

Morinville Addressing Guide

Addressing Authority Guide & Bylaw 9/2019 Consolidated



**TOWN OF MORINVILLE
PROVINCE OF ALBERTA**

BYLAW 9/2019

NUMBERING OF STREETS, PARCELS AND BUILDINGS BYLAW

A BYLAW OF THE TOWN OF MORINVILLE, IN THE PROVINCE OF ALBERTA, RESPECTING THE NAMING AND NUMBERING OF STREETS, PARCELS OF LAND AND BUILDINGS

WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, Part 3, Division 6, Section 58(1) and (2) provides that a Municipality may establish road names and assign a number to buildings or parcels of land; and may require an owner or occupant of a building of a parcel of land to display the number or other identification in a certain manner;

NOW THEREFORE, the Municipal Council of the Town of Morinville, Alberta, duly assembled, hereby enacts as follows.

- 1.0 This bylaw may be cited as the "Numbering of Streets, Parcels and Buildings bylaw".
- 2.0 In this Bylaw, except where otherwise defined or specified:
 - 2.1 "**ACCESSORY BUILDING**" means a structure naturally and normally incidental, subordinate and exclusively devoted to the principal building, and located on the same lot or site.
 - 2.2 "**ACT**" means the Municipal Government Act.
 - 2.3 "**ADDRESS**" means a locational description assigned by the Town that may consist of numbers and a street name.
 - 2.4 "**ADDRESSING AUTHORITY**" means the Chief Administrative Officer or their designate.
 - 2.5 "**BUILDING**" means any structure used or intended for supporting or sheltering any use or occupancy.
 - 2.6 "**CHIEF ADMINISTRATIVE OFFICER (CAO)**" means the Chief Administrative Officer of the Town of Morinville appointed by Council, or the Director(s) or Department(s) designated by the Chief Administrative Officer.
 - 2.7 "**FLOOR**" means a level internal to the structure which is capable of being occupied or used. A mezzanine floor, or loft, shall be considered a separate floor to the floor of principal reference. A stair landing, catwalk or other similar minor level shall not be considered a floor for the purposes of this bylaw.
 - 2.8 "**GROUND FLOOR**" means the floor located closest to the ground plane as indicated on the elevation plans or as otherwise determined by the Addressing Authority.
 - 2.9 "**LANE**" includes a private lane, a public lane and a public walkway that is not adjacent to a public roadway;
 - 2.10 "**PARCEL**" means a parcel of land, as defined in the Act;
 - 2.11 "**PRIMARY ACCESS**" means the street which gives the main access to a Property.
 - 2.12 "**STREET NAME**" means the name assigned to a Road by the Town.



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2.13 **"SUB-UNIT"** means a portion of a Suite or Unit which is designed for or which forms a semi-separate occupancy.

2.14 **"SUITE"** or **"UNIT"** means a portion of a building which is designed for or which forms a separate occupancy, including suites, bays, condominium units, or apartments.

3.0 Assigning Numbers

The Addressing Authority is authorized:

3.1 To assign numbers & names, in an orderly manner, to streets and parcels and buildings and accessory buildings and units and sub-units within buildings; and

3.2 To revise such numbers and names from time to time.

4.0 Record of Numbers

4.1 The Addressing Authority shall keep a record of all numbers assigned to properties pursuant to this Bylaw.

5.0 Notice

5.1 The Addressing Authority shall give the owner of a property a maximum of sixty (60) days' notice of any number to be assigned to the property including any revisions thereof.

5.2 Such notice may be given:

5.2.1 By delivering the notice personally to the owner; or

5.2.2 By sending the notice to the owner by ordinary mail at the address for such owner shown on the Tax Roll.; or

5.2.3 As otherwise deemed appropriate by the Addressing Authority.

5.3 Notwithstanding subsection (1), the owner of a property who has been given notice pursuant to subsection (1), may, at any time within the thirty (30) days immediately following the giving of such notice, request the Addressing Authority to extend the effective date for the assigning or revision of a number to his property by a further period not exceeding one hundred and twenty (120) days and the Addressing Authority may extend the effective date in accordance with such a request.

6.0 Display of Numbers

6.1 The owner of a property shall cause the numbers assigned to the property pursuant to this Bylaw to be displayed, at all times, at a location plainly visible from the roadway to which the property is addressed.

6.2 All numbers required to be displayed pursuant to this Bylaw shall, in the opinion of the Addressing Authority, be displayed, at all times, in a conspicuous manner so as to be plainly visible from the adjacent roadway.

6.3 No person shall display, or permit the displaying of, any address on a property other than the number currently assigned pursuant to this Bylaw.


