

Mercer County Pennsylvania
Department of Public Safety & GIS Department
Next Generation 9-1-1 - Road Naming & Addressing Guide



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Definitions:

1. **Address** - the number that is assigned to a building, structure, property, location, or portion thereof (hereinafter referred to as 'structure') which can be accessed by a public or private road. The number corresponds to the primary location where the structure is accessed from the road, sequentially and in relation to other addresses along the road. A minimum of one valid address is assigned to all structures; however, one structure can have multiple unique addresses assigned to denote separate units within said singular structure (i.e., shopping plazas, apartment complexes, campgrounds, etc.)

1.b. **Subaddress** - a unique alphanumeric that is assigned in addition to the address number; to denote a separate unit or partitions within a singular structure. (i.e., apartment, suite, lot, unit, etc.) The subaddress is at the end of the entire street address, for example, 123 Main St, Apt 1. 'Apt 1' is the subaddress that follows '123 Main St'
2. **Addressing Increment** - the algebraic conversion factor for the amount of addresses that can be assigned per mile of road. The Mercer County standard addressing increment is 52.8 feet. The addressing increment allows for addresses to be assigned sequentially in 52.8 feet increments.
3. **Emergency Services** - all personnel, vehicles and equipment utilized in Mercer County Pennsylvania, including law enforcement agencies, fire departments, ambulances services or other medical provider services, the 9-1-1 dispatching center, and the EMA staff of Mercer County.
4. **Governing Body** - the township supervisors of any Second Class Mercer County Township, the borough council of any Mercer County Borough, and the city council or city commissioners of any Third Class Mercer County City. This includes any council, supervisors, or commissioners of a Mercer County home rule municipality.
5. **MCDPS** - Mercer County Department of Public Safety
6. **MCGIS** - Mercer County Geographic Information Systems Department
7. **Municipality** - all Mercer county political subdivisions of townships, boroughs, and cities. This includes all second class Mercer County townships, all Mercer County boroughs, and all third class Mercer County Cities, regardless of home rule charters.

- 8. National Emergency Number Association (NENA)** – A national not-for-profit organization that promotes research, standards, and training. NENA strives to educate, set standards and policies, provide certification programs, legislative representation and technical assistance for implementing and managing 9-1-1 systems. NENA has published standards for 9-1-1 addressing and requirements of GIS data to support Next Generation 9-1-1 call delivery.
- 9. Next Generation 9-1-1** – “Next Gen 9-1-1” or “NG911” is a standards-based, Internet Protocol (IP) emergency communications infrastructure that enables voice and multimedia 9-1-1 communications. NG911 utilizes GIS (geographic information systems) as a foundation to accurately route calls to the correct 9-1-1 center and to further route emergency responders to the correct location of an emergency. NG911 is dependent upon accurate GIS data that represents real world places: addresses, buildings, roads, territories, and boundaries.
- 10. Owners** - All persons or entities that have an ownership or occupancy interest in real estate on which an Address is situate, including, but not limited to, a fee simple interest, fractional interest, easement, right-of-way, or any other ownership interest which allows such persons or entities to have any right over or provides any duty to maintain or preserve a Private Road on said real estate.
- 11. Private Road** - A road which is not maintained by a Mercer County Municipality or Pennsylvania Department of Transportation; a road that is privately maintained by land owners, a privately held entity, or their designees. Private roads may or may not meet the construction standards of public roads but are nevertheless used for accessing locations.
- 12. Public Road** - A road which is publicly maintained by the Pennsylvania Department of Transportation or a Mercer County Municipality
- 13. Road Name** - A name that is designated for a road thoroughfare by the governing body for any public or private road; the four portions of a road name are the prefix directional, root road name, road name post type, and post directionals.
- 14. Road Name Sign** - A sign which identifies to the public the name of the road designated by the Governing Body for any public or private road.

Section 1 - Introduction & Purpose

Purpose - The purpose of this road naming & addressing guide is to define the standards and practices involved in naming roads, posting road signs, and assigning addresses to all buildings, structures, properties, and locations. In doing so, this will enhance the data quality and data integrity of the county addressing database, which is primarily used by the Mercer County 9-1-1 system, among other uses. Furthermore, this will assist emergency service agencies, the United States Postal Service (hereafter referred to as USPS) and the public in the timely and efficient location of residences, businesses, and other locations within Mercer County Pennsylvania. Coordination with the USPS Regional Address Management Office enables integration of addresses as valid mailing addresses where applicable.

Goals - The goal of this guide is to standardize road naming and addressing procedures to provide emergency service agencies with a complete, consistent and predictable set of addresses, so that emergency incidents can be located with the greatest efficiency and timeliness.

Objectives - Project Objectives include:

1. Improving addresses in response to evolving emergency response technology
2. Standardizing the assignment of addresses to all development
3. Updating the countywide road name and address database to ensure consistency and compliance with national (NENA) and state (PEMA) standards
4. Set guidelines for: Addressing Requirements & Procedures, Road Naming, and Roadway Signage to municipalities, developers, and members of the public.
5. To clarify county and municipal responsibilities in regards to road naming and address number assignments.

