134 Attachment 1

Borough of Tyrone

Exhibit A
Street/Addressing Guidelines

Section 1. Introduction and purpose.

A. Purpose. The purpose of this addressing and street naming guideline is to establish standards for naming roadways, posting street signs, and assigning numbers to all dwellings, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service (hereafter referred to as USPS) and the public in the timely and efficient provision of services to residents and businesses of Blair County.

B. Goals.

The primary goal of this guideline is:

1. 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 the residents of Blair County 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 Blair County.

C. Objectives. Project objectives include:

1. Conversion of rural route numbers to street addresses.

2. The ongoing assigning of addresses to new development.

3. Installation of road signs to all named roads in Blair County.

4. Continued maintenance of countywide street name and address database.

Section 2. Street naming guideline.

A. Streets 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.

2. If the roadway is maintained by a municipality or the commonwealth.

B. Street name selection. Roadways will be named using the following standards:

1. A street 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 reflect local geography and character.

2. Names with the same theme (i.e., flowers, states) are suggested for naming 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 which may be offensive (slang, double meanings, etc.) shall be avoided.

6. Use of frivolous or complicated words or unconventional spellings are discouraged in road names.

7. Do not use special characters in road names such as hyphens, apostrophes or dashes.

C. Prefixes. Directional prefixes shall 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. (Names such as North East Baker Street will not be acceptable).

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 Blair County Department of Emergency Services (hereafter referred to as BCDES) providing they meet (USPS) guidelines. Streets should not have more than one suffix.

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 street with a median reflecting the boulevard character.
Circle (CIR) — A cul-de-sac or looped street that begins and circles back to terminate on the same road.
Court (CT) — A permanently closed street, not exceeding 1,000 feet, such as a cul-de-sac.
Drive (DR) — A curvilinear street.
Highway (HWY) — A primary state or federal route, suitable for heavy traffic volume.
Lane (LN) — A minor dead-end street or private lane.
Parkway (PKWY) — A road with a median reflection 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 road names.

When naming a new street, duplication of names shall be avoided, within the county whenever possible. For existing streets, duplication of names will be avoided within a municipality, postal zip code area, emergency service zone, or phone exchange area. (BCDES) will maintain an updated list of street names in the county, to avoid duplication existing names.

If two or more streets in the same municipality, emergency service zone, telephone exchange area or zip code area have duplicate or other noncompliant names then the guideline for Renaming Existing Streets (Section2-J) shall be followed.

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

F. Multimunicipal roads. Roads that pass through more than one municipality should bear the same name throughout the county wherever possible. Street and roadway name changes should only occur at street intersections, not at municipal or county lines.

G. Municipality annexation of streets. When a municipality annexes an existing roadway, and there is a street name conflict, the municipality shall change the name of the annexed roadway to conform to the guidelines outlined in Section 2-J.

H. Naming new roads. New streets shall be named during the subdivision process. (In a case that the requirements of a municipal subdivision ordinance contradict this guideline, the more restrictive requirements will apply.) Municipalities should submit proposed names to BCDES, who will review and obtain approval from the USPS and forward approval or disapproval back to the municipality.

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

Prefix Directional	2 character maximum
Street Name	15 character maximum
Street suffix	4 character maximum
Post directional	2 characters maximum

This assures reasonable street sign lengths utilizing appropriate font size. Historical street names exceeding 15 letters shall be retained whenever possible. Private drives which require being named can be longer than 15 characters upon approval of the municipality, but may require the posting of more than one street sign.

J. Renaming existing streets. Existing road names will be retained whenever possible. BCDES will recommend to municipalities any roads than require renaming due to duplication, or noncompliance with any other portion of this street naming guideline. BCDES will work with municipalities to resolve any conflicts that may arise.

K. Street name change. Municipalities desiring to have an existing street, or private road renamed shall submit the proposed street name change to BCDES. BCDES will review the proposed name for compliance with this street naming guideline and obtain USPS approval. Once BCDS and USPS have approved the name change the municipality shall be notified. The municipality will notify affected property owner(s).

L. Effective date of change. Any street name changes shall become effective within 30 days from of the municipality authorizing the change.

M. Adjacent county coordination. BCDES shall coordinate with adjacent counties so that road names and address ranges at the Blair County boundaries are logical. Roads that traverse county boundary lines should have one name, whenever possible, for the continuous length of the road. If the road names do change at the county boundaries, they should do so at prominent landmarks or intersections.

N. Township roads. A road with one township route number may have more than one road name if there are breaks in the road where name changes will be logical.

O. Private lanes. Private lanes should be named when there is more than one addressable building located on the road, or if residence cannot be seen from the intersecting named road.

Section 3. Addressing.

A. Addressing agency. The BCDES shall establish and assign street addresses in accordance with the guidelines set forth herein. All buildings used for residential, commercial, and/or industrial purposes shall be provided with an address identifying the building.

B. Addressing methods.

1. Numbering. BCDES 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 road and the structures along the road. Numbers will be assigned every 25 feet, resulting in approximately 400 numbers per mile, 200 odd on one side and 200 even on the other side.

2. Odd/even number location. From the point of the beginning of the road, odd numbers will be assigned on the left, and even number will be assigned on the right. As the house numbers increase odd numbered buildings will be on the left and even numbered buildings will be on the right.

