

<b>Policy Group:</b>	<b>Administration</b>
<b>Policy Title:</b>	<b>Civic Numbering Policy</b>
<b>Policy Number:</b>	<b>A.22</b>
<b>Date Approved/Amended:</b>	<b>March 21, 2017</b>

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### **General Statement of Policy**

There is a need for improved and consistent civic number of dwellings and buildings throughout the municipality to permit easy identification of buildings by the public, business clients and emergency services.

Section 171 of the Municipalities Act states the following:

- (1) *A council may name and mark all highways within the municipality and may require the owners of all buildings on the highways number those buildings.*
- (2) *A council may establish an appropriate form and size for the numbering under subsection (1).*

### **Policy**

- It is the policy of the Town of Carbonear to require new and existing building owners to place civic numbers on their buildings.
- The Civic Numbering Policy will ensure that these civic numbers are placed in a conspicuous location and displayed in a visually suitable manner and lit by an outside light. The recommended location is near the front door of the house or at the driveway entrance.
- Unless otherwise determined by Council, the owner of a property shall keep posted on the building the civic number of the property assigned by the Town.
- Where the building is comprised of multi tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by posting a unit number that shall be approved by the Town.
- Where it is determined by the Town that the assigned civic number cannot be easily read when viewed from the closest place on the traveled portion of the street upon which the property is situated or from which it has access, the civic number shall be posted on the ground sign or at the end of the access driveway.

- The civic number shall be posted in accordance with the Civic Numbering Guidelines (See Appendix A).
- The Town may by written notice to an owner, change or reassign civic numbers to correct errors, inaccuracies or assign new civic numbering along a street or road as a result of new development projects or subdivisions of properties.
- The Town may provide a nominal reimbursement for costs or hardships that may be incurred by any property owner due to the reassignment of any civic number and the new civic numbers shall be in accordance with the Town's Civic Numbering Policy. A reimbursement may not be applicable where the change is required due to an application or request of the affected party.

### **Procedures**

1. Upon the receipt of a development application, the Town Clerk will locate the property and determine an appropriate civic number to assign to the building.
2. The Civic Numbering Guidelines (Appendix A) will be attached to the Development Permit.
3. The Municipal Enforcement Officer (MEO) will inspect the property to confirm that the civic number is posted on the building in accordance with the guidelines prior to building occupancy. If the owner fails to comply, the MEO shall provide written notice to the owner informing the owner that they have 30 days to comply with the provision of this policy. After expiration of the written notice, the Town may cause the designated numbers to be erected and charge the owner with the expenses incurred for this numbering.
4. Periodic inspections of buildings throughout the Town by the MEO or a staff person as designated by the CAO will be undertaken to ensure compliance with the civic numbering policy. Those existing buildings that are not in compliance shall be notified in writing and requested to bring their buildings into compliance with the Town's Civic Numbering Policy within 30 days of the notification.

Approved by Council:

Meeting Date: March 21, 2017

Resolution:

## **APPENDIX A**

### **Civic Numbering Guidelines**

A civic number shall be posted in the following manner:

1. The civic number shall be in Arabic numerals only;
2. The civic number shall be displayed in a horizontal orientation;
3. The colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
4. The minimum height of numerals on residential properties shall be 100 mm (4 inches);
5. The bottom of the numerals on residential properties shall be a minimum 1.2 m (48 inches) above grade;
6. The minimum height of numerals on non residential properties shall be 250 mm (10 inches);
7. The bottom of the numerals on non residential properties shall be minimum of 1.83 m (72 inches) above grade;
8. The civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the street.
9. The civic number shall not be obstructed by trees, shrubs or any ornaments hanging from the building.
10. The civic number shall be displayed on the side of the building that faces towards the street upon which the property is addressed; and
11. The civic number shall be displayed in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the street upon which the property is situated or from which it has access.