Legal Authority - Legal authority to name roads and assign address numbers is granted to local governments by the Commonwealth of Pennsylvania as follows:

Third Class Cities -

Title 11, Cities

Chapter 124 Section 12417: Numbering of Buildings

Boroughs (and Incorporated Towns) -

Title 8, Boroughs and Incorporated Towns

Chapter 12, Section 1202: Specific Powers, subpart (18)

Chapter 17, Subchapter B: Plan of Streets

Chapter 17, Subchapter C: Laying out Streets

Second Class Townships -

Title 53, The Second Class Township Code

Article XV, Section 66520: Numbering of Buildings

Article XXIII, Section 67329: Naming of Streets

These local governments can, by municipal ordinance, authorize or designate an organization or entity as their municipal addressing authority to conduct the assignment of address numbers as outlined in *Title 53 of the Consolidated Statutes, Chapter 23, Subchapter A: Intergovernmental Cooperation*. However, the authority to name roads remains with local governments within the commonwealth of Pennsylvania.

Section 2 - Road Names

Roads Requiring Names

A road will require an official name and associated municipal declaration resolutions and or ordinances if it meets at least one of the following conditions. Road names must conform to and abide by the basic naming standards for roads (below):

1. The road is maintained by a municipality, the Pennsylvania Department of Transportation, private landowners or their designees.
2. Roads must be known locally and are part of the integrated road network that currently exists in Mercer County
3. Roads must remain passable for emergency responders, to travel to / along and provide emergency services
4. Private Driveways or Private Access Roads should be declared as private roads if there is a minimum of two, separate addressable structures, that are only accessible by said road
5. ** If an addressable structure is located well beyond the line of sight from the intersecting named road in such a way that would decrease the timely response of emergency responders. **

**** denotes conditions that are the discretion of the MCDPS ****

Basic Naming Standards for Roads

Road names should be appropriate, easy to read, and should add to community pride, promote local heritage, history and traditions, and reflect local geography and character.

1. Duplicative road names must not be used within the same municipality, zip code, delineated emergency service zone or other geographic feature at the discretion of the MCDPS. Duplicative road names should be changed to delineate differing locations, for example adding a prefix directional to the road name and corresponding addresses.
2. Similar Sounding Names & Homonyms - Similar sounding names should be avoided and shall not be used within the same municipality, zip code, delineated emergency service zone or other geographic feature at the discretion of MCDPS (i.e., Bay View Dr, Bayview Dr, Barnard St, Bernard St, Brainard St). Also, roads names that have the same pronunciation but are spelled differently (homonyms) shall not be used within the same municipality, zip code, delineated emergency service zone or other geographic feature at the discretion of MCDPS (i.e., Smith, Smythe, Smyth; Allen, Alan)
3. Road names should not be difficult to pronounce (so that children, constituents whose first language is not English, etc. can use the name in an emergency situation)
4. Road names that include numbers, for example, 1st Street or First Street, should be consistent in naming and spelling conventions across the county. It is recommended that the name be spelled out, i.e., First, Second, Third. Street signs denoting the name of the road should reflect the “spelled-out” road name.
5. Road names that include words that could be abbreviated, i.e., GRV (Grove), MT (Mount), N (New), NO (Number), SPGS (Springs), SQ (Square), ST (Saint), should not be abbreviated; should be spelled out.
6. Road names should not be difficult to spell, the most common spelling is advised (so that children, constituents whose first language is not English, etc. can use the name in an emergency situation)
7. Historically used road names should be maintained where possible. New roads along natural, geographic, or hydrologic features may retain a name that references such features.

8. Road names should not be named for businesses, with rare exceptions
9. Road names should not be named for individuals, except where it can be demonstrated that a particular name carries significant and appropriate historical context. Roads should not be named after families that once inhabited or currently inhabit a said area.
10. Road names should not have double directionals (prefix directionals or post directionals), for example 'S East Rd' or 'N West Ave'.
11. Road names should not have more than one road name post type (Street, Lane, Avenue, Drive, Road, etc.)
12. Road names should not contain pejorative, derogative, or offensive language.
13. Symbols including but not limited to hyphens, apostrophes, dashes, pound signs, slashes, etc. shall not be permitted or utilized.
14. Road names with the same theme (i.e., Flowers, States, Trees) are suggested for naming roads in an entire subdivision, as means of general identification.
15. It is advised that roads retain the same name throughout their length, exceptions for major intersections and changing directionals at defined points. Roads that have historically shared names across multiple disconnected segments, may retain their names where it is determined logical because of the existence of city-block or distance interval addressing, as long as there is no duplication of road ranges along the disconnected segments.

Road Name Composition

Road Names are composed of different parts:

Example 1: N Main St

Example 2: Fairgrounds Rd S

Prefix Directionals: (North, South, East, or West) the prefix directional is the abbreviated direction that may precede the root road name. In Example 1, “N” is the prefix directional. Prefix Directionals are always abbreviated in the Mercer County 9-1-1 system and are limited to 1 alphabetic character. Double prefix directionals are prohibited (i.e., North East State Street, NE State St).

