

| <b>City of Prince Albert<br/>Statement of POLICY and PROCEDURE</b> |  |                      |                |
|--|--|----------------------|----------------|
| Department:  | Planning and Development Services                            | Policy No.           | <b>83</b>      |
| Section:   | Planning   | Issued:              | April 25, 2016 |
| Subject:   | <b>Civic Addressing Policy</b>                               | Policy Effective:    | April 25, 2016 |
| Council Resolution # and Date:                                     | Council Resolution No. 0211 of April 25, 2016                | Page:                | 1 of 13        |
|  |  | Replaces:            | n/a            |
| Issued by:   | Janna Morgan, Planning Technician                            | Dated:               | n/a            |
| Approved by:   | John Guenther, Director of Planning and Development Services | Procedure Amendment: |                |

## **1. POLICY**

- 1.01 All civic addressing within the City of Prince Albert shall follow a logical format and shall adhere to the guidelines described below. The assignment of civic addresses will be the responsibility of the Department of Planning and Development Services.

## **2. PURPOSE**

- 2.01 This policy will guide the Department of Planning and Development Services to assign property identification numbers in order to maintain a complete and consistent civic addressing system within the municipality.
- 2.02 This policy will ensure that the municipal-wide system for civic addressing is upheld in order to facilitate the operation of an Emergency Services system and to maintain a coordinated addressing system.
- 2.03 This policy will ensure that administration maintains suitable records and that notification is sent to the appropriate agencies when applicable.
- 2.04 This policy will ensure that the municipality's civic addressing format is corresponding to that of Canada Post where appropriate to aid in efficient and reliable delivery.

## **3. SCOPE**

### **3.01 Geographic Area**

This policy applies to all titled parcels of land and buildings/building units within the City of Prince Albert boundary.

- 3.02 This policy applies to all new development requiring a civic address moving forward.
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3.03 The assignment of civic numbers, building identifiers and unit identifiers will be included within the scope of this policy.

3.04 The display of civic numbers, building identifiers and unit identifiers will be included within the scope of this policy.

#### **4. RESPONSIBILITY**

4.01 The Department of Planning and Development Services is responsible for ensuring compliance with this policy when assigning and amending civic addresses.

4.02 Property owners are responsible for ensuring that the assigned civic address has been displayed in accordance with the guidelines set out within this policy (see section 7.02) and within The Fire and Protective Services Bylaw.

4.03 With written notice to the owner of the property, administration may assign, amend, or reassign civic addresses where necessary to resolve potentially confusing numbering discontinuities or irregularities and to ensure adequate supply of civic addresses for existing and future development.

4.04 When a civic address change occurs or new civic address is assigned, the applicant or owner of the property is responsible for notifying the appropriate authorities, such as Canada Post, utility companies, etc. to update their accounts.

4.05 When a street name is assigned or amended in accordance with the City of Prince Albert Street Naming Policy No. 35.4, it is the responsibility of administration to assign or amend all civic addresses abutting the said street accordingly.

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## **5. DEFINITIONS**

5.01 Within this bylaw the following definitions shall apply:

“Administration” means the municipal officials and employees of The City of Prince Albert, who has been given the responsibility by Council to assign property identification numbers;

“Building” means a structure that is used or intended to be used for supporting or sheltering persons, a place of business or the operation of some sort of industrial activity. It includes anything constructed or placed on, in, over or under land but does not include a highway or public street or a bridge forming part of a highway or public street;

“Building Inspector” means the official of The City of Prince Albert who is designated as such by the Council or the City Manager;

“Civic Address” means a standardized system of identifying and locating properties which is used as a means to navigate to a described property, building or unit within a building. It consists of a street name, civic number and building and/or unit identifier if it is required;

“Civic Number” means the primary address assigned to each titled parcel;

“Building Identifier” means an address, depicted alphabetically, that is secondary to the civic number and is used to differentiate between multiple buildings on a single parcel;

“Unit Identifier” means an address, depicted numerically, that is secondary to the civic number and is used to differentiate between multiple units with the same civic number when there is a secondary-unit located within a building or with direct access to the exterior of the building;

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“Density” means the number of dwelling units on a site;

“Director of Planning and Development” means the official of The City of Prince Albert who is designated as such by the Council or City Manager;

“Driveway” means any private right of way, private street or other access onto private property but does not include public thoroughfares;

“Dwelling” means a building that may be used as a permanent residence excluding a mobile home, but including a factory-built home;

“Dwelling Unit” means two or more rooms used or designed to be used as a residence by one or more persons and containing cooking, eating, living, sleeping and sanitary facilities;

“Grade” means the finished ground surface directly underneath the sign or adjacent to the building;

“Municipality” means the area known as the city of Prince Albert;

“Parcel” means a surface parcel as defined in *The Land Titles Act, 2000*;

“Primary Address” means a unique civic number used to describe a titled parcel;

“Property” means land or buildings or both;

“Property Line” means a legal boundary of an area of land;

“Secondary Address” means a unit and/or building identifier used to differentiate between multiple buildings or units within a parcel, which share the same civic number;

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“Street” means a public thoroughfare of the City, including sidewalks and boulevards, which affords a means of access to land abutting it and includes a lane and a bridge;

“Titled Parcel” means an area of land that is registered with Information Services Corporation and has been assigned a unique parcel number or is a unit as defined by *The Condominium Property Act, 1993*.

