



## HOUSE ADDRESS NUMBER GUIDELINES

### OBJECTIVE/GOAL:

To provide homeowners with guidelines for the installation of house address numbers to comply not only with Montgomery Village's community standards but also with the Montgomery County Fire and Safety Code.

### GUIDELINE DETAILS:

- All residential house address numbers should not exceed 5 inches in height. 6 inch numbers are not permitted in any residential community – they are for commercial use only.
- All house address numbers must match the original in design and material unless approval has been received from the Architectural Review Board for different numbers.
- Address numbers should be placed on contrasting backgrounds to make them more visible – light on dark, dark on light.
- Address numbers should be easily seen from the street. Bushes and shrubs should always be kept cut or pruned back so the numbers are clearly visible at all times.
- Address numbers should be placed to the left, right or immediately overhead of the entranceway. If numbers have to be relocated from the original location for any reason, an application (PIR) must be submitted to the Architectural Review Board.
- Additional sets of house address numbers require prior approval and will be considered on an individual basis.

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### APPLICATION CHECKLIST (items to include with your application):

- PIR (Property Improvement Request) form must be completed and signed by the owner.
- A drawing or sample of the house address numbers to be used. .
- Size, color and material of the numbers.
- Location of the numbers – if numbers are to be moved to a new location, or a new set of numbers are needed, include a sketch showing the existing location and the proposed new location.

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**Questions: Call Architectural Standards (301) 948-0110**