

CHAPTER 31

31

CIVIC ADDRESSING BY-LAW

31.1.0 TITLE

This By-law may be cited as the Town of Windsor Civic Addressing By-law, and shall apply to the Town of Windsor

31.2.0 CONFLICT WITH OTHER LAWS

Nothing in this By-law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders, or directives pursuant to any other statute, regulation, or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of road names on private roads or which may specify standards in respect of the posting of civic numbers or street names.

31.3.0 DEFINITIONS

In this By-law:

- 31.3.1 "building" means any structure used, or intended to be used, to support or shelter any use or occupancy, except a structure the use of which is accessory to the use of another structure on the same lot and except a structure which, if it were now being built for the first time, would not require a Building Permit to authorize its construction and includes an incomplete building once the footings have been constructed;
- 31.3.2 "civic address" means the combination of an assigned civic number, the road name, and the General Service Area (GSA);
- 31.3.3 "Civic Address File" means the database maintained by the Windsor – West Hants Joint Planning Department containing geographically referenced civic address information, including civic points, street network file, and General Service Area boundaries;
- 31.3.4 "Civic Addressing Coordinator" means the Planning Technician or such other person appointed by Council to administer this By-law;
- 31.3.5 "civic number" means the number assigned to a lot or building by this By-law or by the Civic Addressing Coordinator;
- 31.3.6 "driveway (private)" means an access which is provided for one or two structures. A driveway, which provides access to more than two structures, for the purposes of this By-law, may be considered a Private Road (see 3.10);
- 31.3.7 "duplicate name" means 1) any road having the same name, or 2) roads having the same parent and different road type and located in the same General Service Area or physically connected, or 3) roads that are

homonyms;

- 31.3.8 "General Service Area" means a geographic area contained within the municipal unit uniquely identified for the delivery of E911 services;
- 31.3.9 "owner" means a person who has title to the land or building and includes a person whose name appears on the assessment roll;
- 31.3.10 "private road" means any street or road which is not a public road as defined. A driveway with more than two houses may be considered a private road for the purposes of this By-law;
- 31.3.11 "Property" means a lot, structure, or facility;
- 31.3.12 "public road" means a street, road, or highway owned and maintained by the Town of Windsor;
- 31.3.13 "right-of-way easement" means an easement for right-of-way and access, unrestricted in use, extending to and having access to a public road;
- 31.3.14 "road name" means the official name of a street, road, or highway as it appears in the Civic Address File; and
- 31.3.15 "Town" means the Town of Windsor.

31.4.0 MAINTENANCE OF CIVIC NUMBERS

31.4.1 Existing Civic Numbers

A civic number that is recorded in the E911 Civic Address File for a lot or building on the date of the first reading of this By-law is hereby assigned to that lot or building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.

31.4.2 Assignment of Civic Numbers and Maintenance of the Civic Address File

- a. The Civic Addressing Coordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep, or supervise the keeping, of the Civic Address File.
- b. The Civic Addressing Coordinator may, but is not obliged to, assign civic numbers to lots or buildings for which a development or building permit is sought or obtained.
- c. The Civic Addressing Coordinator may assign civic numbers to buildings that have permanent or temporary occupancy or use and may assign civic addresses to developed sites.
- d. The Civic Addressing Coordinator is not obliged to, but may, assign civic numbers to undeveloped lots, and may assign more than one civic number to a lot. Potential for public use which may require emergency services will be taken into consideration when looking at undeveloped

lots.

- e. New civic numbers will be assigned with a spatial formatting system. This system has all roads divided into intervals and numbers are assigned depending on where the driveway intersects the road. The interval system will be used unless existing civic numbers prevent the Civic Addressing Coordinator from using such system, which would then require the new civic number to be assigned with a spatial formatting system based on the surrounding existing civic numbers.
- f. New civic numbers will be assigned only after a building permit application has been submitted, or in other cases as described in Sections c and d. Civic numbers will be assigned once the Building Inspector has finished the footing inspection, or when the building has been located on the lot and the first inspection has been done. In other cases where there is no building permit issued, the civic number will be assigned once a site inspection has been done.

31.4.3 Change and reassignment of existing civic numbers

- a. The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where necessary to avoid potentially confusing numbering discontinuities or irregularities and to assure an adequate supply of civic numbers for existing and future development.
- b. The Town of Windsor is not liable for any costs or hardships whatsoever that may be incurred by any property owner due to the reassignment of any civic number.

31.4.4 Refusing to comply

Persons refusing to comply with the assignment or reassignment of civic numbers shall be considered to be in contravention of this By-law.

31.4.5 Deletion of civic numbers

Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.

