

Schedule “A”

Civic Addressing Policy

_____ of _____ By-Law _____

1. **PURPOSE**

- 1.1 This policy will guide the municipal staff, who have been given the responsibility by Council, in assigning property identification numbers, ensuring that the appropriate number plates and posts are installed and accepting new road names, in order to maintain a complete and consistent civic addressing system within the Municipality.
- 1.2 This Policy is meant to ensure that the County-wide system of civic addressing is upheld in order that County-wide Enhanced 9-1-1 can operate and so that a coordinated addressing system is maintained in the County. An absolute requirement is that there be no duplication of an address (street name plus property identification number) within the boundaries of a municipality.
- 1.3 This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding new addresses, etc.

2. **PROPERTY NUMBERING PRINCIPLES**

Interval Method

- 2.1 The frontage interval method is used to determine civic addresses. The frontage interval is 10 metres, which means that a different property address number is available (but not necessarily used) every 10 metres along a road.
- 2.2 Two numbers are available for every unit of frontage: one number for each side of the road in accordance with the even/odd convention for that road.

Measuring Points

- 2.3 Addressing starting points are in accordance with those established by the County of Renfrew. Generally these occur at the south and east County boundaries or ends of roads, but there are exceptions where existing numbering schemes or unique road configurations had to be considered.
- 2.4 The centre of the driveway is used as the measuring point for individual properties unless there are exceptional circumstances (e.g. access point for an island). For comprehensive development through the plan of subdivision process, adjacent numbering patterns, the layout of new lots and street, and/or the assigning of numbers at the time of registration before driveways are built (see Section 4.2) may require a more arbitrary application of the frontage interval method. In these

cases, the goals will be to provide balance, logic and flexibility in the assigned number scheme.

Boundary Roads

- 2.5 On boundary roads, the numbering scheme for one side matches an established one on the other side of the road.

Multiple Dwellings

- 2.6 In general, up to two separate dwellings can be identified by unit numbers at the same address (e.g., *123 Any Road Unit A; 123 Any Road Unit B*).
- 2.7 An apartment buildings or a multiple attached dwelling (e.g., building composed of townhouse units) on one apparent block 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.
- 2.8 On-street housing projects (e.g., semi-detached or townhouse dwellings), which have direct access to the street for each unit, will be assigned a separate property identification number for each unit.

Mobile Home Parks

- 2.9 Mobile home parks may be addressed with road names for their internal roads and a separate property identification number for each mobile home. Alternatively, the mobile home park may be assigned one address number with each mobile home given a unit number provided there are intersection signs on internal roads to show the ranges of unit numbers.

Trailer Parks, Campgrounds

- 2.10 A trailer park or recreational vehicle park or campground will be assigned one property identification number and the individual units or sites will be identified by their unit or site numbers.

Multiple Commercial/Industrial

- 2.11 A multiple commercial/industrial building, such as a shopping plaza, on one apparent block 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.

Corner Lots

- 2.12 Corner lots shall be allocated a number on the road which provides the main access to the property.

Continuity of Numbering

- 2.13 Address numbers will continue consecutively along the full length of a road, even if it crosses a township boundary. In general, where there is a jog in a road or two roads with sections in common, numbering is consecutive on the higher order road.

Coordination with Existing Numbering in Built Up Areas

- 2.14 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

- 2.15 Normally, new culs-de-sac are to be numbered with even numbers on the right and odd numbers on the left beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.

Private Roads

- 2.16 The policies described herein shall apply to lots/development on private roads.

3. DETERMINING NEW PROPERTY NUMBERS

General

- 3.1 Once civic addressing is in place in the Municipality, new property identification numbers usually will be determined using a nearby known address as a reference point.
- 3.2 Where difficulties occur, the Municipality will consult the County for assistance in calculating a property identification number.

Checking

- 3.3 Any new property identification number should be checked against the civic addressing maps to

ensure that the number falls within the ranges identified at the nearest intersections of the subject road.

- 3.4 Also, new numbers can be checked against the Municipality's records of nearby addresses to ensure that the new number is logical.