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- 6.4 The address assigned pursuant to this bylaw shall be affixed to a building or such other structure, unit or entrance as may be addressed by the Addressing Authority in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings.
- 6.5 The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Curb line	Minimum Character Size (non-internally illuminated)	Minimum Character Size (internally illuminated)
0 - 15 m (0 - 49.2 ft.)	10 cm (4 in.)	7.5 cm (3 in.)
15 - 20 m (49.2 - 65.6 ft.)	15 cm (6 in.)	10 cm (4 in.)
Greater than 20 m (65.6 ft.)	20 cm (8 in.)	15 cm (6 in.)

- 6.6 Notwithstanding 6.5 above, where the building is set back from the property line 10 m or more or has landscaping obscuring visibility of the building, a sign or signs within the property lines displaying the address of the building or buildings on the site in addition to an address affixed to the building shall be erected.
- 6.7 Display of the address on more than one face of the building is encouraged.
- 6.8 Address display shall be illuminated, either internally or externally, on all newly constructed buildings that started construction after the passing of this bylaw.
- 6.9 An owner shall ensure that all addresses assigned pursuant to this Bylaw are posted and maintained in a legible form within the terms of this bylaw.
- 6.10 No owner of a building bearing an incorrect address shall continue to use same, if notified in accordance with Section 7.0.
- 6.11 No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with the Bylaw, except during demolition of the building.
- 7.0 **Enforcement:**
- 7.1 Where premises or property are found to be in violation of any provisions of this Bylaw, the Peace Officer may in accordance with Section 545 of the Municipal Government Act issue a written order to the owner of the premises or property to remedy the condition on the premises or property which violates this Bylaw.
- 7.2 An order written may:
- 7.2.1 Direct a person to stop doing something, or to change the way in which the person is doing it;


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- 7.2.2 Direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- 7.3 The Peace Officer shall give reasonable notice from the date of the notice being issued for compliance with the notice. During this period for compliance, a person may appeal the notice with the appeals section of this Bylaw.
- 7.4 Any Owner or occupant that fails to comply with a written order made under this bylaw is guilty of an offence.
- 7.5 A notice by a Peace Office shall be deemed to be sufficiently served if:
- 7.5.1 served personally on the individual or corporation named in the order;
- 7.5.2 mailed to the last known address of the registered owner of premises or property, or to the person concerned;
- 7.5.3 it is left with a person apparently over the age of 16 years at the place of abode of the person to whom the notice is addressed;
- 7.5.4 it is posted in a conspicuous place on the premises or property referred to on the notice; or,
- 7.5.5 in the opinion of a Peace Officer, service of the written order cannot be reasonably affected, or if the Peace Officer believes that the owner of the premises or property is evading service, the Peace Officer may post the written order in a conspicuous place on the premises or property to which the written order relates, or on the private dwelling place of the owner of the premises or property, and the written order shall be deemed to be served upon the expiry of three (3) days after the written order is posted.
- 7.6 Contravention
- 7.6.1 Any person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction to a fine not exceeding \$10,000 and in default of payment of any fine imposed, to imprisonment for not more than one year, or both.
- 7.6.2 Where a Peace Officer believes that a person has contravened any section of this bylaw, he may serve upon such a person for such offence to be made to the Town, a voluntary payment tag in a form prescribed by the Town allowing payment of the penalty specified as set by resolution of council, and such payment shall be accepted by the Town in lieu of prosecution for the offence.
- 7.6.3 Where a contravention of this bylaw is of a continuing nature, further violation tags or tickets for the same offence may be issued, provided however, that no more than one (1) violation tag shall be issued for each day that the contravention continues.
- 7.6.4 Where a Peace Officer believes that any person has contravened any section of this bylaw, they may serve upon such person a violation ticket in the form and manner as prescribed by the provisions of the Provincial Offences Procedure Act, Chapter P-34, RSA 2000, and all amendments thereto.


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8.0 **Enforcement Appeals**

- 8.1 A person who receives a written notice/order to comply with a section pursuant to this Bylaw may, by written notice within 14 days after the date the order is issued, request Council to review the order.
- 8.2 After reviewing the order, Council may confirm, change, substitute or cancel the order.
- 8.3 This subsection does not apply to violation tags or violation tickets written by a Peace Officer.
- 8.4 If a person considers themselves aggrieved by a decision under Section 7.0, they may appeal the decision by originating Notice to the Court of Queen's Bench.

9.0 **Additional Names**

- 9.1 Where a name is used at any time or times to supplement the address for a property, the owner of the property shall forthwith inform the Addressing Authority of the proposed name, including any revisions thereof, for approval or rejection. The Addressing Authority may reject an additional name.