31.5.0 POSTING CIVIC NUMBERS

31.5.1 Civic Number Specifications

The owner of a lot on which a building is located shall keep posted on the lot or building the assigned civic number in the following manner:

- a. civic numbers shall be in Arabic numerals;
- b. the numerals shall be right side up;
- c. the civic number shall be displayed on the same side of the road as the building or property is located;
- d. the colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- e. civic numbers shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness;
- f. the bottom of the numbers shall be a minimum of 36 inches (90

- centimeters) above grade;
- g the height of the numerals shall not be less than 2.5 inches (65 millimeters);
- h civic numbers shall be posted within 50 feet (15 meters) of the closest edge of the traveled portion of the public road or private road which forms part of the civic address for the lot or building;
- i the civic number shall be posted on the building or on a gatepost, signpost, or other structure on the lot on which the building is situated, excluding a utility pole for electrical, telephone, or other utility service;
- j where the civic number is posted on a gatepost, signpost, or other structure, it shall be located not less than 12 feet (3.5 meters) from the closest edge of the traveled portion of the public road or private road which forms part of the civic address for the lot or building;
- k civic numbers shall face towards the public road or private road upon which the lot or building is situated and which forms part of the civic address for the lot or building except that double-sided signage may be used, in which event the civic number shall be on both sides of the sign and perpendicular to the public road or private road;
- l civic numbers shall be posted in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the principal public road or private road upon which the lot or building is situated or from which it has access and from all points at least 33 feet (10 meters) in either direction from that place, except that an intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction for purposes of this subsection; and
- m no person shall post or permit to be posted a number that could be reasonably confused with a civic number as determined by the Civic Addressing Coordinator.

31.5.2 Occupancy Permit

The Building Inspector shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.

31.6.0 POSTING ROAD SIGNS

31.6.1 Public Road Signs

Identification of town owned public roads is the responsibility of the Town.

31.6.2 Responsibility to Post Private Road Signs

The owners of a private road shall ensure that a road sign is erected according to specifications outlined in the Civic Addressing By-law.

31.6.3 Posting Private Road Signs by Residents

The residents of a private road shall erect their own road name sign upon obtaining the permission of the Civic Addressing Coordinator, and in accordance with the following requirements:

- a the cost of fabrication and installation of such sign shall be the responsibility of the residents;
- b it will be the residents' responsibility to install, maintain in good condition, and replace as necessary, the sign and signpost;

- c. the name of the road is to be that designated by the Civic Address File, unless otherwise approved by Council;
- d. to the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the intersecting public street, and is to be set back a minimum of 5 feet (1.5 meters) from the outside edge of the travel lane of the intersecting public road;
- e. double-sided signage placed perpendicular to the intersecting road shall be used so that the name of the road is visible for vehicles approaching the private road from either direction;
- f. lettering of the private road name shall be 3 inches (76 millimeters) in height where the speed limit on the intersecting public street is 50 km/hr or less and 4 inches (100 millimeters) in height where the speed limit is greater than 50 km/hr;
- g. the sign shall be painted with reflective paint, with lettering in black against a white background;
- h. the bottom of the sign shall be between 5 feet (1.5 meters) and 8 feet (2.5 meters) above the road grade of the intersecting public road; and
- i. the signpost shall be made of pressure-treated lumber with cross-sectional dimensions not less than 3.3 inches (85 millimeters) by 3.3 inches (85 millimeters), or rigid non-ferrous metal, and sufficiently fastened to the ground to hold the sign rigidly in place and to prevent turning of the sign in the wind.

31.7.0 COMPLIANCE

31.7.1 Special Conditions

Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers or road names to vary from the standards contained in the By-law, with or without conditions, when:

- a. compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
- b. compliance would not as effectively meet the objectives of this By-law as an alternative approach.

An authorization under this section may be revoked or varied by the Civic Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

31.8.0 VIOLATIONS

- 31.8.1** In the event of contravention of this By-law, in addition to any prosecution or other remedy, the Town may:
 - a. prepare a notice in writing to an owner to undertake remedial action including but not limited to the posting or re-posting of a civic number on a building or lot or the erection of signage for a private road;
 - b. serve the notice by regular mail upon an owner; and
 - c. if the remedial action has not been undertaken or completed within twenty-one (21) days, the Town may enter upon the private property of an owner and undertake the remedial work, and charge and collect the costs of the work, with interest from the date of the completion of the work until the

date of payment, as a first lien on the property affected

31.8.2 Any person who violates any provision of this By-law shall be liable on summary conviction to a penalty of not less than \$100.00 and not more than \$1,000.00, and in default of payment to imprisonment for a period of not less than 10 days nor more than 90 days

31.90 EFFECTIVE DATE

The effective date of this By-law is April 1, 2005.

Clerk's Annotation for Official By-Law Book

Date of first reading of by-law: December 21, 2004

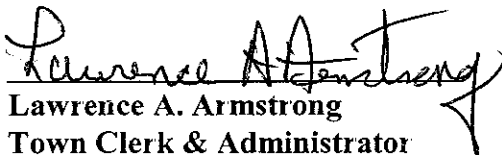
Date of advertisement of Notice of Intent to Consider: January 5 & 19, 2005

Date of second reading of by-law: January 25, 2005

*Date of advertisement of Passage of By-Law: February 9, 2005

Date of mailing to Minister a certified copy of By-Law: February 9, 2005

I certify that this CIVIC ADDRESSING BY-LAW was adopted by Council and published as indicated above.


Lawrence A. Armstrong
Town Clerk & Administrator

February 9, 2005
Date