## **6. REFERENCES & RELATED STATEMENTS OF POLICY & PROCEDURE**

6.01 Section 16 of *The Cities Act* and section 17 of *The Municipalities Act* states:

“(1) A city may name streets or areas within its boundaries and may assign a number or other means of identification to buildings or parcels of land.

(2) A city may require an owner or occupant of a building or a parcel of land to display the identification assigned to it pursuant to subsection (1) in a certain manner.”

6.02 The Fire and Protective Services Bylaw, states:

“The civic address of any building or structure shall be prominently displayed on the front of the building or structure so as to be clearly visible from the street.”

6.03 The City of Prince Albert’s Street Naming Policy No 35.4

## **7. PROCEDURE**

### **7.01 Civic Address Requirement**

Each titled parcel and building/building unit must be assigned a unique civic

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address. The assignment of civic addresses to titled parcels will be done as they are created moving forward, but those that are currently undeveloped and unassigned will only be assigned on an as needed basis.

#### 7.02 **Displaying the Civic Address**

The property owner is responsible to properly and permanently affix the civic number and unit/building identifiers on the building by the time of substantial completion, as deemed by the Building Inspector, as follows:

- (a) Each civic number must be at least 15 cm in height
- (b) Each civic number and unit/building identifiers must be displayed between 1 and 2 metres above grade
- (c) Each civic number must be visible from all directions on the street and clear from any vegetation or other obstruction that may block its view.

Where the building is not visible from all directions on the street, the civic number and unit/building identifiers should be displayed on the property in a location where it will be visible and that does not obstruct views of oncoming traffic.

If more than one property or building is accessed by a common driveway, the civic number assigned for the overall parcel shall be displayed as well as individual unit/building identifiers clearly posted on each building or unit.

The enforcement of the proper display of civic addresses shall be governed by the regulations contained in The Fire and Protective Services Bylaw.

#### 7.03 **Alteration of a Civic Address**

No person shall display any other number than the civic number and unit/building identifier assigned by administration.

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No person shall alter, renumber or change any civic address without first receiving permission from administration.

An applicant can apply to change their civic address through application to administration and payment of the appropriate fees. Application fees will be determined by the Department of Planning and Development Services. If approved, all other fees related to the change, including those for external agencies such as Canada Post, utility companies, etc., will be the responsibility of the applicant.

All applications for an address change must be accompanied by a substantive reason for such a change and cannot be based solely on personal preference. A change of civic address will only be granted if there is appropriate justification for the change and will be based on a case-by-case method.

Administration will determine a solution that addresses public safety concerns and minimizes the disruption to the affected and surrounding residents and property owners.

#### 7.04 **Civic Address Assignment**

New civic addresses will only be assigned in one of the following instances:

- a) A property requires a new civic address as part of a building permit or development permit
- b) A property had not previously been assigned a civic address
- c) Density has been increased through subdivision and/or additional units and a new civic address is required
- d) An application for civic address change has been made

Civic address assignment will take into consideration the following:

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Uniformity- All numbers shall be assigned consecutively and be proportionately spaced along the entire length of a street to aid in finding the general location of properties. Numbering generally starts from the lowest numbered intersection and numbers should be assigned in ascending order.

Uniqueness- A separate civic address shall be assigned for each titled property and individual dwelling unit or establishment.

Sensitivity- Numbers which people may find offensive or that have negative cultural connotations are to be avoided. i.e. 13, 666

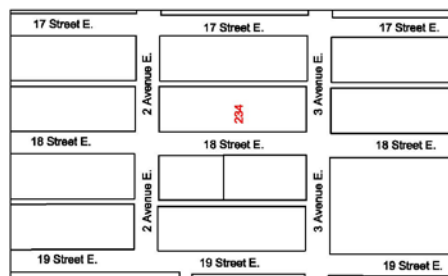
## 7.05 Civic Address Assignment Procedure (Administration)

### 7.05.1 Street Design

#### **Grid Style Streets: Numbered**

On a numbered street, the last one or two digits of a civic number are graduating numbers that increase as one progresses down the street. The leading number represents the block and corresponds to the lowest numbered avenue that it abuts.

i.e. 234 is located between 2<sup>nd</sup> and 3<sup>rd</sup> Avenue because the leading number is 2.



Even numbers shall be assigned to those homes which are East and North of abutting right of ways. Odd numbers shall be assigned to those homes which

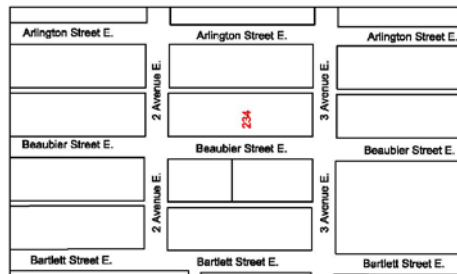


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are West and South of abutting right of ways.

