

CITY OF ST. THOMAS

BY-LAW NO. 147-95

Being a by-law to establish a City of St. Thomas Municipal Addressing System, including a municipal policy for the numbering of the buildings along highways and for affixing numbers to the buildings, property identification and street identification.

WHEREAS Section 210(112) of the Municipal Act, R.S.O. 1990, Chapter M45, provides that By-Laws may be passed for the numbering of the buildings and lots along any highway, beach, park, reserve or any other property in the municipality that it is considered necessary to number by the Council, and for affixing numbers to the buildings and for charging the owner or occupant with the expense incident to the numbering of the lot or property;

AND WHEREAS Section 210 (113) of the Municipal Act, R.S.O. 1990, Chapter M45, provides that By-Laws may be passed for keeping, and every such Council shall keep, a record of the highways, beaches, parks, reserves and of the numbers of the buildings, lots, and other property, if any, and for entering therein;

AND WHEREAS the Council of the Corporation of the City of St. Thomas deems it expedient to establish a municipal addressing system and to provide the authority to administration for its implementation through the acceptance of a policy manual;

NOW THEREFORE the Council of the Corporation of the City of St. Thomas enacts as follows:

1. THAT a municipal addressing system be established to provide for an accurate, universally agreed upon system of property identification that will assist the emergency and delivery services, that is both simple and capable of accommodating growth;
2. THAT the Municipal Addressing Policy Manual attached hereto as Schedule "A" to the By-Law is hereby adopted;
3. THAT the policies and procedures found within the said Municipal Addressing Policy Manual shall be implemented and maintained through the City Clerk's Office.
4. THAT owners of property keep and maintain in good condition their municipal number in accordance with the policy setout in Schedule "A".
5. THAT the Treasurer be authorized to apply any uncollected costs associated with the provision of municipal numbers and/or the installation of municipal numbers to the corresponding property listing in the current tax roll for collection at the discretion of the Treasurer.
6. THAT no owner of property or any person shall remove a municipal number once posted;
7. THAT all owners of land are required to comply to the provisions of this By-Law.
 - 7.1 THAT in the event, after notice has been given in accordance with Section 3 of Schedule "A" to this By-Law, a landowner does not comply to the provisions of this By-Law, that the City may enter upon the lands of the landowner and erect the required numbers;

- 7.2 THAT the Treasurer is authorized to establish a fee, not exceeding the cost to the municipality of fabricating, erecting and/or maintaining the property numbers in accordance with this by-law, as a charge to the landowner, collected in a like manner as taxes.
- 7.3 THAT all land owners must comply to the provisions of this by-law by the year 2005.
8. THAT should any section, clause or provision in this By-Law be held by a court of competent jurisdiction to be invalid, the validity of the remainder of this By-Law shall not be affected;
9. THAT By-Law No. 146-76 is hereby deemed repealed.

READ a First and Second time this 6th day of November, 1995.

READ a Third time and Finally passed this 6th day of November, 1995.



Peter J. Leack, City Clerk



Stephen J. Peters, Mayor

SCHEDULE "A"

TO BY-LAW NO. 147-95

MUNICIPAL ADDRESSING POLICY

1.0 **INTRODUCTION**

1.1 **Background**

- 1.1.1 The purpose of this policy is to provide guidelines for assigning property identification numbers (a municipal address) to properties within the City of St. Thomas.
- 1.1.2 The policies outlined will, in the long term, provide the City of St. Thomas with a complete and consistent system of property identification.
- 1.1.3 Under the provisions of the Municipal Act, a municipality may pass By-Laws for the numbering of properties, buildings, etc. within its boundaries and for charging the owner or occupant with any expenses incident to the numbering of his/her property.

1.2 **Objectives of the Municipal Addressing System (M.A.S.)**

In anticipation of meeting a condition of entering into an agreement to implement a 9-1-1 Public Emergency Reporting Service, a civic addressing program must be in place.

- 1.2.1 The system, as outlined in this framework, has six general objectives:
 - 1. To develop an accurate, universally agreed upon system of property identification.
 - 2. To provide assistance to emergency personnel.
 - 3. To be a simple, logical system, understandable by all user groups including the general public.
 - 4. Be flexible, in order to allow for future growth and infilling.
 - 5. Be easily maintained at minimal cost.
 - 6. Be compatible with an enhanced 9-1-1 Public Emergency Reporting Service.