Root Road Name: the portion of the entire road name that may follow a prefix directional and precedes the road post type / thoroughfare. In Example 1, “Main” is the root road name. The root road name can contain multiple words, for example: “Sandy Lake New Lebanon Rd”, the underlined portion is considered the root road name.

Figure 1: Road Name Post Types

Road Name Post Type	Abbreviation
Alley	ALY
Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Crossing	XING
Drive	DR
Extension	EXT
Freeway	FWY
Highway	HWY
Lane	LN
Pike	PIKE
Place	PL
Plaza	PLZ
Road	RD
Run	RUN
Street	ST
Terrace	TER
Trail	TRL
Way	WAY

Road Name Post Type (a.k.a. thoroughfare): the portion of the road name that follows the root road name. In Example 1, “St” is the road name post type. Road name post types are always abbreviated in the Mercer County 9-1-1 system. A list of currently used and acceptable road name post types in the Mercer County 9-1-1 System and their abbreviations is provided (**Figure 1**). There are other road name post types, but they are not currently used in Mercer County. Additional road name post types may be considered but are at the discretion of MCDPS due to implications and or limitations of the Mercer County ALI (Automatic Location Identification) database. Acceptable road name post types and abbreviations, utilized by USPS, are set forth in USPS Publication 28, Appendix C.

[Link to USPS Publication 28](https://pe.usps.com/text/pub28/28apc_002.htm) - https://pe.usps.com/text/pub28/28apc_002.htm

Post Directionals: (North, South, East, or West) Although rare, the post directional is the abbreviated direction that may follow the road name post type, in example 2, the “S” is the post directional. Post directionals shall only be used when necessary, such as to indicate the directions of travel on divided highways or portions of roads that are disconnected due to

impassable conditions. Post Directionals are always abbreviated in the Mercer County 9-1-1 system and are limited to 1 alphabetic character.

Extension: If the road name post type is 'Extension', preceded by another post type, the first post type is completely spelled out and extension is abbreviated. For example, "W Main Street Ext"; 'Street' is not abbreviated but 'Extension' is. The national standard is that there can only be one road name post type, which is abbreviated. In the case of 'Extension' / 'EXT', the preceding road name post type is then considered part of the root road name and 'Extension' is considered the road name post type, furthermore it is abbreviated while the root road name is not.

Duplication of Road Names: When naming a road, duplication of names shall be avoided whenever possible. Duplication of root road name (example: White Rd, White Dr), regardless of road name post type, shall be avoided within a municipality, delineated emergency service zone, and postal community. In order to ensure that duplicative road names are not established and adopted by the governing body, municipalities shall confer with Mercer County Department of Public Safety prior to taking action on naming a road.

Multi-municipal roads: Roads that pass through more than one municipality should bear the same name throughout the county, wherever possible. Road name changes should only occur at major intersections where it is well known locally that the road name is not continuous. Road name changes at municipal or county lines are highly discouraged.

Additional Road Data - Necessary for 9-1-1 Dispatching & Location Validation

Road Range

Roads in Mercer County must have an associated road range. The road range is the range of numbers that can be assigned to an addressable structure along road segments. This coincides with the addressing increment. The standard addressing increment used in Mercer County is 52.8 ft. When creating a road in GIS for the Mercer County 9-1-1 System, a road range is required and will be assigned based on the addressing increment. The standard is to start a road range at 1 and go to the maximum road range number based on the length of the road segment. Furthermore, this must be subdivided in GIS to reflect a left range & a right range. For example, if a road has a total range of 1-10, the left side of the road has the range of 1-9, while the right side of the road has the range of 2-10. Municipalities can suggest a road range if they choose, but acceptance of the municipal suggestion of range is at the discretion of MCDPS, as poor ranges can cause errors in the 9-1-1 system. In addition, if the municipality chooses to suggest a range, it should comply with the standard address increment of 52.8 ft. Lastly, if no

range suggestion is included from the municipality, the standard road ranging method will be used to assign an appropriate range.

Road Parity

In addition to range, roads must also have a parity, i.e., Odd, Even, Both or Null. Both & Null parities are only used in rare exceptions and should not be suggested by municipalities. The parity describes the allowable range and sequencing of addresses on each side of the road. For example, if a road has a range of 1-10, the left side of the road has the range of 1-9 with an odd parity, while the right side of the road has the range of 2-10 with an even parity. Usually, the left range has an odd parity, while the right range has an even parity, although this is not consistent throughout the county. When a parity is inconsistent with the standard, it is on a case-by-case basis.

Direction of Road Ranging / Sequencing

Direction of road ranging is not required in our road data, but is important to understand for ranging, parity, and assigning of address. Generally speaking, the lowest road ranges should be associated with the westernmost or southernmost portion of the road, while the highest road ranges should be associated with the easternmost or northernmost portion of the road.

Examples that elucidate this phenomenon include US 62 and US 19 (Perry Highway).

