



## Town of Kensington Policy

<b>Policy Title:</b>	Civic Addressing Policy	<b>Policy Number:</b>	01-1104-16
<b>Department:</b>	Police/Emergency Services	<b>Approval/Effective Date:</b>	March 14, 2016

### 1. **PURPOSE**

- 1.1 This policy will guide the municipal staff, who have been given the responsibility by Council, to conduct civic addressing activities by assigning and maintaining civic identification numbers (civic numbers), ensuring that the appropriate civic number signs are installed, administering and maintaining road names, and ensuring that appropriate road signs are installed.
- 1.2 This Policy is to ensure that the Municipality's system of civic addressing is upheld in order to maintain a complete and consistent civic addressing system within the Municipality. A properly maintained civic addressing system is necessary for the proper operation of the Enhanced 9-1-1 system. An absolute requirement is that there be no duplication of a civic addresses (civic number plus street name) within the boundaries of the Municipality as well as the Kensington Fire Coverage Area.
- 1.3 This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding changes to the Municipality's civic addresses and road names.

### 2. **PROPERTY NUMBERING PRINCIPLES**

#### **Interval Method**

- 2.1 The frontage interval method is used to determine civic numbers. The frontage interval is 10 metres (32.8 feet), which means that a different civic address number is available (but not necessarily used) every 10 metres along a road. Should the road adjoin to a Provincial road or highway the frontage interval will follow the Provincial standard of 5 meters (16.4 feet).
- 2.2 Two civic 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 Civic numbering starting points are in accordance with the road direction established by the Municipality. The centre of the driveway is used as the measuring point for civic numbers assigned to individual properties unless there are exceptional circumstances. 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**

- 2.4 At municipal boundary lines, the Municipality shall continue sequentially with the civic numbers generated by the adjoining Provincial road or highway.

### **Multiple Dwellings**

- 2.5 In general, up to two separate dwellings can be identified by unit numbers at the same civic address (e.g., *123 Any Road Unit A*; *123 Any Road Unit B*).
- 2.6 An apartment building or a multiple attached dwelling (e.g., building composed of townhouse units) on one apparent parcel of land with a common doorway access is given one civic number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the civic number.
- 2.7 A multi-storey apartment building with multiple units on each floor should generally be assigned unit numbers that correspond with the floor number (e.g., Unit 101, Unit 102, Unit 103 on the first floor, Unit 201, Unit 202, Unit 203 on the second floor).
- 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 civic 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 civic number for each mobile home as per the terms of this policy.

### **Multiple Commercial/Industrial**

- 2.10 A multiple unit commercial/industrial building, such as a shopping plaza, on one apparent parcel of land with a common access is given one civic number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the civic number. Units in a multi-storey commercial/industrial building should generally be assigned unit numbers in accordance with Section 2.8.

### **Corner Lots**

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

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

- 2.12 Established civic 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.

#### **Cul-de-Sac**

- 2.13 Normally, properties accessing a new cul-de-sac are to be assigned civic numbers with odd numbers on the left and even numbers on the right beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.

#### **Private Roads**

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

### **3. DETERMINING NEW CIVIC NUMBERS**

#### **General**

- 3.1 Once civic addressing is in place within the Municipality, new civic numbers usually will be determined using a nearby known civic address as a reference point.
- 3.2 Where difficulties occur, the Municipality will consult the Provincial 911 Administration Office for assistance in calculating a civic number.

#### **Checking**

- 3.3 New civic numbers can be checked against the Provincial records in the Civic Address Registry to ensure that the new number is logical.

### **4. ISSUING NEW CIVIC NUMBERS**

- 4.1 Civic numbers for existing vacant lots shall be issued when the owner or contractor submits a request for a development permit. With respect for new lots created by consent (severance) request, shall be issued when the owner or contractor submits a request for a building permit.
- 4.2 Civic 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. The approval to assign the civic numbers shall be in consultation with the CAO. Civic numbers should be confirmed by the Provincial 911 Administration Office at the building permit stage.

### **5. INSTALLING CIVIC NUMBER SIGNS**

#### **Fees**

- 5.1 Any costs related to the purchase of the property civic number plate, post (if required) and materials, and the cost of the installation is the responsibility of the property owner / developer.

#### **Responsibility for Installation**

- 5.2 The installation of signage is the responsibility of the property owner / developer at their expense and must meet the standards outlined within this policy.

## 6. GUIDELINES FOR POSTING CIVIC NUMBER SIGNS

6.1 *Applies where the main building to which the civic number applies is within 15.2 metres (50 feet) of the edge of the road surface.*

6.1.1 Where the main building to which the civic number applies is within 15.2 metres (50 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 preferred location of the civic number is on the right hand side of the door at a height not less than 1.2 metres (4 feet) and not greater than 1.8 metres (6 feet) above the door threshold. The civic number shall not be displayed on the door.

6.1.3 Where the door does not directly face the road or street the preferred location of the civic number is on the right-hand side of the wall facing the travelled road at 1.5 metres (5 feet) to 2.1 metres (7 feet) above grade.

6.1.4 The numbers shall be a minimum of 10.2 centimetres (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 Civic numbers shall read horizontally.

6.1.6 The civic number shall be displayed in numeral form (eg. 116) and not in written form (eg. *one hundred and sixteen*).

6.1.7 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 civic number shall be displayed as per 6.1.1).

6.2 *Applies where the main building to which the civic number applies is not within 15.2 metres (50 feet) of the edge of the road surface.*

6.2.1 Where the main building is not within 15.2 metres (50 feet) of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies.

6.2.2 The first priority for sign post placement will be clear visibility from the travelled portion of the road. 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 civic number shall be displayed on a post approximately 1.7 metres (5.5 feet) above grade but in no case less than 1.2 metres (4 feet) above grade.

6.3 *Other guidelines for civic number sign installations*

- 6.3.1 The posting of civic number signs 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 civic number sign shall be decided upon through consultation with municipal staff.
- 6.3.3 The civic number sign and post shall be maintained by the property owner.
- 6.3.4 Vegetation shall be maintained, i.e. pruned or spaced, to allow the civic 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 civic number signs.

7. **NEW ROAD NAMES**

**General**

- 7.1 When new road names are assigned or accepted they must not duplicate a name within the Kensington Fire Coverage Area. Furthermore, since emergency services are dispatched from a variety of locations, including centres outside the Municipality, 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 Kensington Fire Coverage Area.

**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 with the Provincial 911 Administration Office. The 911 Administration Office will review the Road Name Registry to determine whether a proposed road name would be in conflict with current civic addresses within the Kensington Fire Coverage Area.
- 7.3 The Municipality will advise the 911 Administration Office as to the selected road name so that the registry can be maintained.

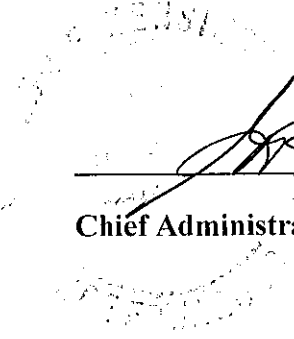
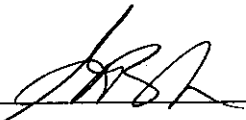
8. **NOTIFICATION OF ASSIGNED ADDRESS**

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

Provincial 911 Administration Office  
Kensington Fire Department  
Kensington Police Department  
Canada Post Corporation

Date of Passage: March 14, 2016

I certify that this policy was adopted by Town Council as indicated above.

  
  
Chief Administrative Officer

January 18, 2019  
Date