

Civic Addressing Policy for the City of Moose Jaw

CITY OF MOOSE JAW

POLICY: CIVIC ADDRESSING	EFFECTIVE DATE:
SECTION: PLANNING AND DEVELOPMENT SERVICES	APPROVED BY Council Resolution #

1. Purpose:

- 1.1 The purpose of this policy is to guide the Department of Planning and Development Services in the assigning of property identification numbers;
- 1.2 This policy shall ensure a complete and consistent addressing system is maintained in the municipality;
- 1.3 This policy shall ensure that accurate addressing records are maintained, and that the appropriate agencies are notified and updated on changes when applicable;
- 1.4 This policy shall ensure that the municipality's civic addressing format corresponds to that of Canada Post, where appropriate, to aid in efficient and reliable delivery.

2. Definitions:

- 2.1 Administration – for the purposes of this Policy, means the Director of Planning and Development Services and his/her directorate;
- 2.2 Building – for the purposes of this Policy, means a structure that is used for supporting or sheltering persons, a place of business, or the operation of some form of industrial activity. It includes anything constructed or placed on, in, over, or under land but does not include a highway, public street or bridge forming part of a highway or public street;

- 2.3 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;
- 2.4 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;
- 2.5 Civic Number – means the primary address assigned to each titled parcel;
- 2.6 Density – for the purposes of this Policy, means the number of dwelling units on a site;
- 2.7 Driveway – means any private right of way, private street or other access onto private property but does not include public thoroughfares;
- 2.8 Dwelling – means a building or part of a building that may be used as a permanent residence excluding a Mobile Home;
- 2.9 Dwelling Unit – means one or more rooms that may be used as a residence, each unit having sleeping, cooking, and toilet facilities;
- 2.10 Municipality – means the area known as the City of Moose Jaw;
- 2.11 Parcel – means a surface parcel as defined in *The Land Titles Act, 2000*;
- 2.12 Primary Address – means a unique civic number used to describe a titled parcel;
- 2.13 Property – means land or buildings or both;
- 2.14 Property Line – means the legal boundary of an area of land;
- 2.15 Secondary Addresses – means a unit and/or building identifier used to differentiate between multiple buildings or units within a parcel, which share the same civic number;
- 2.16 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 or bridge;

- 2.17 Substantial Completion – a project is considered to be substantially complete once a Building Official has issued an Occupancy Permit;
- 2.18 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 defined by *The Corporation Property Act, 1993*;
- 2.19 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.

3. Policy:

3.1 Civic Address Requirement

- a) Each titled parcel and building/building unit must be assigned a unique civic address;
- b) Section 3.2 of this Policy shall apply to all titled parcels and buildings/building units whether existing before or after the effective date. Previously established civic addresses that existed prior to the effective date of this Policy shall be grandfathered.

3.2 Displaying the Civic Address

- a) The property owner is responsible for properly and permanently affixing the civic number and unit/building identifiers on the building by the time of substantial completion, as deemed by the Building Official as follows:
 - i) Each civic number must be at least 15 cm in height;
 - ii) Each civic number and unit/building identifiers must be displayed between 1 and 2 metres above the ground;
 - iii) Each civic number must be visible from all directions on the street and clear from any vegetation or other obstructions that may block its view.

- b) In any case where an owner or occupant of a building neglects to install the civic address as required, the Department of Planning and Development Services may serve a written request upon the owner or occupant to cause the civic address to be installed or properly installed as required by this Policy, and if the owner or occupant of the building does not comply with this request within 30 days, the Department of Planning and Development Services may proceed to install or properly install the civic address as required by this Policy, and the cost of doing so shall be recoverable from the owner or occupant.

3.3 Alteration of a Civic Address

- a) No person shall display any other number than the civic number and unit/building identifier assigned by administration;
- b) No person shall alter, renumber or change any civic address without first receiving permission from administration;
- c) A property owner may apply to change their civic address through an application to administration;
- d) All applications for an address change must be accompanied by a substantive reason for the change and may not be based on personal preference. A change of civic address may only be granted if there is appropriate justification for the change, which will be determined on a case-by-case basis by administration.