2.0 **MUNICIPAL NUMBERING POLICY**

2.1 **Guidelines**

The following general rules apply:

- 2.1.1 All addresses assigned by the municipality shall be considered permanent.
- 2.1.2 One municipal number shall be allotted for every 30 feet of frontage (one odd number and one even number on each side).
- 2.1.3 Even numbers shall be allotted for the west and south sides of the street.

2.1.4 Odd numbers shall be allotted for the east and north sides of the street.

2.1.5 When numbering curvilinear streets the following applies:

LOCAL

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

Cul-De-Sacs - The general orientation of the cul-de-sac is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

The mid point in the bulb of the cul-de-sac is used to define the split.

Where the street name of the dead-end circle is the same as the street name of the main street, the numbers from the main street are carried into the circle.

COLLECTOR/ARTERIAL

Roads, Avenues, Drive, Trails, Path, Boulevards - The curvilinear streets which will be numbered according to the east-west or north-south base line even if there is a major directional change.

2.1.5 Townhouses, apartment buildings and condominiums on property registered under single ownership are given one municipal number, and the units within the development are assigned unit numbers. Unit numbers are assigned consecutively. The unit number will not be a repeat of the municipal number. If an instance like this occurs, that number is skipped.

2.1.6 Any "on-street" housing projects, that is free-hold (owned) and has direct frontage on a public street shall have a separate municipal number for each unit.

2.1.7 Corner Lots - Two numbers are allocated for the lots. Usually, the number on the street with the smallest frontage will be used. However, should the dwelling be facing and the driveway be on the street with the wider frontage, the number available for this street will be used. Before the initial building permit is issued, one of the numbers will be stroked off the plan.

2.1.8 Any new building, when not part of a subdivision, shall be formally assigned a municipal address by the City Clerk or designate upon notification of building permit application.

2.1.9 Lots within a Plan of Subdivision shall be formally assigned a municipal address by the City Clerk's Office prior to final plan approval.

2.1.10 An application or request for change of address may be considered provided: a) an alternative municipal number must still fall logically within the general numbering sequence and, b) a fee for renumbering a property of \$250.00 is paid.

3.0 PROPERTY IDENTIFICATION SIGNS

3.1 Standards

3.1.1 All municipal numbers must meet the following criteria:

- a) shall be a minimum of 130 mm (5 inches) in height;
- b) shall be made of a material that is clearly visible from the road
- c) shall be placed at the entrance to the building and on the building wall facing the highway, placed in a location not higher than the first storey thereof.

3.1.2 Where the main building/dwelling is set back more than 20 metres (66 feet) from the highway or the main building/dwelling is obscured from the highway by trees, buildings, crops, etc., the municipal number shall be placed on a contrasting, double-sided plate and attached to a post having a height of at least 1.5 metres (5 feet) above the ground and located within 1.5 metres (5 feet) of the property line and situated perpendicular to the highway.

3.1.4 Notwithstanding 3.1.2, non-residential buildings may incorporate their municipal number on their commercial sign provided:

- a) the municipal number is in sharp contrast to the sign on which it is affixed subject to review by the municipality;
- b) the sign is located within 15 metres (50 feet) of a highway; and
- c) all numbers are a minimum of 130 mm (5 inches) in height.

3.2 Owners Responsibility - It is the responsibility of the owner of the property to which the number applies to ensure the upkeep and maintenance of the municipal number.