Furthermore, to clarify, the road ranging must be consistent and equivalent on both sides of the road; as the road range increases on the left, it must increase in the same direction on the right, and vice versa.

The lowest road ranges associated with the westernmost or southernmost portion of the road and highest road ranges associated with the easternmost or northernmost portion of the road are not consistent throughout all of Mercer County. It is evident that in the cities, towns and boroughs, where pre-existing block style addressing exists and existed prior to the original Mercer County Rural Readdressing plan, that the direction of road ranging / sequencing is consistent with local models and preferences. For Example, in Mercer and Grove City Boroughs, the direction of road ranges radiates out from the center of town. As you travel farther away from the center of town, the greater the road range and the greater the assigned addresses. In the rural landscapes of the county, the ranging and sequencing of roads appears to be based on distance from large arterial roads, state highways and state-maintained roads. If you exit a major arterial road onto a smaller municipal road regardless of the direction of the smaller municipal road, the address numbers increase as you travel farther away from the intersection arterial road. Going forward, it is advised to remain consistent with the current sequencing.

Process for Naming Roads

New Municipal or State Maintained Roads

If the new road shall be maintained by the commonwealth or a municipality, the authority to name such roads is granted to the local government as per the municipal codes of the commonwealth. The specific codes are outlined above in Section 1, subsection **Legal Authority** of this document. However, prior to any municipal adoption of a road name, the municipality shall approach MCDPS with the proposed road name. Doing so allows MCDPS to ensure adherence to the standards and policies put forth in this document. Once a road name resolution and or ordinance is adopted by a municipality, the municipality **must** provide a copy of the official municipal resolution and or ordinance to MCDPS. Once MCDPS receives official copies of municipal resolutions and or ordinances, naming a road within a jurisdiction, MCDPS will create the road in the Mercer County 9-1-1 system.

If a municipality adopts a road name, without consultation of MCDPS, and the road name is not in compliance with the standards and policies put forth in this document, MCDPS will request that the municipality repeal the road name adoption resolution and or ordinance. Once repealed, the municipality, under advisement of MCDPS, will adopt a new ordinance and or resolution with a more appropriate road name that does comply with the standards and policies put forth in this document.

Privately Maintained Roads

If the new road is maintained by a private entity, citizen, or group of citizens, regardless of the proposed road situate upon private lands, a private road name request must be completed and returned to MCDPS within 30 days of issuance. As per Pennsylvania Commonwealth Court Case law, ***Crystal Lake Private Park v. Greenfield Township (2001)***, a private road, not maintained by the commonwealth or municipality, cannot be named unilaterally by the municipality or county, without suggestion from the private entity, citizen, or group of citizens maintaining the road. Completing the private road name request and adhering to the procedure described above, ensures that the municipality, private landowner(s), and Mercer County are in compliance with the precedent set by ***Crystal Lake Private Park v. Greenfield Township***. However, there is a time limit for returning the private road name request to MCDPS to ensure timely maintenance of 9-1-1 data and timely assignment of road names and addresses. If the private entity, citizen, or group of citizens, fails to return the private road name request within the specified amount of time, we will infer that they have chosen to forfeit their opportunity to suggest possible road names. In which case, MCDPS will work directly with the municipality to adopt an appropriate road name for the private road within the municipal jurisdiction, in order

to protect the well-being, health, and safety of all citizens of Mercer County, as per the municipal codes of the commonwealth.

Once a completed private road name request is received by MCPDS, MCPDS will choose the most appropriate name, ensuring adherence to the standards and policies put forth in this document. Then MCDPS shall recommend the chosen road name to the municipality for official adoption via a municipal resolution and or ordinance. Once a road name resolution and or ordinance is adopted by a municipality, the municipality **must** provide a copy of the official municipal resolution and or ordinance to MDCPS. Once MCDPS receives official copies of municipal resolutions and or ordinances, naming a road within a jurisdiction, MCDPS will create the road in the Mercer County 9-1-1 system.

Alteration of Existing Road Names

Municipalities can alter existing road names via municipal resolutions and or ordinances. This may be prompted by a municipality or MCDPS, by the same process outlined above for new road names, i.e. the municipality shall approach MCDPS with the proposed road name prior to any municipal actions. Once a road renaming resolution and or ordinance is adopted by a municipality, the municipality **must** provide a copy of the official municipal resolution and or ordinance to MDCPS. Once MCDPS receives official copies of municipal resolutions and or ordinances, renaming a road within a jurisdiction, MCDPS will edit the existing road and associated addresses in the Mercer County 9-1-1 system.

