure.

4. Apartment Buildings and High-rises

All apartment buildings and high-rises shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall contrast with the color of the background to which they are affixed, and shall be at least six inches in height to be visible day or night from the opposite side of the street facing the main entrance.

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

H. NOTICE TO COMPLY

The township police should be authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons in violation of this policy directing them to abate the situation within thirty (30) days after issuance of such notice.

SECTION FIVE – ENFORCEMENT

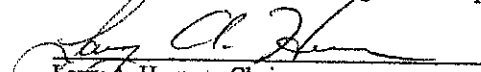
Whenever the Township discovers that there has been a violation of any provision of this policy, the township will issue a notice to the person or party failing to comply and order said person or party to take corrective action or measures within thirty (30) days from the date of notification.

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

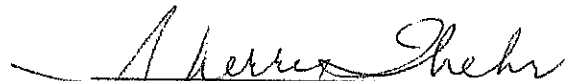
Any violation or any provision of this policy will constitute a summary offense, punishable by a maximum fine of \$300.00 per offense. Subsequent to the thirty (30) day period, following a notification of violation, each day of violation shall constitute a separate violation.


Enacted and ordained this 13TH of NOVEMBER, 2003.

Board of Supervisors of Shenango Township


Larry A. Herman, Chairman

Richard Schweinsburg, Vice Chairman


Sherry Wehr


Brian Tanner, Secretary/Treasurer