

**CORPORATION OF THE CITY OF CLARENCE-ROCKLAND
BY-LAW NUMBER 2005-74**

BEING A BY-LAW TO ESTABLISH A CIVIC ADDRESSING SYSTEM FOR BUILDINGS AND LOTS WITHIN THE LIMITS OF THE CITY OF CLARENCE-ROCKLAND

WHEREAS Section 130 of the *Municipal Act*, S.O. 2001, Chapter c-25, authorizes the Councils of local municipalities to pass by-laws for the purpose related to the health, safety and well-being of the inhabitants of a municipality;

AND WHEREAS the numbering of buildings and lots along any highway or any other property in the municipality that 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 the Council of the City of Clarence-Rockland deems it expedient and in the public interest to adopt a civic addressing system to facilitate access to emergency services and other purposes;

NOW THEREFORE be it enacted by the Council of the Corporation of the City of Clarence-Rockland as follows:

DEFINITIONS:

- (a) “**Civic Number**” means a number or a group of numbers which is assigned by the City of Clarence-Rockland for the purpose of identifying a property or a building.
- (b) “**Hamlet Area**” means the hamlet areas as defined in the City of Clarence- Rockland Zoning By-law, as amended.
- (c) “**Highway**” includes a common and public highway, street, avenue, parkway, driveway, square, place bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles and includes the area between the lateral property lines thereof.
- (d) “**Owner**” means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property or building.
- (e) “**Property**” means a property containing a residence (permanent, seasonal or otherwise), as well as any commercial, industrial, recreational, religious and educational property which has the facilities on site from which to report an emergency and/or to which there is a reasonable expectation that emergency vehicles could be dispatched, including properties with facilities under construction.

(f) “**Rural Area**” means all the areas outside the limits of the urban area and the hamlet areas as defined in the City of Clarence-Rockland Zoning By-law, as amended.

(g) “**Urban Area**” means the urban area as defined in the City of Clarence-Rockland Zoning By-law, as amended.

GENERAL REGULATION:

1. Every owner of a property containing a residence (permanent, seasonal or otherwise), as well as any commercial, industrial, recreational, religious and educational property which has the facilities on site from which to report an emergency and/or to which there is a reasonable expectation that emergency vehicles could be dispatched, including properties with facilities under construction shall be required to clearly post or display a municipal civic number and be clearly visible from the traveled portion of the highway.

2. Every owner of a mobile park or a private community containing (2) or more residence (permanent, seasonal or otherwise), which has the facilities on site from which to report an emergency and/or to which there is a reasonable expectation that emergency vehicles could be dispatched, including properties with facilities under construction shall be required to establish an identification number system or number plate displaying the unit or lot designated number which is clearly posted or displayed and clearly visible from the private road.

3. The City of Clarence-Rockland, for each property in the Municipality, shall establish an identification number or number plate displaying the property’s designated number in accordance with the following design:

3.1 The civic number erected shall be as assigned by the Planning Department of the City of Clarence-Rockland when a building permit is issued for a new building.

3.2 All numbers shall be a minimum of 4 inches in height;

3.3 Civic numbers shall read horizontally;

3.4 The civic numbers shall be displayed in numeral form only;

3.5 Where there are two dwelling units or more with separate outside entrances at a single address number, the number and the letter representing the unit portion at a civic address shall be displayed next to the exterior door which provides access to such unit and be clearly visible from the traveled portion of the highway.

3.6 Where the main building is located at a greater distance then 15 m (50 ft) from the “front lot line” or in the case of a corner lot where the main building fronts onto the exterior side yard the “exterior side lot line” a separate post is required for the number plate, in accordance with the following provisions:

3.6.1 The number plate must be of a reflective material in white or silver, in sharp contrast to a reflective blue background upon which it is affixed, and affixed to both sides of the number plate;

3.6.2 The number plate shall be erected perpendicular to the highway;

3.6.3 The number plate shall be erected not less than 1.2 m (4 ft.) above grade or in a manner approved by the Building Department of the City of Clarence-Rockland; and

3.6.4 The post shall be located 1 m (3ft) from the property line and 2 m (6ft) from the laneway or driveway that serves as the principal access to the property facing the street which a civic number has been assigned or in a location approved by the Building Department of the City of Clarence-Rockland. The post shall be located in a fashion to ensure that there will be clear visibility of the number plate from the traveled portion of the highway to allow the reflection of low beam vehicle headlights.

