

PAUPACK TOWNSHIP SUPERVISORS
WAYNE COUNTY

ORDINANCE NUMBER 2004 – 47

An ordinance of the Township of Paupack, Wayne County, Pennsylvania, establishing requirements for the numbering of buildings and naming of roads within the Township.

§ 10-05. Required Building Numbering.

A. From and after the effective date of this Ordinance each existing or new dwelling unit and each existing or new business building shall be numbered in accordance with this Ordinance. The Wayne County Department of Planning Office, or such other successor agency as shall be assigned responsibility for emergency services coordinated within Wayne County, shall be responsible for assigning numbers to dwellings and businesses and each occupied lot or parcel. Any owner of property on which there exists a dwelling unit or a business building who does not receive such as assigned property number, shall apply to the Wayne County Department of Planning Office for one.

B. The Wayne County Department of Planning Office, or such other successors agency as shall be assigned responsibility for emergency services coordinator within Wayne County, shall change the number of a dwelling or business by sending a notice to the owner notifying the owner of the new number assigned by mail, or by personal service, or by posting the notice on the property. The owner of the property receiving such notice shall cause the numbers to be changed within thirty (30) days of receipt or posting of such notice.

C. No building permit or other permits for property improvements shall be granted by Paupack Township until such assignment has been made and evidence of the same provided to the Paupack Code Enforcement Officer.

D. The Wayne County Department of Planning Office, or such other successor agency as shall be assigned responsibility for emergency services coordinator within Wayne County, shall also have the authority to change numbers for the purpose of the orderly numbering of addresses. It shall change the number of a dwelling or business by sending a notice the owner notifying the owner of the new number assigned by mail, or by personal service, or by posting the notice on the property. The owner of the property receiving such notice shall cause the numbers to be changed within thirty (30) days of receipt or posting of such notice.

E. Building numbers shall be depicted in Arabic numerals or shall be the English words for numerals, and shall be of durable materials. Each digit or letter shall be at least four (4) inches in height on buildings or three (3) inches in height on mailboxes or other posts within the highway right-of-way. The colors shall be in contrast with the immediate background so as to be easily readable. Numbers shall be located and placed so as to clearly identify the structure containing each dwelling unit or business in accordance with the following regulations:

1) The numbers shall be placed in a conspicuous place so as to clearly identify the location of the dwelling unit or business.

2) The placement of the numbers must be such that the numbers can be seen and read from the sidewalk (if any) in front of said dwelling unit or business, from the traveled portion of the street, and from the opposite side of the road.

3) The number may be placed upon the structure containing the dwelling unit or business or upon the mailbox or upon a fence, wall, post, rod or other type of fixture of substantial nature such that the number shall clearly indicate the location of the dwelling unit or business in accordance with the requirements of this section.

F. It shall be unlawful to cover or conceal, or to permit the sight obstruction of the numbers required to be displayed by this Ordinance. It shall further be unlawful to post other numbers that would be confusing. All old numbers shall be removed when a new number has been assigned in accordance with this Ordinance.

FYI

Your address change is your new mailing address and you should start using it immediately.

Your new address is also your 911 emergency address. When 911 is dispatched this will be the address that they will respond to. They will be looking for the number in posted in front of your residence.

Your new mailing address does not replace your lot number and section as described on your deed, tax records and WLE records, but as the Paupack Ordinance states, any existing numbers should be removed to avoid any confusion. In time, any delivery to your home will be recognized by your new mailing address.

We recommend that you post your new mailing address out by the road but far enough from the road so it will not interfere with snowplowing and other road maintenance. The sign must be visible at all times, so please keep in mind that not only does snow accumulate throughout the winter, but snowplowing of roads and driveways adds to the height of the snow banks. The numbers should be a minimum of 3 inches.

Feel free to contact the office with any questions.

IMPORTANT - NEW ADDRESS ENCLOSED



Wayne County Addressing Project
Wayne County
925 Court Street
Honesdale, PA 18431

**NEW ADDRESS NOTIFICATION
DO NOT DISCARD THIS NOTICE
KEEP FOR YOUR PERMANENT RECORDS**

This is your official notification of a new street 911 address for the property listed below. You may be required to respond to this notice. Please read the instructions listed below.

CURRENT ADDRESS

Mr. & Mrs. Your Name
123 WALLENPAUPACK LAKE
ESTS

NEW ADDRESS

Your new # Your Street Name

NOTE

The Current & New Address are samples only on this letter for the Community Bulletin

PROJECT INFORMATION

THIS STRUCTURE IS IN PAUPACK

As part of an upgrade to the Wayne County 9-1-1 Emergency Service System, rural route (RR) and Rural Delivery (RD) addresses are being replaced with new street addresses. The new addresses will make it easier for emergency service personnel to find your location in an emergency. If you receive mail at this location, the United States Postal Service will use the new address listed above for mail delivery. Your cooperation is essential to accurate 9-1-1 service. The County 9-1-1 Emergency Service depends on accurate address information to respond as quickly as possible in an emergency. To insure that the address information for your location is correct, please read the following instructions carefully.