Formula

- 3.5 The civic addressing scheme produced by the County was developed using a formula based on the frontage interval method described in Sections 2.1 and 2.2. Every measurement that was taken along a road was converted to a frontage interval by dropping the last digit (e.g., 432 becomes 43). This frontage interval number was then multiplied by two to ensure consistent calculations and available numbers for both sides of the road. The resulting number was increased by one, for a property on the odd side, or by two, for a property on the even side of the road (ensures that property identification numbers "1" and "2" are reserved for the beginning of the road). In some cases, the property identification numbers for a road were then increased by a large factor, such as 500 or 1000, to avoid duplicating other addresses in the County. With the County's 10 metre frontage interval civic addressing system in place, property identification numbers for new development can be calculated by measuring accurately from the driveway centre point for properties with known identification numbers. The known number may be found on the property number sign or on an intersection sign (measure from centre of intersection). See Appendix I for a diagram of how to calculate a new property identification number in this fashion. **Where a property identification number is not available (e.g., new road) or convenient (e.g., large distance away), the County should be requested to use its fifth wheel measuring device.**

4. ISSUING NEW PROPERTY NUMBERS

- 4.1 Numbers for existing vacant lots and for new lots created by consent (severance) shall be issued when the owner or contractor submits a request for a building permit.
- 4.2 Numbers for new lots in plans of subdivision should be assigned forthwith after the plan has been registered in the Land Registry Office in order that numbering can be posted during preliminary development. It is recommended that the approval authority for plans of subdivision assign the property numbers in consultation with the Clerk or Building Official. Property numbers should be confirmed by the Municipality at the building permit stage.

5. ORDERING AND INSTALLING PROPERTY IDENTIFICATION SIGNS

Order

- 5.1 Upon assigning a new property identification number, the _____, as

designated by Council, will place an order to the County of Renfrew, if a post and/or a number plate are required under the civic addressing by-law. A blank order form is included in Appendix II of this document.

Fees

- 5.2 The fee to cover the cost of the property identification number plate, post and materials, and the cost of the installation if being done by the municipality, should be collected in conjunction with the building permit process.

Responsibility for Installation

- 5.3 The Municipality will determine whether it will be carrying out the installation. This is the preferred method to ensure that the installation meets the standards of the By-law. However, at the discretion of the Municipality and with the agreement of the owner or contractor, the Municipality may allow the owner or contractor to carry out the installation for a fee determined by the Municipality.

Owner or Contractor Installation

- 5.4 The owner or contractor will be advised when the sign hardware is available at the Municipal Office or Municipal Garage, as the case may be, and arrangements will be made for the pick up or delivery of the hardware.
- 5.5 The Chief Building Official or Road Superintendent will visit the subject property and mark the appropriate location for the sign post.
- 5.6 When the owner or contractor is given the sign hardware, this person will be required to sign for receipt of the hardware, and a copy of the civic addressing by-law and/or instructions about installation will be provided.
- 5.7 The Chief Building Official or the Road Superintendent will ensure that the installation has been carried out and that confirmation of same is duly recorded in the Municipality's records.
- 5.8 If the owner or contractor has not carried out the installation within 60 days of receipt of materials, the procedures in the Civic Addressing By-law for notification and possible municipal installation will be followed.

6. GUIDELINES FOR POSTING PROPERTY NUMBERS

- 6.1 *Applies where the main building to which the property number applies is within 30 feet of the edge of the road surface.*

- 6.1.1 Where the main building to which the property number applies is within 30 feet of the edge of the road surface, and is clearly visible from the road, the number shall be placed on the main building.
- 6.1.2 The property number shall be displayed on the right hand side of the door at a height not less than 4 feet and not greater than 6 feet above the door threshold. The property number shall not be displayed on the door.
- 6.1.3 Where the door does not face the road or street to which the civic address applies, the property number shall be displayed on the right-hand side of the wall facing the travelled road at 5 to 7 feet above grade.
- 6.1.4 The numbers shall be a minimum of 4 inches in height and shall face towards and be clearly visible from the road or street to which the civic address applies.
- 6.1.5 Property numbers shall be of white, engineering grade, reflectorized "3M Scotchlite or equivalent" on a green, engineering grade, reflectorized "3M Scotchlite or equivalent" background.
- 6.1.6 Property numbers shall read horizontally.
- 6.1.7 The property number shall be displayed in numeral form (eg. *116*) and not in written form (eg. *one hundred and sixteen*).
- 6.1.8 Where there are two units or more at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such a unit. The property number shall be displayed as per 6.1.1).
- 6.2 *Applies where the main building is not within 30 feet of the edge of the road surface.*
 - 6.2.1 Where the main building is not within 30 feet of the edge of the road surface, the property number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies. Notwithstanding the foregoing, where a built-up area involves a series of adjacent properties with narrow frontages (up to about 30 m/100 ft average), allowance may be made for sign posts only at the beginning and ending of such built-up area. Generally, the sign posts in these built-up areas should be installed on properties closest to street intersections and, from there, no further apart than about 200 m/660 ft. The intervening properties may then follow Section 6.1 of this guideline, where a reasonable level of safety is maintained (generally if the main building to be signed is within 15 m/50 ft of the road surface and is clearly visible from the road). Reflective signs, as described in Section 6.1.5), must be used in these cases.
 - 6.2.2 The post shall be placed at a distance approximately 1 metre (3 feet) from the property line and 1 metre (3 feet) from the driveway to the property, with the following clarifications. The first priority

