

TILDEN TOWNSHIP  
BERKS COUNTY, PENNSYLVANIA

Ordinance No. 240-2020

AN ORDINANCE OF TILDEN TOWNSHIP, BERKS COUNTY, PENNSYLVANIA, TO AMEND THE CODE OF ORDINANCES OF THE TOWNSHIP OF TILDEN, BERKS COUNTY, PENNSYLVANIA, CHAPTER XIV, ENTITLED "HEALTH AND SAFETY," TO ADD PART 3, ENTITLED "BUILDING NUMBERING AND STREET ADDRESSES" TO PROVIDE FOR PROPERTY ADDRESSING, ASSIGNMENT OF ADDRESS, CHANGE OF ADDRESS, BUILDING NUMBERING REQUIREMENTS, AND TO SET FORTH PENALTIES FOR VIOLATION.

WHEREAS, the Board of Supervisors of Tilden Township, Berks County, Pennsylvania (the "Township") has determined that it is in the best interests of the health, safety, and welfare of Township residents to set standards for addressing of properties and buildings; and

WHEREAS, it is imperative that street addressing and building numbering be uniform and visible for ease of location of properties by emergency service providers.

IT IS THEREFORE ENACTED AND ORDAINED by the Board of Supervisors of Tilden Township, Berks County, Pennsylvania, as follows:

SECTION 1. The Code of Ordinances of the Township of Tilden, Chapter XIV, entitled, "Health and Safety," is amended to add Part 3, which shall be entitled "Building Numbering and Street Addresses", as follows:

**Part 3**  
**Building Numbering and Street Addresses**

**Section 301. Title.** This Part shall be known as the "Tilden Township Building Numbering and Street Address Ordinance."

**Section 302. Definitions.** As used in this Part 3, the following terms shall have the meaning indicated:

**ADMINISTRATOR** - The Township Secretary or Township Manager, as may be determined by the Board of Supervisors, or his/her designee.

**BUILDING** - Any structure used or intended to be used as a dwelling or as a place of business or industry, or any other use requiring a location identity, but shall not include any accessory building located on a lot where there is a principal building.

**PERSON** - Any individual, partnership, company, association, society, corporation, or other group or entity.

**POLICE DEPARTMENT** - The Tilden Township Police Department or any department or police organization having jurisdiction within the corporate boundaries of the Township.

**PROPERTY** - Any separate lot, tract, or parcel within the Township.

**STREET** - Any roadway, lane, or driveway, whether public or private, that provides access to one (1) or more properties and/or buildings.

**TOWNSHIP** - Tilden Township, Berks County, Pennsylvania.

**Section 303. Determination of Property Address Number.** The Administrator shall number all properties within the Township in accordance with the frontage interval addressing system of the National Emergency Number Association or with such other method of numbering as shall be determined by the Administrator to satisfy requirements for public health and safety and to satisfy requirements on Berks County Department of Emergency Services and emergency service providers.

A. Street numbers shall be based on the interval system. The assignment of street numbers shall not be based on zoning, and street numbers shall not be considered authorization to subdivide any property.

B. The Administrator shall consider existing numbering schemes on the street or on other established public streets in the neighborhood when assigning new numbers for properties.

C. A property containing frontage on a street shall have an address on that street unless the Administrator determines that it is prudent to otherwise address the property. When a property has frontage on more than one (1) street, the Administrator shall determine which street shall be the street of address.

D. Any property which is accessed from a private lane or driveway which serves two (2) or more properties and is greater than two hundred feet (200') in length shall be assigned a property address which contains a unique name for the private lane or driveway. The unique name of the private lane or driveway shall be acceptable to the Township Board of Supervisors, Berks County Department of Emergency Services, and the United States Postal Service. The Board of Supervisors shall assign a name to any private lane or driveway after notice to the owners of properties which gain access from that private lane or driveway.

**Section 304. Assignment of Address.** The Administrator shall assign a property address to each existing property within the Township. The Administrator shall assign property address numbers to all newly created properties upon the

recording of a subdivision plan. Once the Administrator has assigned an address to a property, the property shall be designated for all purposes by the address number so assigned.

**Section 305. Change of Address.** The Township shall have the right to change a property address number and/or to change the name of a street when the Board of Supervisors deems such a change to be necessary or desirable. If the Township determines that a change to an existing property address number or the change to the name of an existing street is desirable, the Township shall notify the affected property owner or owners in writing to allow the property owner or owners to submit comments to the Board of Supervisors for consideration. The Township shall allow not more than forty-five (45) days from the date of the letter for comments. Notwithstanding the foregoing, the failure of a property owner to receive written notice of an impending change of property address and/or of street name shall not prevent the change of property address and/or of street name.

A. Upon expiration of the time period for the affected owner or owners to submit written comments to the Board of Supervisors, the Administrator shall submit written notice of the change of address to the property owner or owners, the County Assessment Office, Berks County Communications Center, Berks County Department of Emergency Services, the Police Department, the United States Postal Service, and the appropriate first responder Fire Department(s) and ambulance service(s).