3.4 Civic Address Assignment

- a) New civic addresses shall only be assigned in one of the following instances:
 - i) A property requires a new civic address as part of a building permit or development permit;
 - ii) A property has not previously been assigned a civic address;
 - iii) Density has been increased through subdivision, and/or the addition of dwelling units which require a new civic address;
 - iv) An application for a civic address change has been received.

- b) Civic address assignment will take into consideration the following:
 - i) 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 shall be assigned in ascending order;
 - ii) Uniqueness – a separate civic address shall be assigned for each titled property and individual dwelling units or establishments;
 - iii) Sensitivity – Numbers which people may find offensive or that have a negative cultural connotation should be avoided (i.e. 13, 666).

3.5 Civic Address Assignment Procedure (Administration)

- a) Grid Style Streets
 - i) 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 represents the block and corresponds to the lowest numbered avenue that it abuts;
 - ii) Even numbers shall be assigned to those properties which are West and North of abutting right of ways. Odd numbers shall be assigned to those properties which are East and South of abutting right of ways.
- b) Cul de Sacs or Bulbs
 - i) On a cul de sac or bulb, the West and North sides shall have even civic numbers and the East and South sides shall have odd civic numbers in ascending order from the numbering origin. This pattern shall continue through the entirety of the block;
 - ii) 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 extending to this area.

c) General Procedure

- i) Civic numbers for residential properties shall increase in increments of at least 4, or at an interval that is deemed most appropriate, to allow room for future development;
- ii) Civic numbers for commercial and industrial properties shall increase in increments of at least 10, or at an interval that is deemed most appropriate, to allow for future development;
- iii) The civic address of a house placed on a corner or through lot shall be based on the street that the front property line abuts and shall not depend on the orientation of the building on the lot. The front property shall be determined in accordance with the City of Moose Jaw Zoning Bylaw;
- iv) Single unit buildings – shall be assigned a unique civic address that does not contain unit/building identifiers;
- v) 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 (ex: 50 – 8th Ave NW, 60 – 8th Ave NW);
- vi) Multi-unit buildings with one exterior entrance – when there is only one exterior entrance to a building and multiple interior entrance, the building itself shall be assigned a civic number and each unit shall be assigned a unit identifier. The leading unit identifier shall indicate the floor that the unit is located on (ex: 100 – 50 – 8th Ave NW);
- vii) Multiple buildings on a 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. If there are multiple units within each building, they shall be represented by a numerical unit identifier, as stated above (ex: 100 – 50C – 8th Ave NW).

4. Responsibilities:

4.1 Department of Planning and Development Services:

- a) Shall be responsible for ensuring compliance with this Policy when assigning, re-assigning, and amending civic addresses;
- b) With written notice to the owner of the property, 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;
- c) Shall ensure that the appropriate authorities, such as Canada Post, utility companies, etc. are notified of all civic address changes;
- d) Shall direct the Department of Information Technology to make any changes to the master civic addressing database, in accordance with this Policy.

4.2 Department of Information Technology

- a) Shall be responsible for maintaining the master civic addressing database, and making any changes to the database when directed by the Department of Planning and Development Services;
- b) When a street name is assigned or re-assigned in accordance with the City of Moose Jaw Street and Neighbourhood Naming Policy, it shall be the responsibility of Information Technology, at the direction of the Department of Planning and Development Services, to amend all civic addresses abutting the subject street accordingly;
- c) Shall be responsible for providing civic addressing information to other departments and agencies when requested.

4.3 All Other Departments

- a) Shall be responsible for adhering to the master civic addressing database, as maintained by the Department of Information Technology.

4.4 Property Owners

- a) Shall ensure that the assigned civic address is displayed in accordance with the guidelines set out within this Policy.