

# **Schedule “A” Civic Addressing Policy**

## **1. PURPOSE**

1.1 This policy will guide the municipal staff, who have been given the responsibility by Council, in assigning property identification numbers and ensuring that the appropriate number plates are installed, in order to maintain a complete and consistent civic addressing system within the Municipality.

1.2 This Policy is meant to ensure that the City-wide system of civic addressing is upheld in order that City-wide Enhanced 9-1-1 can operate and so that a coordinated addressing system is maintained in the City.

1.3 This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding new addresses, etc.

1.4 This system, as outlined in this framework, has six general objectives:

- a) To develop an accurate, universally agreed upon system of property identification.
- b) To provide assistance to emergency personnel in the location of properties.
- c) To be a simple logical system, understandable by all user groups including the general public.
- d) Be flexible, in order to allow for future growth and infilling.
- e) Be easily maintained at minimal cost.
- f) Be compatible with an enhanced 9-1-1 system.

## **2. PROPERTY NUMBERING PRINCIPLES**

### *2.1 General Guidelines*

2.1.1. Even numbers shall be allotted for the North and East sides of the street.

2.1.2. Odd numbers shall be allotted for the South and West sides of the street.

2.1.3. Existing streets that have existing addressing schemes which have been developed in a logical and coherent fashion, will maintain their current address.

2.1.4. The general orientation of a curvilinear streets is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

2.1.5. Single family dwellings on private roads (not municipal streets) will be given one civic number for the development, as well as unit identifiers for individual dwelling units.

2.1.6. Addresses will be assigned by the Land Information Services Manager, or designate.

2.1.7. Lots within a Plan of Subdivision shall be formally assigned a civic address by the Land Information Services Manager or designate, at the time of final draft plan approval.

2.1.8. Municipal boundary roads may need to be numbered independently from other roads, in order to be consistent with neighboring municipalities. Numbers on both sides of the road should be uniform.

2.1.9. The address of all lots will be allocated to the street onto which the entrance way is constructed.

2.1.10. Reference should be made to the "Land Information Services Procedures" manual, Chapter One "Adding a New Address" and "Revising an Address" for specifications on entering addressing into the City's GIS

### *Multiple Dwellings*

2.2 An apartment building or a multiple attached dwelling (e.g., building composed of townhouse units) on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

### *Multiple Commercial/Industrial*

2.3 A multiple commercial/industrial building, such as a shopping plaza, on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

### *Coordination with Existing Numbering in Built Up Areas*

2.4 Established numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding pattern of numbers.

### *Culs-de-Sac*

2.5 Normally, new culs-de-sac are to be numbered with even numbers on the north or east and odd numbers on the south or west beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.

## **3. NOTIFICATION OF ASSIGNED ADDRESS**

Immediately following the assigning of a new or changed address number, the Land Information Services Manager, or designate, is responsible for making the necessary entries on addressing maps and/or records, and for providing written notice to the applicable agencies and departments which require continuous update of municipal address changes. These agencies would include but are not limited to the following:

Canada Post Corp  
Canada Post  
Cogeco Cable  
Enbridge Gas Distribution  
Fire Department  
PUSI  
Bell Canada  
Bell Canada (911 Quebec City)  
Bell Canada (911 Hamilton Street Guide)  
Statistics Canada  
CMHC  
Public Works Division  
Building Division  
Tax Office