Section 3 - Assigning Addresses

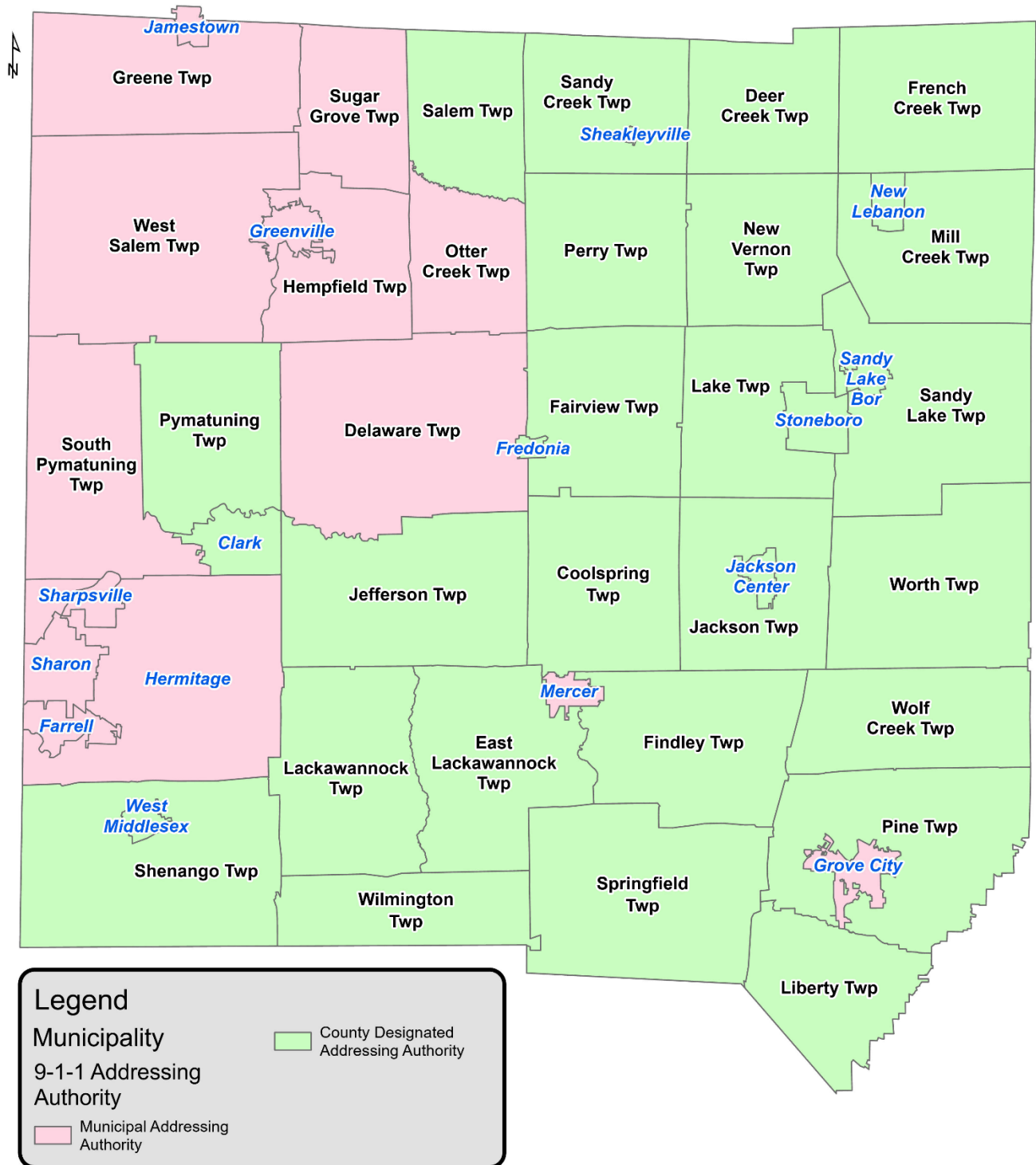
Current Status of Addressing Authority in Mercer County (October 2023)

Currently, Mercer County GIS assigns 9-1-1 addresses for 32 / 47 municipalities in Mercer County that elected to designate the county as their addressing authority as per municipal ordinances and or resolutions (denoted in Green below) (**Figure 2**). In 2024, the Mercer County Board of Commissioners adopted resolution No. 2024-53, which designates Mercer County GIS as the 9-1-1 addressing designee for the 32 municipalities, formerly Mercer County Regional Planning Commission, assigned addresses for these 32 municipalities as a contractor to Mercer County.

Fifteen municipalities, denoted in pink below, maintained their municipal addressing authority and currently assign their own 9-1-1 addresses. Municipalities that maintain their municipal addressing authority, **must** inform MCDPS & MCGIS when a new 9-1-1 address is assigned, an existing 9-1-1 address is changed, and if a municipality retires a previously assigned 9-1-1 address. Regardless of who assigns the address, all addresses are digitized in GIS for MCDPS and the Mercer County 9-1-1 system.