### **Grid Style Streets: Named**

A civic number on a named street shall also be determined by the grid system used for numbered streets described above.



### **Named Cul de Sacs or Bulbs**

On a cul de sac or bulb, the right hand side shall be designated as having even civic numbers and the left hand side as having odd civic numbers in ascending order from the numbering origin. This pattern shall continue through the entirety of the block.

The numbering origin shall be the east side of the block, ascending towards the west, when the property is located west of Central Avenue and the west side of the block, ascending towards the east, when the property is located east of Central Avenue.

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Like a grid style street, the leading number of the civic numbers chosen shall represent the block and correspond to the lowest numbered avenue that it abuts or that it would abut if the grid style was extended to this area.



### 7.05.2 Residential

Civic numbers shall increase in increments of at least 4, or at an interval that is deemed most appropriate, to allow room for future development.

The civic address of a house placed on a corner or through lot will be based on the street that the front lot line abuts and not necessarily the house itself. The Director of Planning and Development Services shall determine the front lot line for a corner site or through site subject to the owner having the right to appeal the Director of Planning and Development's decision to City Council.

#### Single Family Dwellings

Single Family dwelling units shall be assigned a unique civic address that does not contain unit/building identifiers.

#### Multi-unit dwellings with multiple exterior entrances (i.e. Duplexes, Four-plexes and Townhouses)

When a building contains more than one dwelling unit, each separate exterior

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entrance shall be assigned a unique civic number.

i.e. One side of a duplex is 50-8<sup>th</sup> Street East and the other side is 54-8<sup>th</sup> Street East (civic number- street).

**Multi-unit dwellings with a singular exterior entrance and multiple interior entrances (i.e. Apartments and Condos)**

When there is only one exterior entrance to a building and multiple interior entrances, such as in an apartment, the building itself will be assigned a civic number and each unit shall be assigned a unit identifier. The leading number of the unit identifier will be determined by the floor which it is located on.

i.e. 100-50-8<sup>th</sup> Street East (Unit Identifier - civic number- street)  
note: in this case the unit is located on the first floor

**Multiple Buildings per Parcel**

When a parcel has more than one building located on it, each building shall be assigned an alphabetical building identifier that is secondary to the civic number.

i.e. 50A-8<sup>th</sup> Street East (civic number, building Identifier- street)

If there are multiple units within each building they shall be represented by a numerical unit identifier, as stated above.

i.e. 100-50A-8<sup>th</sup> Street East (unit Identifier- civic number, building identifier- street )

**7.05.3 Commercial, Industrial & Institutional**

Civic numbers shall increase in increments of at least 10, or at an interval that

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is deemed most appropriate, to allow room for future development.

The civic address of a building placed on a corner or through lot will be based on the street that the front lot line abuts and not necessarily the building itself. The Director of Planning and Development Services shall determine the front lot line for a corner site or through site subject to the owner having the right to appeal the Director of Planning and Development's decision to City Council.

### **Single Unit Buildings**

Single unit buildings shall be assigned a unique civic address that does not contain unit/building identifiers.

### **Multi-unit buildings with multiple exterior entrances**

When a building is occupied by more than one business or tenant, each separate exterior entrance shall be assigned a unique civic number.

i.e. One tenant is 50- 8<sup>th</sup> Street East and the neighbouring tenant is 60- 8<sup>th</sup> Street East (civic number- street)

### **Multi-unit buildings with a singular exterior entrance and multiple interior entrances**

When there is only one exterior entrance to a building and multiple interior entrances, the building itself will be assigned a civic number and each unit shall be assigned a unit identifier. The leading number of the unit identifier will be determined by the floor number which is located on.

i.e. 100-50-8<sup>th</sup> Street East (Unit Identifier - civic number- street)  
note: in this case the unit is located on the first floor

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### **Multiple Buildings per Parcel**

When a parcel has more than one building located on it, each building shall be assigned an alphabetical building identifier that is secondary to the civic number.

i.e. 50A-8<sup>th</sup> Street East (civic number, building Identifier- street)

If there are multiple units within each building they shall be represented by a numerical unit identifier, as stated above.

i.e. 100-50A-8<sup>th</sup> Street East (unit Identifier- civic number, building identifier- street )

Schedule "A" of Civic Addressing Policy

**Civic Address Change Application**

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**Applicant Information**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Unit # Street Name City Province Postal Code

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Are you the registered owner of the property?  Yes  No (please attach owner's authorization form)

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**Subject Property:** \_\_\_\_\_  
Unit # Street Name Lot Block Plan

**Reason for Change of Address** (attach additional documents to back if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Declaration:**

I, \_\_\_\_\_, am requesting that the City of Prince Albert change my current  
please print  
address for the reasons stated above. In doing so, I understand that notifying any utility companies, emergency services, etc. of this change of address is solely my responsibility along with any costs related to this process. The City of Prince Albert will consider this proposal but a change of address is not guaranteed. This procedure is based on a case-by-case evaluation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use Only

This address change request has been:  Approved  Denied

Date: \_\_\_\_\_ Development Officer: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**New Civic Address (if applicable):** \_\_\_\_\_

