



## Schuyler County Emergency Services

106 Tenth Street, Unit 36  
Watkins Glen, NY 14891  
607-535-8200



### Director and Fire Coordinator

Kirk Smith

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### POSTING GUIDELINES

**This information is for reference only.**

#### **A. MANNER OF POSTING ADDRESS**

The owner of the structure to which a number has been assigned shall:

1. Post the assigned new number in the following locations:
  - a) On the structure at its main entrance.
  - b) On the mailbox assigned to the structure, if mail is delivered to the structure, (see B-3 below).
  - c) And, if the structure is more than fifty (50) feet from the roadway OR not readily visible from the roadway, on a post at the drive entrance (see B-4 below).

If the mail is not delivered to the structure, the assigned number shall be posted as outlined in [c] above.

The posting shall be accomplished within thirty (30) days following notification of the address assignment.

#### **B. ADDRESS NUMBER STANDARDS**

1. Address numbers/letters applied to structures shall be no less than four (4) inches in height and shall be mounted as close as practicable over the main entrance doorway to the structure.
2. The numbers shall be standard Arabic numerals (i.e., 1234) and any supplemental letters shall be in block English letters (i.e., ABC). They should be of reflector material. They must be of a color that contrasts with the color of the structure; it is strongly recommended that they be white reflectorized numbers/letters on a reflectorized green background.
3. Address numbers shall be placed on the structure's mailbox or mailbox post. These shall be no less than three (3) inches in height and shall be white reflectorized numbers/letters on a contrasting background. If the mailbox is not located at the structure or its driveway, include the roadway name on the mailbox.

***Fire - EMS - 911 - EMO - Hazmat***

4. Address numbers placed on posts shall be no less than four (4) inches in height and shall be Highway Gothic Series white engineer grade reflective. The post top shall be five (5) feet above grade and the post shall be installed on the far side of the drive as it is approached from the direction of travel on that side of the roadway. The post shall be three (3) feet from the edge of the brim of the road to insure it is not struck by snowplows or buried in deposits of snow during the winter.
5. All numbers/letters should be placed either vertically from the top down or horizontally from left to right.

**C. BUSINESSES**

1. In the case of a business address, information may be incorporated with advertising signs at the locations indicated in A-1 above.

Apartment/suite numbers should be posted on the entrance to each particular apartment/suite as outlined in B-1 and B-2 above.