3.7 Where the main building is located at a lesser distance than 15 m (50ft) of the “front lot line” or in the case of a corner lot where the main building fronts onto the exterior side yard the “exterior side lot”, the number plate or number shall be fastened to such building in the following fashion:

3.7.1 The civic number shall be displayed on the right-hand side of the door at a height not less than 1.2 m (4ft) and not greater than 1.8 m (6ft) above the door threshold.

3.7.2 Where the door does not face the road to which the civic address applies, the civic number shall be displayed on the right-hand side of the wall facing the traveled road at 1.5 m to 2.1 m (5 to 7 ft) above grade.

3.7.3 Where a new or replacement identification number is to be erected, it must be of a reflective material in white or silver, and be on sharp contrast to a dark background, preferably a reflective number plate, upon which it is affixed.

4. The civic number shall not be displayed on the door.

3.7.5 Where the provisions of sections 3.7.1 to 3.7.2 are not practical due to the physical aspect of the building or not clearly visible, the Building Department of the City of Clarence-Rockland may approve a different location for a number plate, so that they shall be clearly visible from the traveled portion of the highway.

3.7.6 Notwithstanding the foregoing, the owners of existing building with accurately posted civic address number which is clearly visible from the traveled portion of the highway will not be required to replace such numbers plate in order to comply with this By-law.

3.7.7 A general Civic Addressing Policy is provided in this by-law referred to under schedule “A” which forms part of this by-law.

- 3.7.8 Once a building permit is issued pursuant to the Ontario Building Code Act and when a performance fund is deposited to the City pursuant to the Building by-law as amended, no refund shall be returned until after the civic number, as regulated, is installed and after the final inspection is completed.

RURAL AREA

- 4.1 Every property located in a rural area shall be required to have a separate post for the number plate, in accordance with the provision of section 3.6.1 to 3.6.4 of this By-law.

MAINTENANCE

- 5.1 Every owner of properties affected by provisions of this By-law shall keep and maintain in good condition their identification numbers or number plates, as the case may be.
- 5.2 Every owner or occupant shall ensure that the property identification sign is kept visible at all times and unobstructed by vegetation, structures, snow accumulation or any other screening.

PROHIBITION

- 6.1 No person shall relocate a property identification sign post without prior authorization by the City of Clarence-Rockland, or remove a property identification plate or number once posted, except for immediate repair by the owner or the City.

REPLACEMENT

- 7.1 Where an identification plate or number is missing or illegible, the property owner shall repair or replace the number plate or numbers immediately in accordance with the provisions of this By-law.
- 7.2 If the property does not have an identification number posted in accordance with the provisions of this By-law, the City of Clarence-Rockland may give the property owner written notification that the number plate or numbers are missing, illegible or otherwise not in compliance with this By-law and that the owner is required to rectify within 60 days of the mailing of notice;
- 7.3 If after 60 days of the mailing of notice the situation is not rectified in compliance with this By-law, the City of Clarence-Rockland may make any installations or repairs that it deems appropriate.

LIABILITY

8.1 The City of Clarence-Rockland shall not be liable for any loss, cost or expense which the owners of land may incur as a result of a property identification sign or number plate being damaged, missing, obstructed or illegible.

COST AND SUPPLIER

9.1 That the Treasurer be authorized to apply any uncollected costs associated with the provision of an identification number, number plate and/or the installation of a number plate and post to the corresponding property listing in the current tax roll for collection at the discretion of the Treasurer.

9.2 That for the purposes of section 3.1 and 4.1 of this By-law, the City of Clarence-Rockland shall maintain a supplier for replacement identification plates and posts, and the owners of property shall obtain from the Municipality the appropriate numbered identification plates and posts at a price set by the Municipality.

RECORDS OF ROADS AND CIVIC ADDRESSES

10.1 For the purposes of civic addressing and public safety, the City shall keep arecord of civic addresses assigned and of the status of municipal roads.