INSTRUCTIONS FOR RESPONDING TO THIS NOTICE

1. If the current address and road name in the new address are correct, notify your telephone company of your new address. Tell the call taker that you are supplying your new 9-1-1 address. **It is your responsibility to notify your telephone company of your new address.** Accurate 9-1-1 service depends on accurate telephone company records.
2. If the current address and the road name in your new address are correct, please begin using your new address. Though the Post Office will continue to deliver mail to your old address for one year, the County and the Post Office request that you start using your new address now.
3. **Special note for P.O. Box Holders:** If you receive your mail at a Post Office Box, your mailing address will not change; however, your location address for 9-1-1 purposes will change as listed above. You may choose to use your house number and street address as part of your mailing address. If you do, the Postal Service requires the address to be placed in the order shown to the right.

John Doe
999 Park Road
P.O. Box 99
Your City, PA 00000

PLEASE READ THE FOLLOWING SCENARIOS, IF ANY APPLY TO YOU PLEASE CONTACT THE COUNTY'S ADDRESSING CONSULTANT, WOODLAND DESIGN ASSOCIATES INC AT 570-729-8524 * 14, ASK FOR AMY. IF NO ONE IS THERE TO ANSWER YOUR CALL PLEASE LEAVE A MESSAGE WITH A PHONE NUMBER AND WHEN YOU COULD BE REACHED.

- If your **current address** as listed above is incorrect, please call Woodland Design as listed above.
- If the street/road name in the **new address** listed above is not for this location, please call Woodland Design as listed above.
- If you have questions about road name changes, please call your township or borough office. **Do not** call Woodland Design about road name changes - only your township or borough can change a road name.
- If you are a **landlord** please coordinate with your tenants and inform them of their new address. Also, please inform us of their current mailing address.
- If you **do not own** the structure at this location (example: if you rent), please inform the property owner or manager of the new address.
- If this is not your primary residence please notify us with the mailing address for the structure listed above.
- For issues regarding mail delivery, please contact your local post office.

Wayne County 911 Address Coordinator

MANAGER, ADDRESS MANAGEMENT
CENTRAL PA DISTRICT

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10



Spring, 2005

POSTAL CUSTOMER
WAYNE COUNTY

We have been advised by Wayne County that they have completed the Paupack Township portion of the county-wide house numbering project as part of the county's upgrade of its 911 Emergency System. You should have recently received notification of your new address from your county officials.

Most of Wayne County's changes involve changing the U.S. Postal Service mailing address from rural route and box number to the newly assigned house number and street name. However, some customers may have had their houses renumbered or their streets renamed or both.

It is the policy of the U.S. Postal Service to adopt a municipal's address system for the delivery of mail. This is to notify you that effective immediately, your mailing address will be changed to your 911 assigned physical house number and street name. Please discontinue using your rural route and box number as your mailing address at this time.

If you receive your mail through a post office box, continue to use that P O Box as your mailing address. You may use a dual address, as long as you use the following format:

Example: 27 Main Street
P O Box 192
Anytown, PA XXXXX-0192

Landlords should notify tenants of their new mailing address, including apartment, suite, and lot/trailer numbers. Example: 1234 Valley Road, Apt 4; 1235 Valley Road, Ste D; 1236 Valley Road, Lot 14.

You are requested to place your new house number on your mailbox. Postal regulations provide for such identification and this will assist in the delivery of your mail. Letters and numbers should be at least an inch high and of a contrasting color with the box. It is recommended that both sides of the box be marked or the front of the mailbox door, if the boxes are grouped. If the box is NOT on the same street as your address, you must also place the street name on the box as well as the number.

Begin notifying your correspondents of your new mailing address within the next 30 days. It is extremely important that your address be changed on all your mail prior to the end of the one year period during which we redirect your mail. Most of your routine correspondence such as mortgage, utility and credit card payments, and other monthly and quarterly payments, can easily be changed by simply following the instructions on the payment stubs or the return envelopes. I encourage you to make any other changes such as for personal correspondence and associations as soon as possible. Many large mailers will receive automatic notification through the use of our postal products.

Please be assured that these changes should not cause any significant interruptions or delays in the processing or delivery of your mail. However, your cooperation is requested in the timely notification of all of your correspondents. In addition, your local post office is available to assist you in this conversion process and to answer any questions that you may have concerning the mailing address change.

If you suspect any discrepancies in the house number and street name assigned by Wayne County, please advise them by contacting, Woodland Design Associates at 570-729-8524. In addition, please notify your local postmaster of your concerns. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Pamela Osman".
Pamela Osman