for sign post placement will be clear visibility from the travelled portion of the road to allow reflection by the low beam of vehicle headlights. Secondly, the post should be as far back as possible from the travelled portion of the road so as to minimize vandalism while maintaining clear visibility.

6.2.3 The property number shall be displayed on both sides of the sign blade and shall be erected perpendicular to the street to which the civic address applies so as to be clearly visible from both directions on the travelled portion of the street. The same standards laid out in Sections 6.1.4, 6.1.5, 6.1.6 and 6.1.7 shall apply.

6.2.4 The property number shall be displayed on a post approximately 1.7 m (5.5 ft.) above grade but in no case less than 1.2 m (4 ft.) above grade.

6.3 *Other guidelines for property sign installations*

6.3.1 The posting of property numbers in any future development shall comply with these performance standards. Existing property owners are encouraged to convert their signage to these standards.

6.3.2 Where the above performance standards cannot be met, the location of the property number shall be decided upon through consultation with municipal staff.

6.3.3 The property number sign and post shall be maintained by the property owner.

6.3.4 Plant material shall be maintained, i.e. pruned or spaced, to allow the property number sign to be seen from vehicles travelling on the road which is used to access the property.

6.3.5 There shall be no duplication of addresses and each property shall have an address.

7. **NEW ROAD NAMES**

General

7.1 When new road names are assigned or accepted they must not duplicate a name within the County. Furthermore, since emergency services are dispatched from a variety of locations, including centres outside the County of Renfrew, it is necessary to ensure that there will be no confusion with regard

to locating a property. Therefore, a new name should not be overly difficult to pronounce or sound the same as another road name in the County.

Road Name Registry

- 7.2 When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Municipality, or where the Municipality intends to open a road allowance or rename an existing road, the Municipality shall first consult the County of Renfrew. The County will review the road name registry to determine whether a proposed road name would be in conflict with County-wide Civic Addressing.
- 7.3 If a plan of subdivision is involved, the Municipality will not give its final approval until suitable road names have been determined and the proponent so advised.
- 7.4 If a right of way is being created for a new private road access to development, the municipality will ensure, as a condition of consent, that an appropriate road name is assigned prior to the registration of the plan of survey. A proposed road name will be cleared through the County's registry of road names prior to being accepted by the Municipality.
- 7.5 The Municipality will advise the County as to the selected road name so that the registry can be maintained.

8. NOTIFICATION OF ASSIGNED ADDRESS

- 8.1 Immediately following the assigning of a new or changed address number for a building or a lot, the Clerk 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:

Fire Department
Police Department
Ambulance Service

Property Assessment Office
County

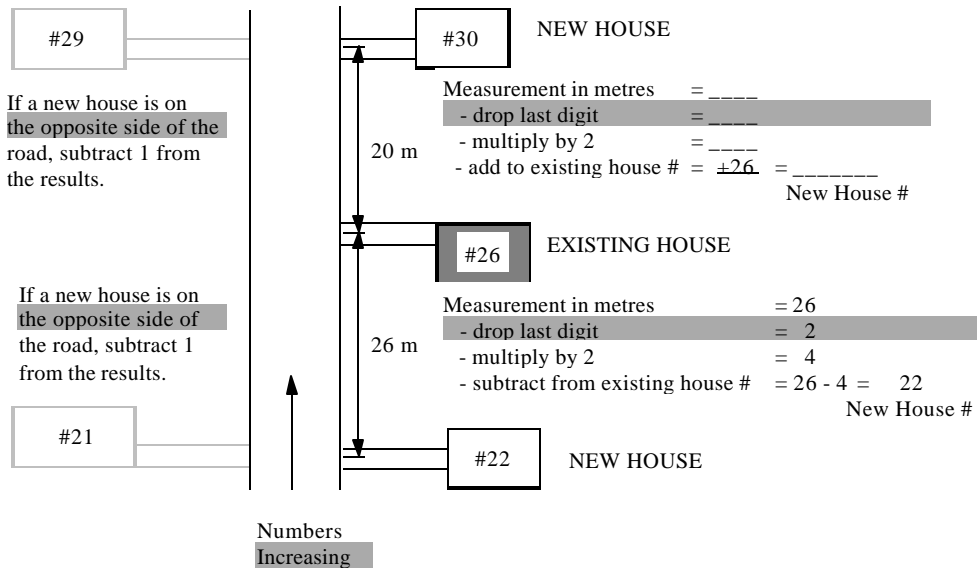
- 8.2 Where an assigned address does not fit within the intersection number ranges for the affected section of road, as shown on the addressing maps, the Clerk should confer with the County and the need to revise the map or recalculate the address will be determined.
- 8.3 Where a property is addressed with a unit number (see section 2.6), the Clerk will ensure that any existing property identification sign at the public road is accurate in terms of the new unit number. The County can supply the lettering and materials to adjust a sign.