Figure 2: Mercer County Addressing Authority

Mercer County PA Addressing Authority



Basic Standards for Assigning Addresses

1. Address numbers must be positive integers, i.e., whole numbers, fractions and decimals are prohibited. The only exception being '½', which should be used very sparingly. Going forward, no new address with '½' will be accepted. Instead of '1/2' a subaddress such as UNIT A, APT 1, SUITE B, will be utilized as opposed to fractions.
2. Address numbers must correspond to the road range. If the address number is not within the road range, it is unacceptable as use would cause dispatching errors and routing of emergency services to incorrect locations.
3. Address numbers must correspond to the road parity. If the address number does not match the existing road parity, it is unacceptable as use would cause dispatching errors and routing of emergency services to incorrect locations.
4. Address numbers shall be assigned based on the primary location of ingress / egress from the corresponding road, i.e., the address number is based on the primary access from the road to the structure.
 - a. For structures that have driveways, the address of the structure shall be based on the exact location in which the driveway intersects with the road.
 - b. For structures without driveways (i.e., on-street parking), the address shall be assigned based on the point of the road that is closest to forming a straight line (perpendicular to the road) with the main entrance of the structure, providing that the main entrance faces the road.
 - c. For structures that do not have a main entrance that is parallel to / faces the road, the center of the structure shall be used in lieu of the main entrance.
 - d. For structures that are situate on corner lots or structures with access to two or more roads, the address shall be assigned based on the above methods that reflect the most direct access to the structure.
5. Alphanumeric or Hyphenated addresses are prohibited as they cause dispatching errors, examples include: 123A Main St, 42-46 Maple Rd

Address Numbers

An address is a number that is assigned to a structure to denote its sequential access along a road. Address numbers must fall within the corresponding road's range and abide by the parity of the road. If the left road range is 1-9 with an odd parity, 12 is an unacceptable address number, which will cause 9-1-1 dispatching and routing errors. Address numbers that do not fall within the roads range and address numbers that are inconsistent with the road's parity should be correctively 're-addressed' to eliminate 9-1-1 dispatching errors, to eliminate call routing errors, and to eliminate illogical sequencing of addresses which can lead emergency responders to incorrect locations or wasting time finding locations during emergencies.

Addresses may require a subaddress. In our current 9-1-1 system, duplicate addresses cause 9-1-1 dispatching errors. There cannot be multiple '123 Main St' addresses within the same municipality without a unique delimiter, such as a subaddress, i.e., Unit 1, Apt A, Lot 2, etc. Furthermore, addresses should not be duplicated within municipalities, zip codes, or delineated emergency service zones.

Generally speaking, all structures that are used for Residential, Commercial, Industrial, Institutional, Recreational, and for utility purposes, can be assigned an address. A list of structures that require an address and have been historically assigned addresses within Mercer County is denoted below. Other kinds of structures, not listed below, may be assigned an address, at the discretion of MCDPS. Please contact MCDPS or MCGIS for inquiries in regards to assigning an address for a type of structure that is not listed below.

List of Structures that have been historically assigned an address

Other structures may be assigned an address, at the discretion of MCDPS.

Structure Type	Definition
Amish Telephone Booths	A structure that contains a landline telephone for use by the Amish community, required as necessary for ALI database
Campus Buildings	Structures usually on a college campus, business / commercial park, or other site that is used for education or business related functions, each structure should have a unique street address
Campsite	a permanent space designated from camping or seasonal use with utilities provided to the space

Cemetery	a place that is used to intern the deceased, cemeteries are assigned addresses by Mercer County for emergency response and situational awareness
Church	structures primarily used by a religious organization for worship, separate church affiliated structures require separate addresses, i.e., rectory, parsonage, parish hall, cemetery
Commercial Building	structures used for commercial purposes by one or more organizations, may require multiple addresses or subaddresses denoting separate locations
Dormitory	multi-unit structure providing temporary lodging, usually for a period of less than 1 year
Duplex	two or more single family residential dwellings sharing a common wall which comprises the same structure
Government Building	structures used by local, county, state, or federal governments, or by an organization that is affiliated with local, county, state, or federal governments. Includes courthouses, municipal buildings, fire departments, police stations, libraries, etc.
Industrial Building	structures used for industrial purposes by one or more organizations, may require multiple addresses or subaddresses denoting separate locations
Mobile Home	a manufactured home that can be moved to a different location or permanently affixed to a certain location, can be included in a mobile home park or a stand-alone lot
Multi-Family Residential Homes	structures that are utilized by more than 1 family and have separate units within, may have shared or separate entrances, usually not affiliated with an apartment complex or apartment management agency
Multi-Unit Apartment Building	structures that are utilized by more than 1 family and have separate units within, may have shared or separate entrances, usually affiliated with an apartment complex or apartment management agency

Office Building	structures used for professional or medical purposes by one or more organizations, may require multiple addresses or subaddresses denoting separate locations
Park & Recreational Facilities	structures at a park or recreational area that are used by the local community, this includes gazebos, pavilions, pool houses, school stadiums, sport venues, etc.
Schools	structures used by school districts for educational and instructional purposes
Seasonal Homes	cabins or other residential structures used seasonally by property owners
Single Family Residential Homes	structures that are generally inhabited and used by singular families for their primary domicile
Storage Facilities	structures that may contain multiple different rented units for the storage of property
Towers	structures that are used to transmit communication information, include cell towers, radio towers, and other upright standing obelisks structures
Townhomes or Condominiums	structures that are generally inhabited and used by singular families for their primary domicile, usually in a row, may have shared walls but are usually owned by separate entities and internal access from one unit to the next does not exist
Utility Structures	structures that are not inhabited, usually used for one of the following purposes: gas/oil wells, well pads, well stations, water wells, sewage treatment facilities, water treatment facilities, electric substations, sewer/wastewater grinder stations, sewer/wastewater pump stations USGS stream gauges, communication equipment or switches, railroad equipment or switches, etc.

