

# Warren County Board of Supervisors

## RESOLUTION NO. 486 OF 2013

**Resolution introduced by Supervisors Taylor, Montesi, Monroe, Wood and Mason**

### **ADOPTING THE 911 ADDRESS POLICY AND PROCEDURE FOR OBTAINING A 911 ADDRESS FOR WARREN COUNTY**

WHEREAS, the County Planner has determined that specific information is necessary to make 911 address assignments and to disseminate the address information in an expeditious fashion and the Economic Growth & Development Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, and

WHEREAS, the Warren County Policy for 911 Addressing and Procedure for Obtaining a 911 Address is included with this resolution as Schedule "A", now, therefore, be it

RESOLVED, that the proposed Warren County Policy for 911 Addressing and Procedure for Obtaining a 911 Address, annexed hereto as Schedule "A", be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior E-911 Address Policies, 911 Address Policies, Resolutions or parts thereof inconsistent with the Warren County Policy for 911 Addressing and Procedure for Obtaining a 911 Address are hereby repealed effective September 20, 2013.

**SCHEDULE "A"**

**WARREN COUNTY  
POLICY FOR 911 ADDRESSING AND PROCEDURE FOR  
OBTAINING A 911 ADDRESS**

The Warren County Planning & Community Development Department ("Planning Department") requires receipt of specific information to make 911 address assignment and to disseminate the address information in an expeditious fashion. Critical to the success of the Planning Department's program is a clear description of the information required by the Planning Department and a concise procedure for address assignment. What follows is the outline of the aspects required for the Planning Department to assign a 911 address.

1. All new and existing dwellings in the County require the following:
  - a. 911 Addressing Standards
    - 1) The right side of the road shall have even numbers and the left side of the road shall have odd numbers.
    - 2) All numbers must be sequential to avoid confusion in an emergency.
    - 3) Addresses are calculated based on access point (e.g.: driveway).
    - 4) All individual buildings being used as a dwelling must be assigned a separate 911 address.
    - 5) Multi-family buildings shall have one main physical address plus a unit number for each individual dwelling.
    - 6) Any property assigned a single address with multiple units shall prominently display the number or letter of each unit either on or immediately adjoining the units main entrance. Such numbering or lettering shall be clearly visible from a distance of ten feet (10').
    - 7) Addresses are assigned every fifty feet (50').
    - 8) Within the City of Glens Falls downtown Business District and within the Village of Lake George Business District, addresses shall be assigned every twelve and one-half feet (12.5').

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- 9) E-911 addresses must be whole numbers. No half numbers or letters are permitted.
  - 10) For new subdivisions, a site plan must be submitted for the proposed development indicating the location of each proposed driveway and building.
  - 11) Property owners must post the 911 address numbers where they are clearly visible.
  - 12) Address numbers must be at least four inches (4") high and made of a reflective material. The color of the numbers should be in sharp contrast to the color of the background.
  - 13) The address numbers must be placed so that they will not be obstructed by trees, shrubbery, porches, shoveled or plowed snow.
  - 14) Whenever practical, the address numbers should be placed near a single source of light so they may be readily visible at night.
  - 15) The address numbers should be clearly visible from either direction on the road.
  - 16) If a building is fifty feet (50') or more from the edge of the road, the address number must be posted at the beginning of the driveway.
- b. Naming a Right-of-Way ("ROW")
- 1) Two (2) or more structures accessed by the same ROW requires the ROW to be a named public or private road. Private roads must be recognized by adopted resolution by the governing board of the local municipality where the ROW is located.
  - 2) Signs must be posted for all private roads in accordance with a policy adopted by the local municipality.
  - 3) A request and site plan must be submitted depicting the location and proposed name of each road with the Planning Department as well as the governing board of the local municipality for approval.
  - 4) The resolution of the board of the local municipality where the ROW is located must be sent to the 911 address center and to the Planning Department.
- c. It is necessary for single family homes as well as multi-family buildings to post and use their 911 addresses. This is especially important in the case of

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apartment complexes and seasonal private communities. Many landlords and managers give the resident their address as either the pre-911 address with a unit number or just the name of the complex and a unit number as the 911 address. These are not valid 911 addresses and using them can potentially cause very real safety issues.

We hope this document clarifies requirements of the Planning Department in order to thoroughly and accurately assign 911 addresses in Warren County.

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