10.0 **SEVERABILITY**

If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

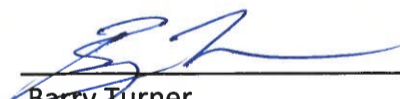
That Bylaw 5/73 is hereby rescinded when Bylaw 9/2019 receives third and final reading.

That Bylaw 14/84 is hereby rescinded when Bylaw 9/2019 receives third and final reading.

READ a first time the 12th day of November, 2019

READ a second time the 10th day of December, 2019

READ a third time and finally passed the 10th day of December, 2019



Barry Turner
Mayor



Stephane Labonne
CAO

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SCHEDULE A: Penalties

Section	Description	Specified Penalty	Second Offence Within One Year
	Display of Numbers		
6.0	Fail to display assigned numbers or names as per bylaw	\$250	\$500

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1. INTRODUCTION

1.1 Overview

The Town of Morinville is establishing an addressing guideline to promote consistency, cooperation, and efficiency in property addressing. These guidelines are for the use of Town departments, coordinating agencies, and property developers.

The fundamental objectives of these guidelines are to:

- Enable emergency response personnel and general public to readily locate street addresses,
- create and maintain informative, consistent, and reliable addressing information, and
- Improve understanding between departments, coordinating agencies and enable systems integration

Property numbering and street naming are complementary. The efficiency of a property location system depends upon systematic street naming coordinated with systematic property numbering.

1.2 Authority for Numbering

The Municipal Government Act Part 3, Division 6, Section 58(1) and (2) grants municipalities the authority to assign numbers to buildings, parcels and assign road names.

2. DEFINITIONS

“Accessory Building” means a structure naturally and normally incidental, subordinate and exclusively devoted to the principal building, and located on the same lot or site;

“Address” means a locational description assigned by the Town that may consist of numbers and a street name;

“Address, Civic” Civic Address means an address that was approved by the Addressing Authority for use in a land address that is assigned to a parcel of land at the time of subdivision. Often the civic address and the location address are the same, however there may be exceptions subject to developmental issues. May also be known as a Civic Number;

“Address, Location” Location Address means the physical address, which denotes the actual location of the building or bay / unit / suite;

“Address, Mailing” A mailing address may be a civic or location address but could also be a postal box, super mailbox, and/or rural route description. It also may include building names and must include a postal code generally assigned by Canada Post;

“Commemorative Naming Policy” means Commemorative Naming Policy 52-2012 or as amended or replaced.

“Common Property” Means as much of the parcel as it is not comprised in a unit shown in a condominium plan but does not include land shown on the condominium plan that has been provided for the purposes of roads, public utilities and reserve land under the Municipal Government Act;

“Condominium” means a plan registered in a land titles office that complies with section 6 of the Land Titles Act and includes any amendment to a condominium plan referred to in section 14.1 or 15 of the Land Titles Act, any plan or condominium plan, as the case may be relating to development in phases referred to in section 14.2 of the Land Titles Act or any plan or condominium plan, as the case may be, relating to re-division referred to in section 15 of the Land Titles Act that is registered in the land titles office;

“Floor” means a level internal to the structure which is capable of being occupied or used. A mezzanine floor, or loft, shall be considered a separate floor to the floor of principal reference. A stair landing, catwalk or other similar minor level shall not be considered a floor;

“Floor, Ground” means the floor located closest to the ground plane as indicated on the elevation plans or as otherwise determined by the Addressing Authority;

“Land Title” or “Certificate of Title” – “Certificate of Title” means the record of the title to land that is maintained by the Registrar at the Land Titles Office;

“Lane” includes a private lane, means a public lane and a public walkway that is not adjacent to a public roadway;

“Parcel” means a parcel of land, as defined in the Municipal Government Act;

“Parsing” means a data management practice where an address is broken down into components for storage in table;

Example of Unparsed Address

EXAMPLE	ADDRESS
1	10125 100 AVENUE
2	10125B 100 AVENUE
3	431 GRANDIN DR
4	102A-10507A 100 STREET

Table 2-1

Example of Parsed Address

EXAMPLE	SUB UNIT	SUITE NUMBER	CIVIC NUMBER	CIVIC SUFFIX	STREET NAME	STREET TYPE
1			10125		100	AVENUE
2			10125	B	100	AVENUE
3			431		GRANDIN	DRIVE
4	A	102	10507	A	100	STREET

Table 2-2

“Public Utility Lot” or “PUL” means land required to be given under the Municipal Government Act for public utilities;

“Street Name” means a descriptive name or number for a particular section of roadway which generally includes a Street Type;

“Subdivision” means the division of a parcel of land by an instrument. “Subdivide” has a corresponding meaning;

