

Questions and Answers

Address Changes for Properties on Private Lanes

Jefferson Township, Dauphin County, PA

When you have an emergency and you need an ambulance, the police or the fire company, you want the fastest response possible. For fastest response the Dauphin County 911 dispatch center needs a proper address. Unfortunately, the current addresses for properties on private lanes within Jefferson Township do not meet the requirements of Dauphin County's 911 Emergency Management system. This could cause a delay in emergency response which might be serious. To meet county standards, we need to name all private lanes and assign new addresses accordingly.

NOTE: The comments below are written as if the decision has been made to name lanes and assign new addresses. However, no such decision has yet been made. This is only a proposal. A formal decision on whether or not to proceed with this project will be made a some future date. Some of this information may change as the project progresses.

What is a Private Lane ?

- A Private Lane is any privately owned roadway providing car or truck access to two or more houses or cabins.
 - These are not public roads and are not maintained by the Township.
- A private roadway with only one house or cabin is a **driveway**, not a lane, and is not affected by this project.
 - If additional homes or cabins are built along a driveway in the future, that driveway may become a Private Lane and may require naming and addressing at that time.

Am I affected?

- If you have a **HOUSE** on a Private Lane, you will be affected by this and your address will change.
- If you have a **CABIN** on a Private Lane, you will also be affected. If your cabin already has an address, it will change. If your CABIN doesn't have an address, one will be created for it.
- If you have vacant **LAND** on a Private Lane, you will only be affected if that land already has an address. If it does, that address will change. If it doesn't have an address, none will be created at this time.
- Houses, cabins, land and other properties that are on the main roads in the Township or have a driveway leading from a main road are not affected by this project. Those addresses will not change. (The main roads are both the Township and State roads – see attached map.)

We estimate that there are 15-20 Private Lanes in the Township affecting about 30 homes, 30 cabins and 10 vacant properties that already have addresses.

What will my new address look like?

The address will look like any other address with a building number and street name:

For example: **123 Maple Lane, Halifax, PA 17032**

What happens if my address changes?

You will have to notify everyone about your new address just as if you had actually moved. Any person, company or organization who currently has or uses your address will need to know that you have a new address.

- The township will notify County 911, the post office, fire/ambulance/EMS services, PennDOT, Dauphin County Tax Office and the Tri-County Planning Commission.
- The Township will also attempt to update online GPS databases such as Google Maps, Apple Maps, Garmin, Waze, TomTom and others, but we cannot guarantee their response.
- You need to notify everyone else, such as:
 - Relatives, friends, correspondents
 - Anyone who sends you a bill or information, such as:
 - Utilities – phone, electricity, fuel, TV/cable, trash
 - Banks, credit cards, credit unions, social security and other financial institutions
 - Driver's License, vehicle registrations
 - Insurance companies
 - Newspapers, magazines
 - Others?? This is not a complete list – just some of the possibilities. You will need to determine your own list.
- In a question to the County about property deeds, their response was to store a copy of the Township address assignment letter with your important papers for use if the deed is transferred. However, you may wish to verify this with an attorney or your mortgage company.
- The Post Office will continue to deliver to the old address for 6 months, so you need to get everyone updated within that time frame.

What happens to my mailbox if my address changes?

- Probably nothing except updating your address on the box. We will be notifying the Post Office of the changes, so they will know what's going on. The Post Office determines mailbox location, so contact them if you want to change anything.

How will the lane's name and house number be selected?

- As much as possible, we will use a name that the landowners and residents on that lane want. If there is already a common name for your lane and your neighbors agree to it, we'll use that as long as it doesn't violate one of the County's restrictions (see below). However, the Township has the final determination of the name.

The county has a lengthy list of name restrictions. Here are the major ones:

- No family names
 - Names must be relatively short and easy to spell, recognize and pronounce; avoid sound-alike names such as Haul vs. Hall
 - Names must not already be used for another Dauphin County road
 - Nothing offensive
 - No special characters such as hyphens, apostrophes or dashes; no numbers
 - Do not use directions (North, South, East & West) unless there is a corresponding road in the other direction, i.e. can't use North Pine Lane unless there is also a South Pine Lane.
- House numbers will be assigned based on the distance back the lane. If you want details on how the number is calculated, please contact the Township.

Why is "Lane" used?

- There are rules on the use of descriptors such as road, lane, avenue, boulevard, etc. A "lane" is defined as "a relatively short, uninterrupted street with no outlet." This describes these private roads, so we will be using Lane for all new names.

Will the Township maintain or plow my lane after it's named?

No. It's still your property and your responsibility.

How will the new lane be marked?

- The Township will install a signpost where the lane meets the Township or State Road.
- To inform people that it is a private not public road, the signpost will hold 2 signs, one giving the lane name and a second one stating "Private – No Outlet"
- Our public road name signs are white letters on a green background, so to clearly identify private lanes from public streets, the private lane signs will have a blue background with white letters and the "Private – No Outlet" signs will be red with white letters.



How will your driveway be marked?

- It's your responsibility to mark where your driveway is on the Private Lane. This is a good thing to do, because it will make it a lot easier for emergency personnel to find you as they're driving up the lane.
- Note that the Carsonville Volunteer Fire Company sells small address signs for this purpose. Contact the Fire Company if you want one of those.

When will this be done?

- Since this is a safety issue, the faster this can get done, the better. However, this whole project was put on hold last year waiting for this opportunity to have public meetings on it. At best, this will take a few more months to complete, but we will work with you if needed to accommodate your schedules and needs.

JEFFERSON TOWNSHIP
Private Lanes Project



Legend:
Red = State Road
Blue = Township Road
Black = Private Lane