PENALTIES

11.1 Any person who contravenes any of the provisions of this By-Law is guilty of an offence and upon conviction shall forfeit and pay a penalty as provided for in the **Provincial Offences Act**, 1990, R.S.O., Chapter P. 33. and amendments thereto.

SEVERABILITY

12.1 It is declared that if any section or subsection or part or parts thereof be declared by any competent Court of Law to be illegal shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.

REPEALED

13.1 That By-law 2000-66 which regulates civic addressing number posts is hereby repealed.

BY-LAW TO TAKE EFFECT

14.1 This By-law shall be in force and take effect on the day it's duly passed by the Council of the City of Clarence-Rockland.

READ, PASSED AND ADOPTED BY COUNCIL THIS 9 DAY OF MAY 2005.

**(Original signed by)
signed by)**

Richard Lalonde, Mayor

(Original

Daniel Gatién, Clerk

SCHEDULE "A"

CORPORATION de la Cité de / of the City of Clarence- Rockland	Politique/Policy No.: REG2005-01
	Objet/Subject : Adresses Civiques Civic / Addresses
	Service/Department: Réglementation / Municipal Law Enforcement
Date: Mai / May 9, 2005 Préparé par/Prepared by: Yves Rivard	Règlement/By-Law No.: 2005- 74
	Résolution/Resolution No.: 2005-

CIVIC ADDRESSING POLICY

1. PURPOSE

1. This Policy will guide municipal employees, who have been given the responsibility by Council, in assigning property identification number and accepting new road names, in order to maintain a complete and consistent civic addressing system within the Municipality.

2. This Policy is meant to ensure that the City of Clarence-Rockland system of civic addressing is upheld in order that a County-wide 9-1-1 system can operate and so that a coordinated addressing system is maintained throughout the United Counties of Prescott and Russell. An absolute requirement is that there be no duplication of an address (street name plus property identification number within the boundaries of the municipality.)

3. This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding new addresses, etc.

4. This policy will established who will be responsible for the installation, reparation and replacement of the civic address post.

2. **CIVIC NUMBERING PRINCIPLES**

Corner Lots

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

Coordination with Existing Numbering in Built Up Areas

1. Established numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding pattern of numbers.

Culs-de-Sac

1. Normally, new culs-de-sac are to be numbered with even numbers on the right and odd numbers on the left beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers.

Private Roads

1. The policies described herein shall apply to lots/development on private roads.

3. **DETERMINING NEW CIVIC NUMBERS**

General

1. Once civic addressing is in place in the Municipality, new property identification numbers usually will be determined using a nearby known address as a reference point.
2. Where difficulties occur, the Municipality may consult the Counties for assistance in calculating a property identification number.

Checking

1. Any new property identification number should be checked against the civic addressing maps to ensure that the number falls within the ranges identified at the nearest intersections of the subject road.
2. Also, new numbers can be checked against the Municipality's records of nearby addresses to ensure that the new number is logical.

4. **ISSUING NEW CIVIC NUMBERS**

1. Numbers for existing vacant lots and for new lots created by consent (severance) shall be issued when the owner or contractor submits a request for a building permit.

2. Numbers for new lots in plans of subdivision should be assigned forthwith after the plan has been registered in the Land Registry Office in order that numbering can be posted during preliminary development. Civic numbers should be confirmed at the building permit stage.

5. ORDERING AND INSTALLING PROPERTY IDENTIFICATION SIGNS

Order

1. Upon the issuance of a building permit for a new dwelling, the Building Department will place an order with the supplier, when a property identification number plate and post is required under the civic addressing by-law. A blank order form is included with this document.

Fees

1. The fee to cover the cost of the property identification number plate, post, materials, and the cost of the installation, will be collected and added to the cost of the building permit.

2. All cost associated to the repair or replacement of the identification post shall be at the expense of the owner.

Responsibility for Installation

1. The Property Owner will carry out the installation of the civic number post. Property owners will need to follow the prescribed installation plan provided in this policy. Any repairs or replacement of the civic number post shall be the responsibility of the property owner.