“Suite” or “Unit” means a portion of a building which is designed for or which forms a separate occupancy, including suites, bays, condominium units, or apartments. A Suite should be used for residential and mixed use developments and unit should be used for industrial or commercial developments. As suits and units are interchangeable they shall not have the same number if they are part of the same address;

“Sub-Suite” or “Sub-Unit” means a portion of a suite or unit which is designed for or which forms a semi-separate occupancy, normally used in cases such as professional centres where multiple occupancies may share common suite or unit space but still require unique identification;

3. ADDRESS COMPONENT DESCRIPTIONS

An address is a written statement of numbers and words to describe a physical location. Each part of an address is a component that follows defined principals. The addressing description assigned by the Addressing Authority is for physical locations only. It does not cover the standard requirements for mailing addresses. Please refer to the Canada Post mailing address standards for details on how to write or describe an address for mailing purposes. <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>

[Addresses may be written in multiple ways depending on use or specific needs, this guide uses the Canada Post Guidelines for written addressing.](#)

Please also note the Town of Morinville does not assign or give out postal codes. Postal code information is provided by Canada Post here:

<http://www.canadapost.ca/cpotools/apps/fpc/personal/findByCity?execution=e1s1>

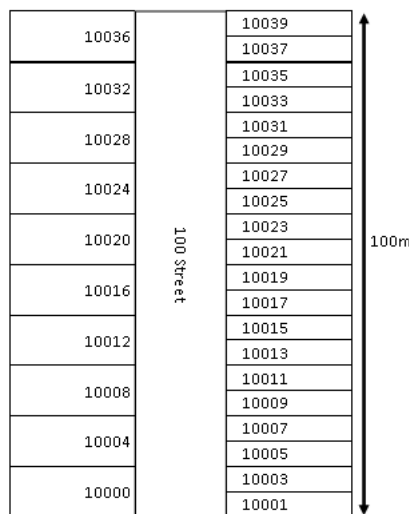
3.1 Civic Number

A numeric digit assigned to a property by the Addressing Authority. It is the first component in the address description. When an address has a suite component civic number is bumped to the second placement in the address description.

Example → 10507 100 Avenue

Example → 102-10507 100 Avenue

The number must be unique from all other numbers that have shared components along a street name and type. The number is typically in sequence along the street with a gap of approximately 5 metres between numbers. For details on numbering principles please refer to section 6.



Addresses based on one number per 5m of street front. Generally a 10m wide parcel will have a 4 number gap, whereas 5m wide parcels will be in an unbroken row.

Figure 3-1 Civic Numbers Map Display

3.2 Suite Number

An alphanumeric character assigned to a building structure on a property with suites or units. It is the first component in the address description only when a suite number exists. The characters must be unique and in sequence within a building structure. The leading digit in a suite is often associated with a building number and the second number a floor number when multiple floors exist within the structure.

Basement	→	1001 – 10001 100 AVENUE
First Floor/Main	→	1101 – 10001 100 AVENUE
Second Floor	→	1201 – 10001 100 AVENUE
Third Floor	→	1301 – 10001 100 AVENUE
Building #1	→	1101 – 10001 100 AVENUE
Building #2	→	2101 – 10001 100 AVENUE
Building #3	→	3101 – 10001 100 AVENUE

Non-residential suites often have more gaps in their sequences to accommodate potential redevelopment plans. For more details on assigning numbers please refer to section 6.

Occasionally sub-units numbers may be assigned. Generally these sub units are assigned if there are separate addressable locations within a singular suite, such as a suite with multiple uses or offices. Sub-units are generally lettered from the Suite entrance inward or if it makes more sense in a clockwise or counter-clockwise fashion.

Sub-Unit	→	1101A – 10001 100 AVENUE
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3.3 Street Name

Written word or number to describe a street assigned by the Town. The street name is the second or third component in an address description depending on whether or not there is a suite component. The principals regarding street names are described in *Section 5*.

Street Name	→	10001 100 AVENUE
Street Name	→	431 GRANDIN DRIVE

3.4 Street Type

Written word(s) to define a street type assigned by the Town. The street type is the third or fourth component in an address description depending on whether or not there is a suite component. The principals regarding street types are described in *Section 5*.

Avenue	→	10001 100	AVENUE
Street	→	9613 100	STREET
Drive	→	431 GRANDIN	DRIVE
Road	→	571 SUNNYDALE	ROAD

3.5 Complete Address

A complete address includes all relevant aspects on one line that can be broken down into their meanings to help navigation and wayfinding. Several examples of complete addresses are below with an explanation of the complete address meaning.