3. Point of address. Address numbers shall be assigned at the point on the street that is closest to forming a straight, direct line with the front door of the structure, providing the front door faces the street. In the case where the structure does not have a front door that faces the street then the middle of the structure shall be used. When the front door is obscured or if the structure is best reached for emergency purposes by the driveway, numbers may be assigned where the driveway intersects the road.

4. Fractional, alphanumeric, or hyphenated addresses. There should be no use of fractional addresses, alphanumeric addresses, nor hyphenated addresses (e.g., 34 V2 Ash Street, 123A Main Street, 41-656 Bell Street).

Rules 1 through 4 shall apply unless you are continuing a city style numbering scheme that is already in place. In the case where existing city style addresses are already being used, there may be some readjusting of numbers so that each structure has an unique address.

5. Circular streets. Circular streets will be numbered with the outer perimeter having the odd numbers and progressing in a clockwise direction. The inner side of the circle will have even numbers.

6. Culs-de-sac. Culs-de-sac will 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 will be numbered in a way that will fit best.

7. Corner lots. When assigning numbers to comer lots, use the front door to determine which street the house will be addressed on. In rare cases when the front door is obscured or if the structure is best reached for emergency purposes by the driveway, a property number may be assigned based on where the driveway falls on the road.

8. Crossing county lines. Where a road crosses from another county into Blair County, consideration will be given to an existing numbering system in that county so that addresses along these roads will be continuous.

9. Stacked addresses. Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should each be assigned an address number following the guidelines herein or when necessary simply by best fit.

10. Apartments and duplexes. Apartments and other multitenant structures should be numbered with the main building and then assigned apartment numbers as secondary location indicators (e.g., 202 Main South, Apt 303). If possible, use apartment numbers to indicate the floor location (e.g., 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 number and the offices or businesses being numbered as suites (e.g., 255 Oak Drive, Suite 34). 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 numbered just like apartments unless each trailer is already marked. The difference would be that individual mobile homes will be designated as lots instead of apartments (e.g., 334 Elm Street, Lot 23). An alternative is to name the road(s) in the park and number the homes as single-family dwellings following guidelines herein.

13. Townhouses. Townhouses, because they have separate entry doors, will each be assigned a number using the guidelines herein, although it may also be necessary to best fit some townhouses.

C. Exempt buildings. Farm buildings, which are not residential or commercial, will not be addressed. Accessory buildings that have uses, which are accessory to the primary use of residential, commercial, industrial, or governmental buildings, shall also be exempt.

D. Changing address numbers. If an address number is changed for any reason, BCDES shall be responsible for assigning the new address number and will notify the municipality and the USPS. When such a change is made, the municipality shall notify the building owner by certified mail/return receipt requested to make the change. The building owner will have 30 days to change the posted address numbers on the building. 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, when obtaining their building permit, will be instructed to contact BCDES to obtain their address. BCDES will assign an address to the new construction as well as sending notice to the USPS.

2. Subdivision requirements. No residential, commercial or industrial subdivision or land development shall be approved unless it has been assigned address numbers and street names.

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, building, or industry to purchase, post and maintain address numbers as required by this guideline 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 street 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 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 with the background on which they are affixed, as near to the front entrance as possible and practical, so that the number is legible from the sidewalk (if any), the road and the opposite side of the street day or night.

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 posted at the intersection of the driveway with the public street. The additional address numbers 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, be visible day or night, and placed upon a post or other structure which displays the number at least 48 inches above the ground.

Section 4. Street name signs.

A. Introduction. All public and private roads in Blair County, which require a name, shall be identified by a sign and shall display the proper street name.

B. Description of signs. Street name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with requirements set forth in PA Title 67, PennDOT Regulations, and PA Title 75, of PA Vehicle Code as outlined below. Where possible existing street signs will be retained:

1. Sign color. The street name should be reflective or illuminated and should have a white legend on a green, blue, or black background or a black legend on a white background.

2. Sign height. Signs should be not less than seven feet from 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 above.

3. Sign placement. Signs should be placed with their faces parallel to the streets they name, as close to the intersection comer 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. Sign posts of signs erected inside a curb are not regulated. Signs that are not posted behind a curb shall be of breakaway construction. Sign post material is not regulated.

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 in smaller lettering, at least four inches high.

6. Sign size. The overall dimensions of the sign shall not exceed 36 inches in length and eight 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. Municipalities are responsible for fabricating and installing street signs at e intersections of all existing public roads, within respective municipal boundaries, in compliance with PA Title 67, PennDOT Regulations, and PA Title 75, of PA Vehicle Code as outlined above.

2. Existing private roads. Each municipality shall decide who will be responsible for the fabrication, installation and maintenance of street signs.

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

Source guide.

1. The National Emergency Number Association's book: Addressing Systems: A Training, Guide for 9-1-1, 1995, ISBN 1-883119-18-9.

2. The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.

3. The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.

4. PA TITLE 67, PennDOT REGULATIONS.

5. PA TITLE 75, PA VEHICLE CODE.

Any addressing issues not addressed in this guideline will be resolved using the standards recommended in the above referenced publications.