B. The property owner or owners shall be responsible for notifying all other parties of the change of address. The United States Postal Service will provide change of address information for use by the affected property owner or owners.

**Section 306. Buildings Required to be Numbered.**

A. Every building existing on the effective date of this Part 3 within the Township shall have a number affixed to it in the manner set forth herein within sixty (60) days written notice from the Township to do so.

B. Every building erected in this Township after the effective date of this Part 3 shall have a building number affixed to it in the manner set forth herein prior to the issuance of a Certificate of Use and Occupancy by the Township.

**Section 307. Requirements for Building Numbers.**

A. Building numbers shall be in plain, block numerical form. Script may be permitted if the building numbers are also installed in plain, block numerical format.

B. Building numbers placed on the building shall be a minimum of three inches (3") in height for all residential buildings, four inches (4") in height for all buildings with three (3) or more dwelling units, and ten inches (10") in height for all other buildings.

C. The building numbers shall be reflectorized or illuminated. Numbers and background shall be of contrasting colors and visible to vehicular and pedestrian traffic.

**Section 308. Placement of Building Numbers.** Where the principal or an accessory structure is visible from the road or street of address, the building numbers required by this Part 3 shall be affixed in a manner as to be visible from the street. When a building is located within fifty feet (50') of the street line and is clearly visible from the street, the building numbers may be conspicuously placed immediately above or at the side of the main door of the building where practical, in such a manner that the number may be seen plainly from the street. When any building is situated more than fifty feet (50') from the street line, or is fifty feet (50') or less from the street line, but the building is not clearly visible from the street, the building numbers shall be placed near the walk, driveway, or common entrance to the property on which the building is erected or upon a gate, post, mailbox or fence so as to be easily discernable from the street line. Such numbers shall be at least two inches (2") in height. Additionally, numbering in compliance with Section 307.B shall be placed conspicuously on the building in cases where there are multiple dwellings along a private road, driveway, or lane. Building numbers shall not be permitted to be placed where they will be hidden at any time by obstructions, including but not limited to screens, storm doors, grass, shrubbery, and/or trees.

**Section 309. Maintenance of Building Numbers.** All building numbers shall be continuously maintained by the owner and/or occupant of the property to conform with the provisions of this Part 3.

**Section 310. Enforcement.** The Administrator or other official(s) as may be designated from time to time by the Board of Supervisors is/are hereby authorized and directed to administer and enforce the provisions of this Part 3.

**Section 311. Violations and Penalties.** If the Board of Supervisors or the official(s) designated to enforce this Part 3 by the Board of Supervisors determines that a person has committed or permitted the commission of a violation of this Part 3, the Board of Supervisors or such enforcement officer shall inform such person in writing of the violation, shall notify such person to cease the violation of this Part 3 and shall inform such person that he or she must pay a civil penalty to the Township within the range of amounts set forth below in resolution of the violation. The penalty for the first violation shall be not less than Sixty Dollars (\$60.00) and not more than Six Hundred Dollars (\$600.00); the penalty for the second violations shall be not less

than One Hundred Dollars (\$100.00) and not more than Six Hundred Dollars (\$600.00); and the penalty for a third or subsequent violation shall be not less than Two Hundred Dollars (\$200.00) and not more than Six Hundred Dollars (\$600.00). If such person fails or refuses to remit the penalty to the Township within ten (10) days from the date of the written notice of the violation of this Part 3, the Township may commence a civil enforcement proceeding seeking penalties and costs for the violation of this Part 3 and/or may commence an action in equity. The Township shall seek a judgment for the penalty previously imposed together with additional daily penalties for continuing violations plus all court costs, including the reasonable attorney's fees incurred by the Township in the enforcement proceedings. Each day that a violation continues shall constitute a separate violation. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to applicable rules of civil procedure.

**SECTION 2. 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 Board of Supervisors of Tilden Township that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION 3. Repealer.** All ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as they are inconsistent with this Ordinance.

**SECTION 4. Effective Date.** This Ordinance shall become effective on the earliest date allowable under applicable law.

DULY ENACTED AND ORDAINED this 10<sup>th</sup> day of June, 2020.

TILDEN TOWNSHIP,  
BERKS COUNTY, PENNSYLVANIA  
BOARD OF SUPERVISORS

By: Gene L. Schappell  
Gene Schappell, Chairman

By: Frederick Herman  
Frederick Herman, Vice Chairman

By: \_\_\_\_\_  
Richard DeLong, Supervisor

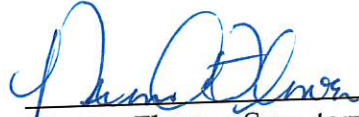
Attest: Monica Flower  
Monica Flower, Secretary

[SEAL]

MUNICIPAL CERTIFICATION

I, Monica Flower, Secretary of the TILDEN, BERKS COUNTY, PENNSYLVANIA, do hereby certify that the foregoing is a true and correct copy of Ordinance No. 240-2020 adopted at a regular meeting of the Board of Supervisors of Tilden Township, Berks County, Pennsylvania held on the 10<sup>th</sup> day of June, 2020.

[SEAL]



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Monica Flower, Secretary  
Tilden Township