11205 100 Avenue	Approximately 15 metres west of 112 Street on 100 Avenue on the South side of the street.
10126B 100 Avenue	Approximately 65 metres west of 101 Street on 100 Avenue on the North side of the street. With a separate entrance off 100 Avenue then 10126 100 Avenue.
431 Grandin Drive	four “blocks” inwards from the starting point of Grandin Drive on the right-hand side on a Major Arterial Road that does not follow direct East-West or North-South directions.
1102A-10507 100 Street	Approximately 15 metres north of 105 Avenue on 100 Street on the west side in the first building on the first/main floor within the second unit in the first sub unit.

4. BASIC CONCEPTS AND NUMBERING PRINCIPLES

The Addressing Authority applies the principles described below whenever possible. It is important to note that changes in subdivision plans over time can complicate the addressing assignment process. Address anomalies in sequencing and naming exist today due to these challenges. The Town of Morinville will correct these errors when awareness and consensus is reached among the affected stakeholders.

4.1 Consecutive Numbering

Numbers assigned to properties must be consecutive. Assigning address numbers to properties along one roadway should indicate the incremental distance of a property from either the beginning or end of a roadway. Generally the Addressing Authority will increment the addresses to 5 metre increments per address number. Only one origin and one end should exist for numbers along a roadway. If numbers are out-of-sequence, interpreting an address description is difficult.

4.2 Even / Odd (parity)

Even numbers are assigned to properties on the West and North sides of roadways throughout the town; odd numbers are assigned to the East and South sides. At the start of a roadway, this principle is applied in selecting the even and odd sides. Even / Odd intervals should not “jump” across the roadway because the road changes direction. Even and odd numbers should generally “pair-off” across the roadway as closely as possible. i.e. “84” should be opposite “83” or “85”

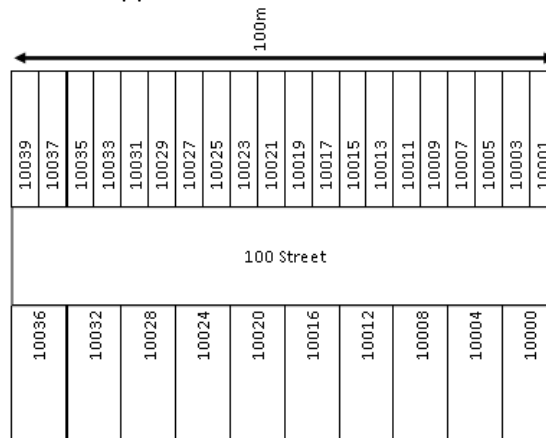


Figure 4-1 Even/Odd Parity

4.3 Block Numbering

The area between two streets or two avenues is considered to be a “hundred” block. For example, between 100 Avenue and 101 Avenue is the 10000th block and all addresses within the block are between 10000 and 10099.

Since the 1960’s, new subdivisions do not always follow the grid pattern of streets and avenues. However, extrapolating the street or avenue alignment can provide the hundreds block reference. Addressing named roadways using the hundreds block system can provide a grid reference to the main axis.

4.4 Similar Numbering

In subdivisions where roadways may share the same name, locations on these roadways will have different address descriptions by virtue of different street names or types.

Altering numbering schemes can be of benefit. One approach is to commence numbering different roadways sharing the same name with a different “range” of numbers. This is especially useful along named major collector roads such as Grandin Drive.

5. ASSIGNING STREETS

5.1 Streets Type

Streets and Avenues are the predominant road type in the Town of Morinville and is generally laid out along a Street - Avenue Grid. With Avenues being East-West and Streets North-South. The Addressing Authority generally should follow this grid system when assigning Street Names and Numbers. Street types shall be assigned at the subdivision application stage and planned for at the Area Structure Plan Stage.

Occasionally when a street does not follow the grid, such as a meandering collector road, it makes more sense to assign a Street Name instead of a number. In this case a Major Collector Route should be assigned "Drive" and a Minor Collector Route should be assigned "Road" as the street types.

Naming and Numbering Convention shall be as described in the table below for each Street Type:

STREET TYPE	ABBREVIATION	DEFINITION
Avenue	AV	Generally numerical east-west roadways.
Street	ST	Generally numerical north-south roadways.
Drive	DR	A major collector roadway that may change direction.
Road	RD	A minor collector roadway that may change direction.

Table 6-1 Street Types

5.2 Streets Names & Numbers

Streets and Avenues should be assigned Numbers based on the Morinville grid system with 100 Street and 100 Avenue being the baseline. Street Numbers shall increase in the northerly or westerly direction and decrease in the southerly and easterly direction.

Where there requires a numbered street between two grid lines on the Morinville Grid System there should be an alpha suffix on the street name Starting with A closest to the namesake street and increasing in alpha characters until the next grid street.

