

# **NOTICE**

## **COOKE TOWNSHIP CUMBERLAND COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 97-1**

**AN ORDINANCE OF THE TOWNSHIP OF COOKE, CUMBERLAND COUNTY, PENNSYLVANIA, REQUIRING THE CONSPICUOUS NUMBERING OF HOMES AND BUILDINGS THROUGHOUT THE TOWNSHIP AND PROVIDING METHODS OF ENFORCEMENT AND CIVIL PENALTIES FOR THE VIOLATION THEREOF.**

**BE IT ENACTED AND ORDAINED** by the Board of Township Supervisors in and for Cooke Township, Cumberland County, Pennsylvania, and it is hereby enacted and ordained as follows:

**SECTION 1:                    SHORT TITLE**

This Ordinance shall be known and may be cited as the "Cooke Township House and Building Numbering Ordinance."

**SECTION 2:                    FINDINGS AND PURPOSES**

The Board of Supervisors finds that the police, emergency medical services, and fire services have had difficulty locating addresses of homes and businesses on Township streets and roads due to lack of lot and building identification numbers. It is, therefore, the purpose of this Ordinance to establish a system of numbering all lots on which there is a dwelling unit or business so that police, EMS, and fire services can locate addresses in emergency situations.

**SECTION 3            DEFINITIONS**

The following definitions shall apply to this Ordinance:

- (A) OWNER. The term "owner" or owner of property shall include the following:
  - (1) legal owner;
  - (2) equitable owner;
  - (3) lessee or tenant;
  - (4) occupant;
  - (5) trustee in possession.
  
- (B) DWELLING UNIT. A building or portion of a building designed to be occupied by one family for human living quarters.
  
- (C) BUSINESS. A building or portion of a building designed and occupied by a non-residential, commercial, industrial, institutional, governmental or other non-residential use.

**SECTION 4:                    REQUIREMENT OF NUMBERING**

From and after the effective date of this Ordinance, it shall be the duty of each owner of property or lessee of property to cause each dwelling unit and each business upon each lot or parcel, to be numbered in accordance with this Ordinance within six (6) months of the date hereof. Application shall be made for new construction at the time of applying for a building permit.

**SECTION 5:                    RESPONSIBILITY FOR ASSIGNING ADDRESS NUMBERS**

The Zoning Officer 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 business which does not presently have a number assigned to it shall apply to the Zoning Officer for assignment of a number.

**SECTION 6: POWER TO CHANGE NUMBERS**

The designated Township Official shall have the power and authority to change numbers for the purpose of the orderly numbering of addresses. The designated Township Official shall change the number of a dwelling or business by sending a notice of the new number assigned by certified mail, return receipt requested, by personal service, or by posting the notice on the property. The owner of property receiving such notice shall cause the numbers to be changed within thirty (30) days of receipt or posting of such notice by the Zoning Officer.

**SECTION 7: STYLE AND SIZE OF NUMBERS**

The numbers shall be Arabic numbers, of a uniform size, and shall be of durable, reflective materials. Each digit or letter shall be at least three inches in height. The color shall contrast with the immediate background so as to be easily readable.

**SECTION 8: LOCATION AND PLACEMENT OF NUMBERS**

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:

- (A) The numbers shall be placed in a conspicuous place so as to clearly identify the location of the dwelling unit or business. Said numbers shall be placed not less than thirty-six (36) inches above ground level.
- (B) 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 both directional lanes of travel of the public street, and from the opposite side of said public street.
- (C) 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.
- (D) With respect to leased cabins on state owned land, the numbers will be placed on a 4x4 post near the building or lane leading to the cabin. The posts may be no higher than four (4) feet or less than three (3) feet above the ground level and will have three (3) inch numbers of either white, black or green numbers attached vertically on the post.

**SECTION 9:                    CONCEALMENT OR CONFUSION**

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 which would be confusing. All old numbers shall be removed when a new number has been assigned by the designated Township Official in accordance with this Ordinance.

**SECTION 10:                EXEMPTIONS**

The following buildings and uses shall be exempt from the requirements of this Ordinance:

- (A) Farm buildings and structures which are accessory to a farm use except those buildings used for the retail sale of products grown on the farm and farm residences shall be numbered.
- (B) Unoccupied farm land or lots containing no dwellings or businesses.

**SECTION 11:              PENALTIES**

Any person who shall violate or permit the violation of this Ordinance shall, upon being found liable therefor in a civil proceeding commenced by this Township, pay a civil penalty of not less than One Hundred and no/100 (\$100.00) Dollars and not more than Six Hundred and no/100 (\$600.00) Dollars plus all court costs, including reasonable attorneys fees, incurred by this Township. Each day that a violation shall continue shall be deemed and shall be taken to be a separate offense and shall be subject to an additional civil penalty.

**SECTION 12:              ENFORCEMENT**

The official designated by the Supervisors of Cooke Township shall be and hereby are charged with the authority and responsibility of enforcing the provisions of this Ordinance.

**SECTION 13:              INCONSISTENT ORDINANCES REPEALED**

All other ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 14: EFFECTIVE DATE**

This Ordinance shall become effective in accordance with law.

**SECTION 15: SEVERABILITY**

In the event that any provision, section, sentence, clause or part of this Ordinance shall be held invalid, such invalidity shall not affect or impair any remaining provision, section, clause or part of this Ordinance or other Ordinances affected by this Ordinance, it being the intent of Cooke Township that such remainder shall be and shall remain in full force and effect.

**ENACTED AND ORDAINED** this 3 day of June, 1997.

**ATTEST:**

**COOKE TOWNSHIP  
BOARD OF SUPERVISORS**

Bonnie Albin, Secretary

James J. Hughes, Jr.  
[Signature]  
Richard S. Moore

Marcus A. McKnight, III, Esquire  
IRWIN, McKNIGHT & HUGHES  
60 West Pomfret Street  
Carlisle, PA 17013  
Solicitor for Cooke Township