

MUNICIPALITY OF THE DISTRICT OF WEST HANTS
POLICY FOR NAMING ROADS

1.0 RESPONSIBILITIES

1.1 New Subdivision Roads and Existing Unnamed Roads

The Civic Addressing Coordinator shall be responsible for reviewing and approving proposed road names as submitted through:

- (a) the application process for new public roads and new private roads created through the subdivision approval process; and
- (b) the application process for existing unnamed roads.

1.2 Changing Existing Road Names

The Civic Addressing Coordinator shall be responsible for reviewing and recommending to Municipal Council the acceptance or rejection of proposed road names as submitted through the application process for changing an existing road name.

2.0 PROCESS

In any of the noted cases where a new road name is required or a change to an existing road name is desired, the process will be as follows.

2.1 Application Process for Naming New Public or Private Roads Created through Subdivision Approval

- (a) The applicant will complete the “Application to Name a Road” form and submit it to the Civic Addressing Coordinator;
- (b) The Civic Addressing Coordinator will review the application;
- (c) If the application does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant with an explanation for the rejection;
- (d) If the application meets the evaluation criteria, the Civic Addressing Coordinator will approve the name(s);
- (e) The new name(s) shall appear on the final plan of subdivision;
- (f) Within one week of the final plan of subdivision being approved, the Civic Addressing Coordinator will record the new name(s) in the Civic Address File and notify the appropriate agencies: Emergency Management Organization, ambulance, fire and police services, Land Information Centre, the Registry of Deeds and the Nova Scotia Department of Transportation and Infrastructure Renewal;
- (g) If a subdivision plan creating a new road is repealed, all agencies notified of the new road name(s) shall be notified of the appeal;
- (h) The Civic Addressing Coordinator will contact all residents and/or land owners on the road(s) to inform of the name of the new road(s).

2.2 Application Process for Naming Existing Unnamed Roads

- (a) Seventy-five percent (75%) of the households on a road shall petition the

Municipality by submitting the “Application to Name a Road” form to the Civic Addressing Coordinator;

- (b) The Civic Addressing Coordinator will review the application;
- (c) If the application does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant with an explanation for the rejection;
- (d) If the application meets the evaluation criteria, the Civic Addressing Coordinator will seek approval from the authority having jurisdiction over the road and will approve the name;
- (e) Within one week of the approval of the new road name, the Civic Addressing Coordinator will record the new name in the Civic Address File and notify the appropriate agencies: Emergency Management Organization, ambulance, fire and police services, Land Information Centre, the Registry of Deeds and the Nova Scotia Department of Transportation and Infrastructure Renewal;
- (f) The Civic Addressing Coordinator will contact all residents and/or land owners on the road to inform of the new road name.

2.3 Application Process for Changing an Existing Road Name

- (a) Seventy-five percent (75%) of the households on a road shall petition the Municipality by submitting the “Application to Name a Road” form to the Civic Addressing Coordinator;
- (b) The Civic Addressing Coordinator will review the application;
- (c) If the application does not meet the evaluation criteria, the Civic Addressing Coordinator will advise the applicant with an explanation for the rejection;
- (d) If the application meets the evaluation criteria, the Civic Addressing Coordinator will seek approval from the authority having jurisdiction over the road and Municipal Council;
- (e) Within one week of the approval of the new road name, the Civic Addressing Coordinator will record the new name in the Civic Address File and notify the appropriate agencies: Emergency Management Organization, ambulance, fire and police services, Land Information Centre, the Registry of Deeds and the Nova Scotia Department of Transportation and Infrastructure Renewal;
- (f) The Civic Addressing Coordinator will contact all residents and/or land owners on the road to inform of the new road name.

3.0 EVALUATION CRITERIA

- (a) The name should be easy to pronounce, easy to spell and have recognizable words or an acceptable combination of words;
- (b) Consideration must be given to the long-standing local usage of the name by the local public;
- (c) Road names shall be in good taste;
- (d) Qualifying words (such as Upper, Lower, New, Old, etc.) should be avoided, but may be accepted in cases where the qualifier has been applied in an official context (e.g., as found in the Nova Scotia Gazetteer);
- (e) All names must have an associated road type and the road type must be checked against a standard list before the submitted name can be accepted;
- (f) Road names should be alphanumeric and name submissions using a numeral will be rejected (e.g., First Street, not 1st Street);

- (g) Where a new road is a continuation of an existing road, wherever possible the new road will be given the same name as the existing road;
- (h) There will be no duplication of road names within a community or within adjoining communities; wherever possible, duplication of road names within a municipal unit should be avoided;
- (i) All road name submissions must be checked against the alias field in the road names database both for the community in question and its adjacent communities (if the suggested name appears as an alias, it must be rejected);
- (j) There should be no like sounding names within the municipal unit;
- (k) Official road names, including road type, shall have no more than 35 characters (including special characters and spaces);
- (l) If the road is named after a topographic feature, the name must reflect the official name as found in the Nova Scotia Gazetteer;
- (m) A personal name (given name and surname) should not be applied to a road unless such application is in the public interest. The person commemorated should have contributed significantly to the area where the road is located. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances and with the person's written consent;
- (n) No formal titles of distinction will be associated with the personal name (e.g., Captain, Major);
- (o) Company or commercial product names, as well as names associated with copyright or trademarks, should be avoided;
- (p) The spelling and accenting of names should agree with the rules of the language in which they are written;
- (q) Changes to established existing road names shall be discouraged unless there are recognized difficulties with the existing name.