Example: 100 Street → 100A Street → 100B Street → 101 Street.

Street Names that cannot be fit into the Town of Morinville grid system shall use a name that meets the **Commemorative Naming Policy** and this name shall be used unless otherwise approved by the Addressing Authority.

5.3 Alternative or Historic Street Names

Streets may be assigned an additional Alternative or Historic Street Name by the Addressing Authority. In this case the numbered or official street name shall be the basis of the address, however for historic or cultural reasons a name may be placed in addition to the assigned street name or address on buildings, signs or other areas as approved by the Addressing Authority.

Example → 100 Street (Champlain Street)

6. ASSIGNING NUMBERS

6.1 Introduction

The most prominent entry point into a community is the road starting point for address numbering. When multiple options for entry into a community exist, the road ordering influence is used to determine the starting point. The higher ranking road orders are the starting points over lower ranking road orders. Numbers are to be assigned for all parcels of land, vacant or built.

When a vacant parcel of land is to be developed, factors such as access to the property/building and type of development (i.e. Single detached dwelling, duplex, triplex, strip commercial, industrial, warehouse, etc.) may necessitate amending the address description originally assigned. After determining the point of access to the site, one helpful rule to assign a number is to use the interval number closest to the line, when drawn that resides perpendicular to the front entrance of the building. Considerations should also be given to future extensions planned for the site/building itself or future plans known for the surrounding roadway network.

6.2 Numbering When Roadway Changes Direction

If a roadway changes direction the principle of consecutive numbering should prevail. It is more important that numbers be consecutive than allocated according to the hundred block.

6.3 Numbering on Diagonal Roadways

The appropriate block (i.e. north/south – street, or east/west – avenue) is determined and applied according to the predominant direction of the roadway.

6.4 Numbering Corner Lots

The property address number is generally assigned to the side of the parcel where primary access to the building structure exists. If it is later determined the building faces another roadway, a new number should be assigned.

If a corner building has two entrances which both look like front entrances, consideration should be given to the roadway which is most prominent and the general site layout.

6.5 Numbering Multiple Buildings, Multiple Suites and Multiple Levels

When a property has multiple buildings and/or multiple levels with units, an additional address component named building number is required.

Numbering should begin with the property site as a whole. The civic number is assigned to the property site. All other addresses in the property will share the same civic number.

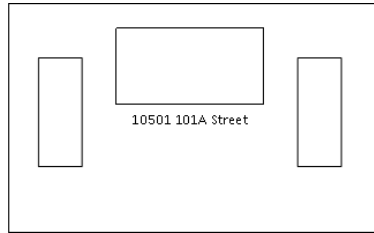


Figure 6-1 Parcel Number

Next, each building is assigned a number in a logical sequence that fits with the surrounding addresses. Building numbers should be a minimum of four digits and typically begin with 1000. If there are multiple buildings, building numbers are assigned from the access “inward”.

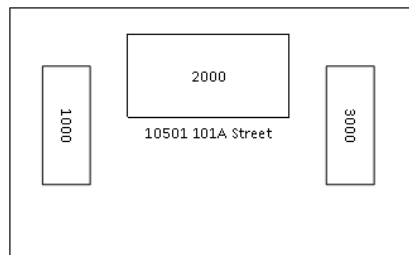


Figure 6-2 Building Numbers

Next, each floor is assigned a floor number in a logical sequence. Floors are generally assigned numbers with 3 digits with 100 being the ground or main floor where the main access to street level is located and a basement is assigned as floor 000.

107	Floor 100	108	207	Floor 200	208
105		106	205		206
103		104	203		204
101		102	201		202
007	Basement 000	008	305	Floor 300	306
005		006			
003		004	301	302	
001		002			

Figure 6-3 Floor Numbers

For properties that include addresses with more than 10 buildings, more than 10 floors or more than 1 basement additional digits may be added to the suite addresses by the addressing authority on a case by case basis as long as no two suite numbers are identical for the same civic address.

The 4 digit suite numbering will contain the same digits, 1st digit from the building number and second digit from the floor number. The last two digits refer to the sequencing for the suite number. Suites should be numbered consecutively generally on a 5 metre increment to allow partitioning changes between larger units. Suites on the floor above and the floor below in the same spatial relationship within the building should have the same last two digits.

Accessory Buildings on parcels with multiple building may be numbered by the Addressing Authority. For an accessory building that is subordinate to a single building, the accessory building will be given an address suffix to that building. Any other building with its own distinct use will generally get its own building number.

