



Addressing Policy

August 2023

The Department of Geographic Information Systems for the County of Columbia assign new and revise existing addresses for the jurisdictions within the Counties of Columbia and Montour, in addition to two jurisdictions within the County of Northumberland (Rush Township and Riverside Borough).

A new address will be assigned by the formal request of the resident (or authorized agent). The following conditions shall be met for an address assignment:

- The requestor of the address must be the legal owner of the property or an agent of the property owner.
- A deed must be recorded in the Register and Recorder of Deeds office of the location of the address being requested.
- The proposed structure from an approved named public right-of-way or named private driveway must be accessible by emergency vehicles.
- A formal request for an address by completion of the Department's Address Request Form. Signed request acknowledges that the provided address can and may change by the Department for the purposes of 911 and public safety as conditions change.

The following conditions shall cause the Department or resident to revise or update an existing address or addresses:

- The point of access to structure's address changes along a named road or named private driveway.
- When more than two addresses share a positional access, a private driveway will be created resulting in the readdressing of structures utilizing said private driveway.
- The name of a road or the name of a private driveway changes.
- The 911 center reserves the right to change an address(es) in the interest of public safety.

It must be noted that the Department does not have the authority to name roads.

- The naming of a public road is the authority of the municipality.
- The naming of a private road is the authority of the landowner.

However, duplication of road names within the same or nearby postal districts is strictly discouraged in the interest of public safety. The Department cannot be held responsible when two naming authorities are uncooperative with duplication of road names.

All assigned addresses are for a specific, defined structure and are not transferrable to another structure or location. Should another structure on a property require an address, a separate address request must be completed.

Notifications of assigned or revised addresses will be provided to: the requestor (or agent), 911 Center, United States Postal Service, local municipality, and county tax office.

All address requests may require up to two weeks to complete.