



Township of Wainfleet

Municipal Addressing Policy

BACKGROUND:

Modern day emergency dispatch systems rely on accurate civic addressing to support emergency response services. To fulfill this, the data must be complete and up to date. Many buildings do not have their primary municipal address accurately posted and many do not have their rental unit addresses posted. This can cause a problem in an emergency situation when the responding Police, Fire or EMS staff cannot find the building or the entranceway.

IMPORTANCE OF MUNICIPAL ADDRESSING SYSTEM:

Municipal properties can be difficult to locate without an easily understood addressing system.

PURPOSE / OBJECTIVES:

This policy will guide the Municipal staff, who has been given the responsibility by Council, in assigning property identification numbers and ensuring that the appropriate number plates are installed, in order to maintain a complete and consistent civic addressing system within the Municipality.

The objectives of this Policy are:

1. To ensure every occupied building has a unique address making it easy to identify and locate.
2. To provide assistance to emergency personnel in the location of properties.
3. To improve services to residents from local government, utility companies and other service providers.
4. To have a simple logical addressing system, understandable by all user groups including the general public.
5. To have an addressing system that can be maintained at minimal cost.
6. To have an addressing system compatible with an enhanced 9-1-1 system.

RESPONSIBILITY:

The Planning Department is responsible for the municipal addressing of all structures and properties in the Township of Wainfleet. A number assigned by the Planning Department is considered the official Municipal Number regardless of any other number assigned by any other agency or Township Department.

This document is to be used for assigning any new Municipal addresses within the Township of Wainfleet.

GENERAL POLICIES:

PROPERTY NUMBERING POLICIES

General Guidelines

Addresses will be assigned by the Manager of Planning (or designate).

Even numbers shall be allotted for the North and West sides of the street.

Odd numbers shall be allotted for the South and East sides of the street.

Addresses shall consist of five (5) numbers allocated as per Schedule A attached.

The address of all lots will be allocated to the street onto which the entrance way is constructed.

Addresses will not be assigned to vacant or severed lands until such time as a building permit is issued, except in accordance with the farm parcel policy below.

This policy shall not allow staff to avoid any particular number for any reason.

Existing streets that have existing addressing will maintain their current address so long as they have sequential numbering with odd and even numbers on opposite sides of the street and maintain the objectives of this policy.

The general orientation of a curvilinear street is used to determine whether it is on the north-south or east-west axis. Odd and even numbers are assigned accordingly.

Single Family Dwellings

All single family dwellings will be given one civic number. Only whole numbers are to be assigned to establish a separate identity for each building.

More than one municipal address may be assigned for additional buildings erected on one parcel of land.

Multiple Dwellings

An apartment building or a multiple attached dwelling (e.g., building composed of townhouse units) or multi residential property (e.g. trailer parks, cottage properties, or condominium units)

on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

Multiple Commercial/Industrial

A multiple commercial/industrial building, such as a shopping plaza, on one assessed property of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.

Farm Parcels

In support of the Farm 911 – Emily Project, farm parcels may be assigned a municipal address (or multiple municipal addresses) to better assist emergency services in locating an emergency incident on large parcels of vacant farmland. Municipal addresses shall be assigned in accordance with the numbering system outlined in Schedule ‘A’ and are to be based on the location of the field entrance to the road. Farm parcel municipal address signs shall be yellow with black numbers to differentiate them from the regular municipal address signs.

Should a building permit be issued for a vacant farm parcel that has been assigned a farm parcel address and that structure will use the field entrance associated with the farm parcel address, the property owner shall be responsible for the costs of replacing the sign.

This is a voluntary program and property owners who wish to participate in the program are required to submit an application form and the required fee.

ROAD NAMING POLICIES

General Guidelines

Road Names will be assigned by the Manager of Planning (or designate).

All single and multi-lane paths accessible to vehicles (including private roads) are to be named.

There cannot be any duplication of road names within a municipality.

Duplication of road names with neighbouring municipalities and the Niagara 9-1-1 service area will be avoided.

Similar sounding names should be avoided to prevent potential confusion for emergency vehicles dispatch and for other service providers.

The use of hyphenated names, apostrophes in names or multiple word names should be avoided.

Road naming policies and guidelines shall apply to both public and private roadways where names are deemed necessary by the Manager of Planning.

Road Naming Conventions

The historically accepted principles applied when naming Wainfleet roads will be maintained as follows:

The name of a road changes at:

- Lakeshore Road
- Highway 3, no matter what direction it runs
- Concession 1 Road
- Feeder Road
- Forks Road
- Concession 6 Road

Priority will be given to Road Names that reflect the names of founding families of the Township of Wainfleet.

In cases where existing street names contravene the naming principles but maintain the objectives of this policy renaming may not be necessary.

ADDRESS CHANGES:

The Township of Wainfleet, through the Manager of Planning may assign a new number to existing addresses at any time and under the following circumstances:

1. Where the existing property, building or occupancy unit does not conform to the requirements provided in this policy.
2. If a building or property is redeveloped, addressing changes to the subject land or to neighbouring properties may be necessary in order to conform to this policy.
3. The Fire Chief recommends a change where he or she believes the level of emergency service response would be improved.

Notice of the new number shall be provided by first class letter mail to the owner of the property as identified in the latest property assessment roll and a revised 9-1-1 address sign will be posted on the property.

The address of any location may be changed at the request of the property owner, provided the requested address change conforms to this policy and does not affect properties not owned by the applicant. An application fee of \$50.00 will apply. An additional \$25.00 fee will apply should the application be successful and a revised 9-1-1 address sign be required.

Highway construction or re-alignment may also have an impact on addressing and may result in address changes for one or more properties.

An address change request based on personal numerical preferences shall not be accepted.

Compensation for costs incurred by the owner or the occupant for any change of an address will not be granted.

POSTING OF ADDRESSES:

Municipal address number signs shall be attached to a post which is clearly visible from both sides of the roadway. The sign should be adjacent to the property line at the driveway.

Every owner shall ensure that the municipal address number for every property is displayed in such a manner so as to clearly indicate which building or occupancy said municipal address number represents.

When an address is subdivided into individual units, unit numbers shall be affixed and maintained on the front face of each individual unit. The unit numbers shall be located so as to be clearly visible from the street or private internal road.

No person shall:

- obstruct or deface an address sign
- fail to maintain an address sign
- remove an address sign other than as may be strictly necessary for the repair or replacement of the sign

No owner shall:

- fail to post or erect a number sign
- post a number other than the number assigned

NOTIFICATION OF ASSIGNED ADDRESS:

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

Municipal Departments:

Fire Department

Tax Department

Building Department

Public Works Department

Region of Niagara

Statistics Canada

CMHC

It is the property owner's responsibility to notify utility companies and service providers of their new or changed address.