4.0 ROAD NAMING GUIDELINES

4.1 Guidelines

There are several general guidelines which shall be followed for all new roads:

- 4.1.1 Roads with sequential numbering shall have one name.
- 4.1.2 Roads without sequential numbering shall not have one name.
- 4.1.3 Municipal boundary roads shall have one name.
- 4.1.4 If a road is separated by a river, a controlled access highway or other barriers, two separate names should be assigned.
- 4.1.5 If a road is stopped by an unopened road allowance, not likely to be opened, then separate names should be assigned. If the road is likely to be completed, one name may be sufficient but special directional signs may be required.
- 4.1.6 Roads with common names and different suffixes should be avoided. For example, if there is a Vantage Street there should not be a Vantage Court. However, to address existing legal street names, a maximum of two derivatives of the same street name but having different suffixes may be used where alternatives are not acceptable.
- 4.1.7 The prefixes "north, south, west and east" shall be avoided.
- 4.1.8 Phonetic similarities or minor distinctions in names shall be avoided. For example, if there is a Lynwood there should not be a Linwood.
- 4.1.9 When there is significant jog in a road, a separate name for each road segment may be needed.
- 4.1.10 Consideration should be given to names in current use.
- 4.1.11 Consideration should be given to local landmark names such as schools, churches, etc.
- 4.1.12 Difficult to spell and difficult to pronounce names shall be avoided.

4.1.13 Street name changes shall only occur at intersections.

4.1.14 Street names shall not exceed a maximum of 26 characters in total. Total number of characters includes any spaces between each element of the street name. The elements of the street name are:

- ▶ *Street Name* - maximum 15 characters (including any spaces), one space,
- ▶ *Street Suffix* - maximum 7 characters (when abbreviated), one space; and

4.2 Provincial Highways

4.2.1 Provincial Highways are named as any other road and the highway identifier is maintained.

4.3 Private Roads

4.3.1 Where approval is given for the usage of a private road name, the name shall:

- a) not contain a prefix or suffix,
- b) have the designation of “/PRIV.” after its name, and
- c) not be the same as any municipal roadway name.

4.3.2 Where a private roadway is in existence or is proposed to be constructed, the owner may apply for the numbering or renumbering of the buildings and lots or units along the roadway and for the naming or renaming the private roadway by filing an application with the City Clerk’s Office together with:

- a) a copy of the deed and description of the land,
- b) the plans of the land in duplicate indicating:
 - ▶ the location of the buildings on the site
 - ▶ the location of the main entrances to the buildings or the units and the number of units served by each entrance
 - ▶ the location of all private roadways, walks, parking areas, aisles and driveways
 - ▶ the location of private roadway signs
 - ▶ a key plan to indicate how the private roadways tie into the network of public streets, and
 - ▶ the proposed name of the roadway
- c) a processing fee in the amount of \$250.00.

5.0 ROADWAY IDENTIFICATION SIGNS

5.1 Provincial Highways

Signs on or at Provincial Highways are subject to Ministry of Transportation standards.

5.2 Local Municipal Roads

5.2.1 Road name signs are to be located on the southwest corner of all intersections unless the Director of Public Works and Engineering otherwise specifies.

5.2.2 Whenever possible roadway name signs should be mounted on separate posts from regulatory signs. At “Tee” intersections, where it is not possible to locate a roadway identification sign on the southwest corner, the roadway sign posts shall be located across the intersection opposite the centre line of the intersecting roadway.

5.2.3 Roadway name plates shall be extruded aluminium blades with heat activated application of “engineering grade” reflective vinyl to the blank. Lettering shall be reflective white on a reflective green background. Lettering should be on both sides of the sign where applicable.

5.2.4 Lettering shall be done by the application of die cut letters, or by the heat-fixed screening process, subject to the approval of the Road Superintendent. Lettering shall be upper case standard block condensed style. Minimum lettering size and sign blank height shall be as follows:

- a) local and collector street intersections
 - 160 mm (6 1/4") sign blank
 - 100 mm (4") high street name
 - 50 mm (2") high ST., AVE., etc.
- b) arterial and collector street intersections
 - 200 mm (8") high sign blank
 - 150 mm (6") high street name
 - 50 mm (2") high ST., AVE., etc.

5.3 Private Roads

- 5.3.1 Municipal approval of the private street name is required prior to usage, any municipal number assignment other than a unit number and any sign being erected.
- 5.3.2 Lettering standards will be consistent with section 5.2.4 (a) except lettering colouring will be black lettering on a reflective white background.
- 5.3.3 Lettering on the sign shall be "Street Name /PRIV".
- 5.3.4 Be located at all intersections in a manner approved by the Director of Public Works and Engineering.
- 5.3.5 Be maintained by the property owner.