

The Corporation of the Town of Deep River

STATEMENT OF POLICY

(Schedule 'A' to By-law No. 6-88)

Title: Civic Addressing 1
Number: D00-1
Effective Date: July 22, 1998 By-law Number 16-98
Application: This policy applies to all property within the Town of Deep River

POLICY STATEMENT:

1 Purpose

This policy will guide the municipal staff in assigning civic addresses to ensure implementation and maintenance of a complete and consistent civic addressing system within the Town which will also be co-ordinated with the County system so that County-wide Enhanced 9-1-1 can operate effectively.

2 Property Numbering Principles

2.1 No Duplication

There shall be no duplication of a civic address (ie. street name plus property identification number) within the boundaries of a municipality;

2.2 Interval Method

The frontage interval method is used to determine civic addresses. The frontage interval is generally 10 metres, which means that a different address number is available (but not necessarily used) every 10 metres along a road. 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.

2.3 Measuring Points

The numbering along a road which intersects a municipal boundary, (eg.

Highway 17) will commence with a number consistent with the numbers outside the boundary established by the County or the adjacent municipality. Within the municipality, the ends of roads are address starting points.

The centre of the driveway is used as the measuring point for individual properties where the interval method is applied.

2.4 Boundary Roads

Where a road runs along a municipal boundary, the numbers assigned by the adjacent municipality shall be considered, and numbers shall be assigned so that their value and pattern are consistent along both sides of the road.

2.5 Multiple Dwellings

In general, up to two separate dwellings can be identified by unit numbers at the same address (e.g., 123 Any Road Unit A; 1,73 Any Road Unit B).

Apartment buildings or multiple attached dwellings (e.g., building composed of townhouse units) on one block of land with a common access will be given one civic address number and each unit assigned a unit number. 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.

2.6 Multiple Commercial/Industrial

A multiple commercial/industrial building, such as a shopping plaza, on one block of land with a common access will be given one civic address number and the units will be assigned unit numbers.

2.7 Corner Lots

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

2.8 Continuity of Numbering

So long as the name of a road is the same on both sides of any intersection, the road is continuous. Numbers will continue sequentially along the full length of a continuous road.

2.9 Coordination with Existing Numbering in Built-Up Areas

Notwithstanding anything in this policy, established numbering/addressing systems within built-up areas will remain and be utilized, provided they have sequential numbering with odd and even numbers on opposite sides of the street

(culs-d-sacs excepted) and provided they do not conflict with the surrounding numbering. Where new infill lots or subdivisions are created, consecutive numbering, or the use of a subordinate letter (eg. 192A Any Street) may be used in preference to the interval system where appropriate or necessary to avoid changing numerous existing addresses.

2.10 Issuing New Property Numbers

Numbers for existing vacant lots and for new lots created by consent will be issued when the owner or contractor submits a request for a building permit. Numbers for new lots in plans of subdivision should be assigned immediately after the plan has been registered in the Land Registry Office so that numbering can be posted during preliminary development.

3 Installing Property Identification Signs

3.1 Owner to Install

3.1.1 The owner of every property is responsible for proper installation of an appropriate number plate.

3.1.2 The Town Superintendent or his delegate will visit a specific property on the request of the owner to determine the proper location for a number plate.

4 New Street Names

4.1 General

Emergency services are dispatched from a variety of locations, including centres outside the County of Renfrew. For this reason, new street names should not generally duplicate a name within the County.

4.2 Road Name Registry

When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Town, or where the Town intends to open a road allowance or rename an existing road, the Town will first consult the County of Renfrew. The County will review the road name registry to determine whether a proposed road name would be a duplication in County-wide Civic Addressing.

4.3 The Town will not give its final approval to a subdivision agreement or consent until road names have been assigned.

5 Notification of Assigned Address

The Clerk will advise the following agencies immediately when a new or changed

- address number is assigned:
- 5.1 The County of Renfrew
 - 5.2 Deep River Police Service
 - 5.3 Deep River Fire Department
 - 5.4 Ambulance service
 - 5.5 Bell Canada
 - 5.6 Deep River Hydro
 - 5.7 Regional Assessment Office
 - 5.8 Canada Post
 - 5.9 Consumers' Gas