

SCOTT TOWNSHIP-LACKAWANNA COUNTY, PA
ORDINANCE NO. 09-02-18-001

AN ORDINANCE OF THE TOWNSHIP OF SCOTT 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; DETERMINING THE REQUIREMENTS FOR THE NUMBERING SYSTEM AND HOUSE NUMBERS; DETERMINING THE REQUIREMENTS FOR THE NAMING OF STREETS AND THE INSTALLATION OF STREET SIGNS; MANDATING A UNIFORM SYSTEM OF MAILING ADDRESSING; AND PRESCRIBING PENALTIES FOR VIOLATION.

The Board of Supervisors of Scott 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 Scott, 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 Scott 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 within Township boundaries;

- 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 addressing system.

Section 3: Scope. This Ordinance, the regulation, 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 Scott. 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 Scott Township Code Enforcement Officer. The Scott Township Code Enforcement 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 Scott Township Code Enforcement 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 Scott Township Zoning Ordinance, 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, roads, driveways or easements 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.

- D. Each street will have the same name throughout its entire length; and
- E. 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 and Signs. Building numbers and

signs shall comply with the following specifications:

- A. Building numbers shall be depicted in Arabic numerals in 3" reflective white lettering on green background signs measuring 6"w x 18"h, on front and back to be displayed vertical
- B. It shall be unlawful to cover or conceal, or to permit the site obstruction of the building numbers or sign. This includes snow. The posts should be installed in a manner that situates the sign high enough to be seen above piled or plowed snow.
- C. It shall be unlawful to post other numbers, signs or objects upon same;
- D. The property owner shall maintain the building numbers in such a manner that they continue to comply with the foregoing specifications;
- E. Building numbers and signs shall be conspicuously located and placed so as to clearly identify the building they relate to. All building signs must be placed in the front yard area of the building.
- F. 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;
- G. In the case of a strip mall or a shopping center or site of multiple businesses or occupants, shall display the legally assigned number at the main entrance to the business;

- H. The building number or sign shall be made of durable coated metal or plastic and erected on a metal pole; and
- I. The sign shall be clearly visible with the naked eye from all directions of travel.

Additionally, the owner of each such business or units 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 9: Street Signage Standards, Procedures and Specifications.

- A. Installation of street name signs.
 - 1. In subdivisions existing on the effective date of this Ordinance that are private, 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 the 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 Scott 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 shall be responsible for installing signs with the approved name of the street and building number signs.
4. The Township will only be responsible to install street name signs for Township maintained roads.
5. Street Signs must be reflective green with white lettering. They must be placed no less than 4 (four) feet and no more than 6 (six) feet from the entrance to the roadway.

B. Maintenance of Street Name Signs.

1. In subdivisions existing on the effective date of this Ordinance that are private, 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 and building number signs shall be maintained by the owners of property .

Section 10. Mailing Addresses

- A. Notification to phone company.

1. It shall be the duty of Scott Township to notify by mail each property owner as to their new mailing address.
2. It shall be the duty of each property owner to duly notify their phone company as soon as possible after the new address is assigned that they have received a new "E911 Address".

B. Three line addressing.

1. In order to further the purposes and justifications as set forth herein, it shall be mandatory for all owners of property within Scott Township to utilize and list their addresses on a Three line system consisting of the following:

First line: Name

Second line: House number and street

Third line: "Scott Township" and current zip code

Section 11. Time to Comply.

A. Building numbering.

1. It shall be the duty of Scott 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 or by May 1, 2009 whichever occurs last. 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 Scott 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 9(A) above) to install street name signs in compliance with this Ordinance within ninety (90) days of notification or by May 1, 2009, whichever occurs last.
3. 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 less than Three Hundred (\$300.00) nor more than Six Hundred (\$600.00) Dollars, and in default of payment thereof to imprisonment for a term not to exceed thirty (30) days. Each separate day of violation shall constitute a separate offense.

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 Scott 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 five (5) days after enactment by the Board of Supervisors of Scott Township or as provided for by law.

ORDAINED AND ENACTED ON THIS _____ DAY OF _____, 2009.

ATTEST:

**Scott Township Board of
Supervisors**

Secretary

Chairman Board of Supervisors

Supervisor

Supervisor