



TOWN OF DRAYTON VALLEY

Subject:	Addressing and Naming Policy	Policy:	PD-02-14
Department:	Planning & Development		
Approval Date:	December 10, 2014	Review Date:	
Associated Policies:	Assigning Legal Description Policy		

Addressing and Naming Policy

Purpose

Under the *Municipal Government Act*, section 58, a municipality may name roads or areas within its boundaries and may assign a number of other means of identification to buildings on lots or parcels of land. Further, a municipality may require an owner or occupant of a building or parcel of land to display the identification in a certain manner.

The Town of Drayton Valley (hereinafter referred to as the "Town") has deemed it necessary to assign numbers to buildings on lots and parcels of land within the Town.

General Policy

A municipal address is a unique and unambiguous code that is used by Town residents, businesses, emergency service personnel and visitors as the primary way in which to accurately identify and locate properties or buildings. A municipal address consists of a property or house number and a street number or name. For the purposes of orderly number of buildings on lots and parcels of land, every property within the Town shall be assigned a municipal address by the addressing authority as determined by the Town Manager.

Subdivisions shall be named with a theme in mind; themes may include, but not be limited to, names of historical significance, geological features, flora, fauna, cities, provinces/territories, community importance or persons of honour. Names of parks and recreation areas, Town-owned buildings and Town-owned facilities should also reflect the theme of the subdivision where possible.

Duplication of names both within the Town and within the 911 area shall be avoided. The intent is to eliminate mistakes or delays in dispatch of emergency services.

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Names shall not be phonetically similar to others within the Town and if possible within the 911 area.

Names of streets shall not duplicate the name of a subdivision in another area of the Town.

Definitions

Within this Policy the following definitions shall apply:

address means a four (4) digit number as assigned by the Town and consisting of a property number and a street number or name.

Town-owned building means a structure that is possessed and maintained by the Town.

Town-owned facility means an amenity that is possessed and maintained by the Town and may include pump houses, bridges, or lift stations.

Responsibilities

1. Town Council:
 - a. shall have final approval of street names before they are registered at the Land Titles Office or in any manner posted;
 - b. shall have final approval of names assigned to subdivisions, parks and recreation areas, neighbourhoods, Town-owned buildings and facilities;
 - c. shall establish the effective date for a new name or a name change;
 - d. may establish administrative fees that must accompany an application for an address change unless it can be demonstrated that the change is in the interest of the municipality;
 - e. may allow names to be assigned to streets, avenues, cul-de-sacs and crescents in addition to numbers. Both names and numbers (to be issued in sequential order) shall be posted.

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2. The Planning & Development Department:

- a. shall be responsible for administering and implementing this Policy in support of the municipal addressing and naming to be used for streets, subdivisions, parks, recreation areas, and Town-owned buildings and facilities;
- b. shall administer the issuance of municipal addresses, subdivision and street names;
- c. shall create, maintain and distribute an official list of street names and names of subdivisions, parks and recreation areas, and Town-owned buildings and facilities.

3. The Public Works Department:

- a. shall be responsible for notifying Planning & Development Department of the need to assign a name to a park and recreation area;
- b. shall forward proposed name suggestions received by the Public Works Department to the Planning & Development Department;
- c. shall coordinate the manufacture and installation of name signs for parks and recreation areas, unless otherwise coordinated by a special interest group, by the effective date established by Council.

4. The owner of a building, whether residential, commercial, industrial or institutional, within the Town shall ensure that the building shall have its address numbers or name clearly displayed. The numbers shall be at least four (4") inches in height and shall be easily visible from the roadway, day or night.

Procedure

The addressing authority shall assign addresses as follows:

1. On a property fronting an Avenue:

- a. the first two (2) digits of a four (4) digit address shall be those of the last Street to the east which intersects with the Avenue;

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- b. The address shall be an even number on the north side of an Avenue and an odd number on the south side of the Avenue;
 - c. The address numbers on an Avenue shall be progressively larger from east to west, and in order to remain consistent with addressing in place, should progress by adding four (4) to the previous number to the east.
 - 2. On a property fronting a Street:
 - a. the first two (2) digits of a four (4) digit address shall be those of the last Avenue to the south which intersects with the Street;
 - b. the address shall be an even number on the west side of the Street and an odd number on the east side of the Street;
 - c. the address numbers on a street shall be progressively larger from south to north and, in order to remain consistent with addressing in place, should progress by adding four (4) to the previous number to the south.
 - 3. On properties abutting the intersection of two (2) roadways (corner lot):
 - a. the property shall be addressed on the Street or Avenue which the front of the development is facing;
 - b. if the property has not yet been developed, two (2) addresses shall be assigned to that property – one (1) for a future anticipated development facing either roadway. The addressing authority shall abandon one (1) of the addresses in accordance with this Policy once development on the lot has been approved by the Town.
 - 4. Wherever possible, only one (1) municipal address shall be given to:
 - a. all developments on a lot; and
 - b. all developments on a group of lots which are considered to be one (1) homogeneous development.

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5. Municipally owned environmental reserve, municipal reserve, municipal school reserve and Public utility lots do not necessarily require an address. However, an address should be given to such properties where buildings are erected.
6. Undeveloped land which is likely to be subdivided prior to any development does not necessarily require an address.
7. In a commercial development where separate businesses face two (2) or more Streets, the address of each business shall be chosen based on the facing street. However, all businesses facing the same Street shall have the same address.
8. Bare land condominium developments of any nature may have individual addresses assigned where practical.
9. Apartment buildings and apartment-style condominiums shall be assigned one (1) address for the building. The owner of the building shall be responsible for assigning individual unit numbers.
10. In the case of mobile home parks, each stall shall be considered as a unit. One (1) municipal address will be assigned for the titled parcel.

Naming

11. Any person wishing to propose a name for a subdivision, a roadway, a park and recreation area, a Town-owned facility may do so in writing to the Town's Planning & Development Department.
12. A proposed change to an existing subdivision, roadway, park or recreation area number or name will be subject to Council approval.
13. The Developer may provide proposed subdivision and street names for a new subdivision. If no new names are proposed, the shall determine a name.
14. Historical accuracy, significance and appropriateness of proposed names shall be taken into account.
15. Council must approve, by resolution, street names that are not approved at the same time as a plan of subdivision.

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16. The department responsible, or a special interest group, shall co-ordinate the manufacture and installation of signs by the established effective date. The developer shall pay for the provision of signs in new developments.
17. Once new street names are approved, a new municipal address shall be issued to each affected property according to the naming and addressing guidelines. Affected property owners shall receive notification of their complete new address and the effective date of change.
18. Costs associated with a change of address, other than the application fee, will be the responsibility of the registered property owner, tenants, residents or businesses.

Exceptions

19. The addressing authority may initiate exceptions where it is not practical to conform to the requirements of this Policy.
20. The addressing authority may assign separate addresses for buildings situated on the same lot or parcel of land where it is impractical to conform to this Policy.

This Policy, upon approval by Town Council, shall repeal and replace Policy PD-02-97.

Mayor