Installation

1. The property owner will need to mark the appropriate location for the sign post. Proper locates will need to be conducted to assure that no underground utility service is damaged during the installation.

2. Once the sign hardware is available at municipal garage, the property owner will make arrangements to have them picked up and installed according to the civic addressing by-law.

3. The property owner will ensure that all installation has been carried out in conformity with the civic numbering by-law.

6. GUIDELINES FOR POSTING CIVIC NUMBERS

1. *Applies where the main building to which the civic number applies is within 30 feet of the edge of the road surface.*

1.1 Where the main building to which the civic number applies is within 30 feet of the edge of the road surface, and is clearly visible from the road, the number shall be placed on the main building.

1.2 The civic number shall be displayed on the right hand side of the door at a height not less than 4 feet and not greater than 6 feet above the door threshold. The civic number shall not be displayed on the door. Where it is not physically practical due to the physical aspect of the building or that such location would not clearly display the civic number from the traveled portion of the highway, the Building Dept. may approve a different location for such civic number.

1.3 Where the door does not face the road or street to which the civic address applies, the civic number shall be displayed on the right-hand side of the wall facing the traveled road at 5 to 7 feet above grade.

1.4 The numbers shall be a minimum of 4 inches in height and shall face towards and be clearly visible from the road or street to which the civic address applies.

1.5 Civic numbers shall be of white or silver, engineering grade, reflectorized “SM Scotchlite or equivalent” on a blue, engineering grade, reflectorized SM Scotchlite or equivalent” background.

1.6 Civic numbers shall read horizontally.

1.7 The civic number shall be displayed in numeral form (e.g. 116) and not in written form (e.g. one hundred and sixteen) or roman form (e.g. CXVI).

1.8 Where there are two units or more at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door, which provides access to such a unit. The civic number shall be displayed as per 6.1.1.

2. Applies where the main building is not within 30 feet of the edge of the road surface.

2.1 Where the main building is not within 30 feet of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies. Notwithstanding the foregoing, where a built-up area involves a series of adjacent properties with narrow frontage (up to about 30 m/100 ft average), allowance may be made for sign posts only at the beginning and ending of such built-up area. Generally, the sign posts in these built-up areas should be installed on properties closest to street intersections and, from there, no further than about 200 m/660 ft. The intervening properties may then follow Section 6.1 of this guideline, where a reasonable level of safety is maintained (generally if the main building to be signed is within 15 m/50 ft of the road surface and is clearly visible from the road). Reflective signs, as described in Section 6.1.5, must be used in these cases. To assure a consistent form of civic addressing through the rural area, a civic addressing post shall be mandatory notwithstanding the distance of the building to the highway.

2.2 The post shall be placed at a distance approximately 1 metre (3 feet) from the property line and 2 metre (6 feet) from the driveway to the property, with the following clarifications. The

first priority for sign post placement will be clear visibility from the traveled portion of the road to allow reflection by the low beam of vehicle headlights. Secondly, the post should be as far back as possible from the traveled portion of the road so as to minimize vandalism while maintaining clear visibility.

2.3 The civic number shall be displayed on both sides of the sign blade and shall be erected perpendicular to the street to which the civic address applies so as to be clearly visible from both directions on the traveled portion of the street. The same standards laid out in Sections 6.1.4, 6.1.5, 6.1.6 and 6.1.7 shall apply.

2.4 The civic number shall be displayed on a post approximately 1.2 m (4 ft) above grade but in no case less than 1.05 m (3 ft) above grade.

3. *(Reserved for other guidelines for property sign installations.)*

3.1 The posting of civic numbers in any future development shall comply with these performance standards. Existing property owners are encouraged to convert their signage to these standards.

3.2 Where the above performance standards cannot be met, the location of the civic number shall be decided upon through consultation with municipal staff.

3.3 The civic number sign and post shall be maintained by the property owner.

3.4 Planted material shall be maintained, i.e. pruned or spaced, to allow the civic number sign to be seen from vehicles traveling on the road which is used to access the property.