Unique Addressing Circumstances

Circular Roads

Circular roads will be numbered with the outer perimeter having the odd numbers and progressing in a clockwise direction.

Cul-de-sacs

Cul-de-sacs will be numbered just like any other road, it is suggested to have odd numbers on the left and even numbers on the right. Odd & even numbers will meet at the midpoint at the rear of the cul-de-sac. If there is a structure in the center of the cul-de-sac, it will be assigned the next sequential address in the pattern.

Corner Lots

When assigning addresses to corner lots, use the main entrance to determine which roadway the structure should be addressed to. In the rare case that the main entrance does not face either road, the driveway should be used to assign an address to the structure.

Apartment Buildings

Structures that have multiple units or partitions, like apartment buildings should have 1 address denoting the main structure, and then assigned apartment numbers (subaddress) as the secondary location information. Each unit shall receive its own unique address (main address plus subaddress) which should be placed on the main entrance to the unit denoting its unique location within the structure. Due to the necessity for this information, MCDPS and or MCGIS may require floor plans or engineered drawings of multi-unit housing structures for the purpose of assigning addresses and ensuring no duplicative addresses are assigned or accepted. If possible, subaddresses should denote the floor, for example 123 Main St, Apt 303 denotes the third apartment on the third floor. In the rare case where there are different buildings in an apartment complex using the same address, the subaddress could also denote the building, for example 123 Main St, Apt B303, would denote the third apartment on the third floor of building B, although it is not recommended to have multiple buildings using the same address.

Towers

Towers must be assigned a unique address. Currently, in the Mercer County datasets, towers have historically retained the address of the property in which they are situate upon, even if that address is already utilized by another structure. This is unacceptable; Towers must have unique addresses that are not currently in use by other structures. Furthermore, if it is likely that multiple towers will be co-located in the same general area, declaration of a private road name may be required in order to not impede and expedite the capability of development.

Businesses, Plazas, Shopping Centers, and other multi-unit nonresidential Structures

Businesses, Plazas, Shopping Centers, and other multi-unit nonresidential Structures must have unique addresses for each unit or partition. This can be accomplished in two different ways. The first option, similar to apartment buildings, is to assign 1 address for the main structure and subaddress for each individual unit, for example 123 Main St, Suite 1; 123 Main St, Suite 2; etc. The second option is that each unit has its own unique address, for example 123 Main St, 125 Main St, 127 Main St, etc. This also applies to business parks, shared office buildings, industrial parks, etc. Due to the necessity for this information, MCDPS and or MCGIS may require floor plans or engineered drawings of multi-unit commercial structures for the purpose of assigning addresses and ensuring no duplicative addresses are assigned or accepted. Each unit shall receive its own unique address which should be placed on the main entrance to the unit denoting its unique location within the structure(s).

Mobile Home Parks and Campgrounds

Currently, most mobile home parks and campgrounds in Mercer County are addressed with 1 singular address denoting the main location via the main arterial road, and subaddresses denoting each unit or lot. Roads within these locations are not utilized for assigning addresses, rather the main arterial road that it used to access the entire location is generally used to assign the main address. Going forward, the roads within the mobile home park and campgrounds should be named and declared as private roads and unique addresses denoting the road within the mobile home park or campground should be utilized to assign addresses to each unit or lot.

Townhomes

Townhomes will be addressed by each unit receiving its own unique address, just as a standard single-family residence would be addressed. The main entrance to each unit shall be used to determine the address of each separate residence.

Section 4 - Road Signs & Address Signage

Mercer County is not responsible for maintaining, purchasing, or installing road or address signs, however, here are some basic recommendations for Municipalities, PennDOT, or Private Owners and their designees. To clarify, Mercer County is not mandating any of these recommendations, they are merely suggestions:

- Road signs are to be maintained by Municipalities, PennDOT, or Private Owners and their designees; Mercer County is not responsible for the placement, maintenance, or costs associated with road signs.
- Road signs should reflect correct road names and naming conventions as mentioned in Section 2 - Road Names and used in the Mercer County 9-1-1 System.
- Novelty road signs that denote a driveway, but not an official road in the 9-1-1 system, for example 'Dale Earnhardt Jr Blvd', should be avoided and not posted, as this can cause confusion to emergency responders.
- Municipalities may include the "TR" i.e., Township Road numbers on road signs, this can be beneficial to 9-1-1 dispatchers and persons calling 9-1-1. **(Figure 3)**

Figure 3: Township Road sign with a TR number present



- PennDOT may include the "SR" i.e., State Route numbers on road signs, this can be beneficial to 9-1-1 dispatchers and persons calling 9-1-1.
- Road Signs for Private Roads should denote that the road is privately maintained, whether denoted by a different color scheme or merely with the phrase "Private Road"

included on the sign, above or below the road name in smaller lettering, not impeding the visibility and legibility of the road name. **(Figure 4)**