APPENDICES

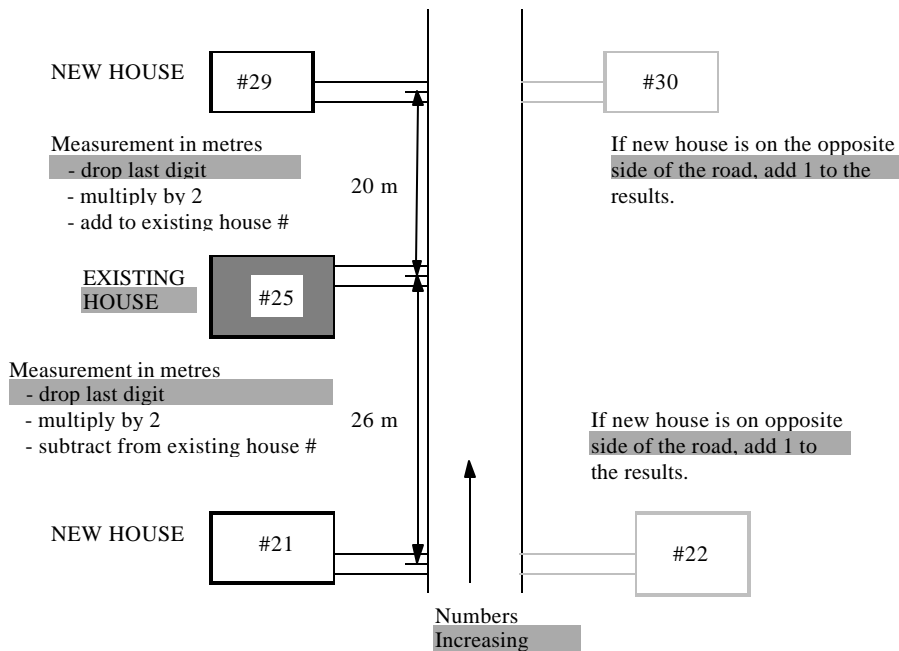
I CALCULATING A NEW PROPERTY IDENTIFICATION NUMBER

II PROPERTY IDENTIFICATION SIGN / CIVIC ADDRESS REQUEST

CASE 1: KNOWN PROPERTY IDENTIFICATION NUMBER IS AN EVEN NUMBER



CASE 2: KNOWN PROPERTY IDENTIFICATION NUMBER IS AN ODD NUMBER



NOTE: If there are no existing house numbers for reference, the address range number on the nearest intersection sign blade may be used.

Calculating a New Property Identification Number

PROPERTY IDENTIFICATION SIGN / CIVIC ADDRESS REQUEST FORM

DATE _____

TOWNSHIP _____

OWNER'S NAME _____

ASSESSMENT ROLL # _____

ROAD NAME _____

PROPERTY IDENTIFICATION NUMBER OF NEW PROPERTY* _____

PROPERTY IDENTIFICATION NUMBER OF NEAREST ADDRESSED
PROPERTY ON THE SAME ROAD _____

REQUEST COUNTY TO MEASURE FOR ADDRESS CALCULATION()

FORWARDED BY _____
(Signature and Position , e.g., clerk)

PAYMENT FOR SIGN(S) ENCLOSED IN THE AMOUNT OF \$ _____



COUNTY OF RENFREW SIGN SHOP

CIVIC ADDRESS SIGN NUMBER _____

SIGN PRODUCED BY _____

DATE SHIPPED _____
D / M / Y

HOW SHIPPED _____

PAYMENT FORWARDED TO ADMIN OFFICE _____
D / M / Y *INITIALS*