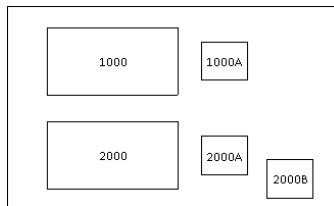


Figure 6-4 Accessory Building Numbers

6.6 Numbering rear buildings & panhandle parcels

In cases when low density residential parcels (R-1 to R-3 or similar) with rear dwellings or buildings require numbers, a suite number shall be assigned to the secondary suite or accessory building as per Section 6.5, however the primary address of the primary building should not change.

Example

Principle Building → 10021 100 Street

Secondary Suite in Garage → 201 – 10021 100 Street

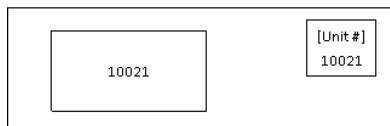


Figure 6-5 Rear dwellings or uses within accessory buildings

In cases with a panhandle parcel or direct access into a multiunit structure that does not fit within the 5 metre increments under section 4.1, an address suffix shall be assigned between the consecutive numbers.

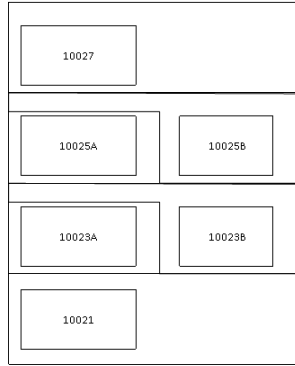


Figure 6-6 Panhandle Lot Addressing (that cannot fit in consecutive numbering)

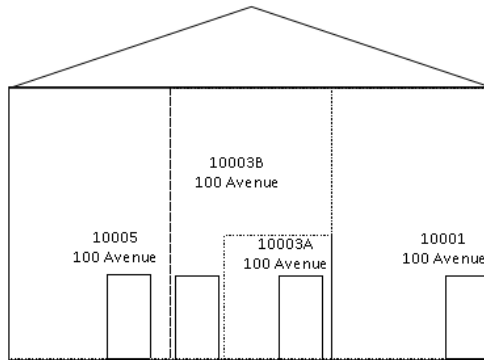


Figure 6-7 Multi-Unit address (that cannot fit in consecutive numbering)

6.7 Numbering Buildings with Entrances to Multiple Streets

In some cases, buildings have multiple entrances to different roadways. A location number or description should be assigned based on the most prominent entrance point. Where a more prominent access is not evident the Addressing Authority shall determine, the most appropriate address.

If an address has multiple common public entrances the addressing authority may direct that secondary public entrances have separate entrance numbers on display along with the address of the most prominent entrance.

Example → Entrance 2, 10507 100 Street

Example → North Entrance, 10125 100 Avenue

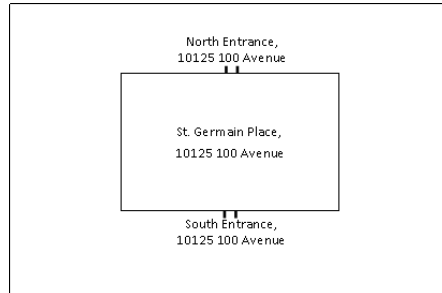


Figure 6-8 Entrance Label

6.8 Numbering Buildings Adjacent to Arterial and Collector Streets

In some cases when a parcel is adjacent or in close proximity to an arterial or collector street the address should be based off the primary road that is used to access a parcel even if that parcel's main access is off a smaller collector or service road. This is mainly used when an arterial road has limits on its physical accesses yet addressing off the arterial road has better wayfinding justification. (eg 9150 100 Street's main vehicle access is off Westwinds Drive, yet the address is better suited to 100 Street as the main Arterial.)

6.9 Numbering Condominiums

Addressing a condominium development is no different than addressing town houses or high rise apartments from Section 6.5. for example each unit is assigned a number. Wherever possible, units with direct ground access are to be assigned consecutive numbers to the street they front. Common property that includes a specific use should be given a suite or sub-unit address with a use, Examples of common property that would have a suite address is fitness centres, swimming pools and possibly conference facilities.

6.10 Numbering Bareland Condominiums and Comprehensively Planned Developments

Addressing bare land condominiums or other comprehensively planned developments such as manufactured home parks will generally follow one of the following:

- ➔ Suite Number System, Each stall or condo unit having a unique suite number addressed off the main entrance to the development. What would normally be suites in a parcel based subdivision or development would be considered sub-units in this type of development.

Example Address → 45 – 10650 100 Street

- ➔ Grid Number System, each stall or condo unit will be numbered as if it is a separate parcel and each internal road will be numbered as per section 5.

Example Address → 10626 101A Street

6.11 Numbering for Consolidations

A consolidation is the combining of two or more parcels to form a larger property. Consolidation of parcels occurs when a building or development straddles property boundary lines. When this occurs, new numbers are assigned accordingly as required. Address numbers previously assigned are re-used wherever possible.