Figure 4: Road sign for Private Road example



- It is beneficial for road signs at intersections to include cross streets. **(Figure 5)**

Figure 5: Example of Road Signs that include cross streets at an Intersection



- If a municipality alters a road name, whether at the request of MCDPS/MCGIS or otherwise, the county is not responsible for the cost to replace or maintain the impacted road signs.
- It is the responsibility of the property owners to place address signage on structures. Furthermore, if a municipality has an address posting regulation, it is the responsibility of the municipality to enforce such regulations. Please refer to your local municipality's ordinances to ensure compliance with the standards put forth by the municipality. Reflective address placards can be purchased online, and in some cases from municipalities or fire departments. Please check with your municipality if reflective address placards are available from the municipality or fire department directly. If you need assistance procuring a reflective address placard, contact MCGIS. **(Figure 6)**

Figure 6: Example of Reflective Address Placard placed at Driveway leading to a residential structure



- If an address is changed, whether at the request of MCDPS & MCGIS, the municipality, or otherwise, the county is not responsible for the cost to replace or maintain the impacted address signage. All structures should have the correct 9-1-1 address posted. If the structure cannot be seen from the road, the driveway should have the address posted where the driveway intersects with the road (as shown above in **Figure 6**).

Section 5 - Overview of Workflow & Procedures

Road Names

Municipal or State Maintained Roads

Municipal or state-maintained roads can be named and declared by the municipality but must abide by the standards and practices put forth in this document. The municipality shall confer the proposed road name with MCDPS / MCGIS prior to adoption. Once adopted, the municipality must provide a copy of the official resolution to MCDPS & MCGIS.

Privately Maintained Roads

Privately maintained roads can be named and declared by the municipality, after the property owners complete a private road name request and provide such a request to MCDPS & MCGIS. Providing the request to MCDPS & MCGIS ensures compliance with the standards and best practices put forth in this document. MCDPS & MCGIS will recommend the best option to the municipality for adoption. Once adopted, the municipality must provide a copy of the official resolution to MCDPS & MCGIS.

Assigning Addresses

County Designated Addressing Authority

Within municipalities that have designated their municipal addressing authority to the county, Addresses will be assigned by the County or its designee. The county or its designee will assign the address, inform the applicant via email or standard USPS mail. The county or its designee will also inform United State Postal Service address management of the address assigned if the applicant requests mail delivery service. In addition to the applicant and United States Postal Service, the municipality will be notified of the new address. The municipality can inform the local police, fire department, and EMS contacts for their jurisdiction, at the discretion of the municipality.

Municipal Addressing Authority

Within municipalities that maintain their municipal addressing authority, it is the responsibility of the municipality or its designee to assign an appropriate address to all structures. The municipality or its designee must inform MCDPS, MCGIS, and Mercer County Assessment Office when a new address is assigned. Furthermore, the municipality may also need to inform the United States Postal Service Address Management Division and the local post office, utility companies, police, fire department, and EMS contacts for their jurisdiction.

Rectifying Issues

Within County Designated Addressing Authority

If an issue that has the potential to cause 9-1-1 addressing or dispatching errors, within a municipality that has designated their municipal addressing authority to the county, MCDPS or MCGIS will approach the municipality about the issue, request permission to make appropriate corrective actions, and will assist the municipality in rectifying such issue if it requires further municipal action. If the municipality requests not to take corrective action, the issue will be documented by MCDPS and MCGIS. If the issue continues to pose errors or continues to cause issues, MCDPS or MCGIS will continue to ask the municipality for permission to make corrective action until the issue is resolved.

If a municipality approves a change that will rectify an issue, the county will ensure all county systems (9-1-1, Tax Assessment & Tax Claim) reflect the appropriate change / corrective action. Furthermore, the county will notify USPS Address Management and may submit the change to Google Maps to ensure consistency.

Within Municipal Addressing Authority

If an issue that has the potential to cause 9-1-1 addressing or dispatching errors, within a municipality that maintains their municipal addressing authority, MCDPS or MCGIS will approach the municipality about the issue, request the municipality make appropriate corrective actions, and may assist the municipality in rectifying such issue if it requires further municipal action. If the municipality requests not to take corrective action, the issue will be documented by MCDPS and MCGIS. If the issue continues to pose errors or continues to cause issues, MCDPS or MCGIS will continue to ask the municipality for permission to make corrective action until the issue is resolved.

If a municipality approves a change that will rectify an issue, the county will ensure all county systems (9-1-1, Tax Assessment & Tax Claim) reflect the appropriate change / corrective action, once provided official documentation from the municipality. Furthermore, the municipality should notify USPS Address Management, the county may notify USPS Address Management, if requested by the municipality. The county may submit the change to Google Maps to ensure consistency, if requested by the municipality.

Disclaimer:

This document was written by Mercer County GIS & Mercer County Department of Public Safety, with assistance from Mercer County Regional Planning Commission.

Mercer County reserves the right to make alterations to this document at any time.