3.5 There shall be no duplication of addresses and each property shall have an address.

3. NEW ROAD NAMES

General

1. When new road names are assigned or accepted they must not duplicate a name within the Municipality. Furthermore, since emergency services are dispatched from a variety of locations, including centres outside the United Counties of Prescott and Russell, it is necessary to ensure that there will be no confusion with regard to locating a property. Therefore, a new name should not be overly difficult to pronounce or sound the same as another road name in the Municipality.

2. When a development proposal, such as a plan of subdivision, will involve the dedication of a new road to the Municipality, or where the Municipality intends to open a road allowance or rename an existing road, the Municipality shall first consult the United Counties of Prescott and Russell. The Counties will review the road name registry to determine whether a proposed road name would be in conflict with County-wide Civic Addressing.

3. If a plan of subdivision is involved, the Municipality will not give its final approval until suitable road names have been determined and the proponent so advised.
4. If a right of way is being created for a new private road access to development, the municipality will ensure, as a condition of consent that an appropriate road name is assigned prior to the registration of the plan of survey. A proposed road name will be cleared through the Counties' registry of road names prior to being accepted by the Municipality.
5. The Municipality will advise the Counties as to the selected road name so that the registry can be maintained.

3. NOTIFICATION OF ASSIGNED ADDRESS

1. Immediately following the assigning of a new or changed address number for a building or a lot, the Director of Planning Department is responsible for making the necessary entries on addressing maps and/or records, and for providing written notice to the applicable agencies and departments which require continuous update of municipal address changes. These agencies would include but are not limited to the following:

- | | |
|-------------------|----------------------------|
| Fire Department | School Boards |
| Police Department | Property Assessment Office |
| Ambulance Service | County |
| Telephone Company | Canada Post |
| Hydro One | Other Utilities |
| Bell Canada | |

2. Where an assigned address does not fit within the intersection number ranges for the affected section of road, as shown on the addressing maps, the Planning department should confer with the Counties and the need to revise the map or recalculate the address will be determined.

3. Where a property is addressed with a unit number (see Section 3.1), the Municipality will ensure that any existing property identification sign at the public road is accurate in terms of the new unit number.

PROPERTY IDENTIFICATION SIGN / CIVIC ADDRESS REQUEST FORM

DATE _____

TOWNSHIP/MUNICIPALITY _____

OWNER'S NAME _____

ASSESSMENT ROLL # _____

ROAD NAME _____

PROPERTY IDENTIFICATION NUMBER OF NEW PROPERTY* _____

PROPERTY IDENTIFICATION NUMBER OF NEAREST ADDRESSED PROPERTY ON THE SAME ROAD _____

REQUEST COUNTIES TO MEASURE FOR ADDRESS CALCULATION

FORWARDED BY _____
(Signature and Position, e.g. Clerk)

PAYMENT FOR SIGN(S) ENCLOSED IN THE AMOUNT OF \$ _____.

.....

UNITED COUNTIES OF PRESCOTT AND RUSSELL SIGN SHOP

CIVIC ADDRESS SIGN NUMBER _____

SIGN PRODUCED BY _____

DATE SHIPPED _____
D / M / Y

HOW SHIPPED _____

PAYMENT FORWARDED TO ADMIN OFFICE _____
D / M /

Y INITIALS

PROPERTY OWNER'S RESPONSIBILITIES
CITY OF CLARENCE-ROCKLAND

1. Verify that they have received the correct civic addresses by referring to the property assessment number on the notification.
2. Ensure that any property identification post is installed promptly and shows the correct number per item 1, above.
3. If the property is leased to another party, ensure that the tenants know the civic address.
4. Maintain the property identification sign by keeping vegetation, snow or other obstructions away. Repair any minor damage if numbers still readable and reflective but do not relocate a sign without permission of the municipality.

5. Replace any damaged or stolen property identification sign with the proper type of blade and post, and the correct number, to be ordered through the municipal office.
6. The civic address for a rural property can be added to the existing mailing address, provided the mailing address (e.g. a rural route, etc.) appears below the civic address.
7. That property owners are responsible for all repairs and replacement of the civic address post and all cost associated with such work.

PROPERTY IDENTIFICATION SIGN PLACEMENT