6.12 Additional Names

When an additional name is used for an address as approved by the Addressing Authority, the name may be placed on maps, displayed address signs or other documentation in addition to the assigned civic address.

Example → St. Germain Place, 10125 100 Avenue

6.13 Cul-de-sac Numbering

Numbering properties on Cul-de-sacs other than circle/crescent-shaped roadways is to be handled as follows:

- a. Each cul-de-sac is encouraged, but not limited to, have a hundred block qualifier (i.e. 200 Grandin Drive).
- b. If a hundreds block qualifier is used all parcels must reference that qualifier (i.e. 224 Grandin Drive).
- c. Cul-de-sac's that are 10 lots in length or less will be addressed consecutively (i.e. 2, 4, 6).
- d. Cul-de-sac's that are more than 10 lots in length should be using odd/even parity opposite of each other.

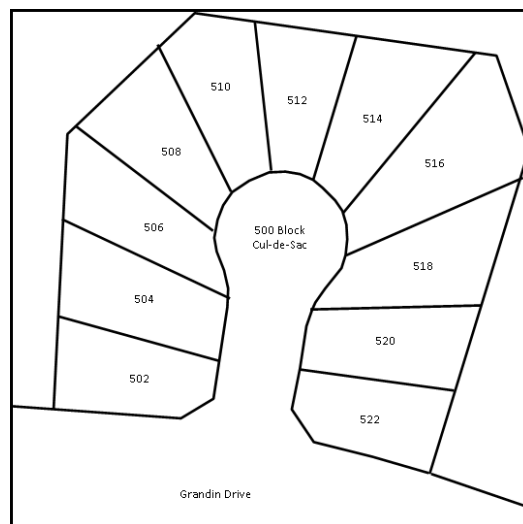


Figure 6-9 Cul-De-Sac Numbering

6.14 Common Entrances or Access Agreements

Numbering properties with common accesses or access agreements are to be handled on a case by case basis by the Addressing Authority. Generally by considering all the properties as one parcel or by following the street's consecutive numbering.

6.15 Secondary Suites in low density residential areas

In cases when low density residential parcels are located with a single primary building and a secondary suite or accessory use are within the primary building, the secondary suite or accessory use should be considered a sub-unit of the principal address. This will still require a suite number assigned to the secondary suite as per Section 6.5 except the Building Number from Section 6.5 should not be used. As well, In low density residential areas however the primary address of the principle building should not change, leaving the

secondary suite or accessory use the only use that has both a suite and a sub-unit.

Example

Principal Address before removing suite number	→	101-10021 100 Street
Principal Address after removing suite number	→	10021 100 Street
Secondary Suite as a sub unit in Basement	→	101A – 10021 100 Street

7. Display of Address

7.1 Display of Address

The address assigned shall be affixed to a building or such other structure that may be addressed by the Addressing Authority, in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings.

The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Curbline	Minimum Character Size (non-internally illuminated)	Minimum Character Size (internally illuminated)
0 - 15 m (0 - 49.2 ft.)	10 cm (4 in.)	7.5 cm (3 in.)
15 - 20 m (49.2 - 65.6 ft.)	15 cm (6 in.)	10 cm (4 in.)
Greater than 20 m (65.6 ft.)	20 cm (8 in.)	15 cm (6 in.)

Figure 7-1 Display of Address Size

Where the building is set back from the property line 10 m or more or has landscaping obscuring visibility of the building or addressed entrance, a sign or signs within the property lines displaying the address of the building or buildings on the site in addition to an address affixed to the building shall be erected.

Display of the address on more than one face of the building is encouraged. All new building construction shall include illuminated addresses and existing buildings are encouraged to switch to illuminated addresses.

7.2 Display of Suite or Unit numbers

The suite number assigned, shall be affixed to the entrance of that suite in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other suites.

The suite or unit or sub-unit displayed shall be clearly legible from a reasonable distance away. For example a suite number in an apartment building may be affixed to a door or doorframe and only be 2-3 cm in height whereas a unit number affixed to a commercial bay may need to be 15-30 cm in height.

For addresses that include sub-units within. The suite itself must be displayed at the common entrance as well as a sub-unit listing.

7.3 Display of Address on Vacant Parcels

Vacant parcels shall display an assigned address in a conspicuous place and be clearly legible from the public roadway or internal roadway and be on a contrasting background. Generally this is done on a standalone sign at the subdivision stage.

8. REQUEST TO CHANGE AN EXISTING NUMBER

A property owner may request to change a property number but must provide adequate justification as to the necessity of such a request. The Addressing Authority will review the request and if approved notify the affected parties.