

Town of Yarmouth
Civic Addressing By-Law No. 58

1.0 Title

This By-law is entitled the "Civic Addressing By-Law".

2.0 Compliance With Other By-laws

Nothing in this By-law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of street names on private roads or which may specify standards in respect of the posting of civic numbers or street names.

3.0 Definitions

In this By-law:

- (1) "**Building**" means a structure used or intended to be used to support or shelter any use or occupancy, except a structure which is accessory to the use of another structure on the same lot and except a structure which, if it were now being built for the first time, would not require a building permit to authorize its construction and includes an incomplete building once the footings have been constructed;
- (2) "**Civic Addressing Coordinator**" means the Development Officer unless some other person has been appointed by Town Council to administer this law;
- (3) "**Civic Addressable Point**" means a permanent physical location of human activity that is accessible by emergency vehicles.
- (4) "**Civic Number**" means the number assigned to a building, a vacant lot or a civic addressable point by the Civic Addressing Coordinator;
- (5) "**Lot**" means any parcel of land described in a registered deed or as shown in a registered plan of subdivision;
- (6) "**Owner**" has the same meaning as the owner of property in the Municipal Government Act or successor legislation from time to time;
- (7) "**Street**" means the whole and entire right-of-way of any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned and maintained by the Town of Yarmouth;
- (8) "**Town**" means the Town of Yarmouth.

4.0 General

4.1 The Civic Addressing Coordinator is responsible for assigning civic numbers to lots and buildings fronting upon or directly abutting a street in keeping with Appendix "A", "Guidelines for Assigning Civic Addresses", which shall form Part of this By-law. The Town's GIS Technician is responsible for maintaining a record of civic numbers through the Nova Scotia Civic Address File.

4.2 The Civic Addressing Coordinator may assign civic numbers to buildings for which subdivision approval or a development or building permit is sought or obtained. The Civic Addressing Coordinator may assign more than one civic number to a building and may, but is not required to, assign a civic number to an undeveloped lot or a civic addressable point.

4.3 The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering situations, discontinuities or irregularities.

4.4 A civic number that was posted on a lot or building or that was customarily in use as a mailing address for a building on the date of first reading of this By-law is hereby assigned to that building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.

4.5 An owner shall not post or permit to be posted upon his lot any number which is not its civic number. The Civic Addressing Coordinator may, by written notice, require an owner to remove from his lot any number which is displayed thereon which is not its civic number.

4.6 An owner of a vacant lot shall not be required to post or cause to be posted the assigned civic address number for the vacant lot.

5.0 Display of Numbers

5.1 The owner of a lot on which a building is located shall display on the lot the civic number of the building in the manner provided herein.

5.2 The owner of a lot on which a building is located shall keep posted on the lot or building the assigned civic number in the following manner:

- (1) civic number shall be in Arabic numerals;
- (2) the bottom of the numerals shall be at least 1.2 metres above the ground;
- (3) the colour of each numeral shall be the same and be clearly in contrast to the colour of the building, post or sign on which it is located;
- (4) the height of the numerals shall not be less than 100 millimeters;
- (5) the civic number shall be placed upon the building, post or sign in such a location that it

faces towards and is clearly visible from the roadway or the street from which it is numbered;

5.3 A civic number shall be displayed on a post or sign if a civic number which is located on a building cannot be easily read from the roadway or street from which the building is numbered. The post or sign shall be located on the lot within 5 metres of the street boundary.

5.4 The Civic Addressing Coordinator may, in writing, require the owner to place a civic number on a post or sign located on the lot adjacent to the entrance of a driveway which provides emergency vehicle access to a building.

6.0 Orders

6.1 In the event of contravention of this By-law, the Civic Addressing Coordinator may serve, or cause to be served an Order to Comply by regular mail.

6.2 Every Order to Comply shall contain:

- (1) the section of the By-law which has been contravened;
- (2) actions to be taken in order to bring the property into compliance with the By-law;
- (3) the date by which the property must be brought into compliance with the order;
- (4) the action which will be taken against the owner should the property not be brought into compliance.

6.3 Where an owner fails to comply with the requirements of an Order within the time frame stipulated therein, the Civic Addressing Coordinator may enter upon the property without warrant or other legal process and undertake the work specified in the Order.

6.4 Where the Civic Addressing Coordinator undertakes the work specified in the Order, the Town may charge and collect the costs thereof either from the owner or as a first lien on the property affected.

7.0 Penalty

7.1 Every person who violates or fails to comply with any of the provisions of this By-law shall be liable, upon summary conviction, to a penalty not less than one hundred dollars (\$100.00) and not exceeding one thousand dollars (\$1,000.00) and in default of payment to imprisonment for a period not exceeding ten (10) days.

8.0 Effective Date

8.1 The effective date of this By-law is July 24, 2007.

APPENDIX "A"
Guidelines for Assigning Civic Addresses

1.1 The Civic Addressing Coordinator shall be responsible for assigning civic addresses.

1.2 Civic addresses shall be limited to Arabic numerals and the use of letters and fractions shall be prohibited.

1.3 The Civic Addressing Coordinator shall assign addresses following a lineal chronological progression taking into consideration the following:

(1) that the existing civic addressing system is minimally disturbed when assigning new civic addresses in order to minimize the potential impact on property owners.

(2) that civic addresses shall have odd numbers and even numbers on opposite sides of the street and wherever possible, the odd numbers shall be assigned on the left and the even numbers on the right.

(3) that when deciding what end of the street to start numbering on, the Civic Addressing Coordinator shall determine the priority of the street at an intersection. For connecting streets that have an equal priority, numbers shall, wherever possible, increase progressing in a north and/or east direction.

(4) that civic addresses shall be spaced out in intervals of a civic address every 10 metres along the street frontage.

(5) that attempts are made to provide proper spacing between civic addresses to accommodate in-fill developments.

(6) that dead-end streets are numbered from the accessible end of the street.

(7) that multiple units in a single building have a single civic number assigned to the building.

(8) that multiple main buildings located on one lot shall be assigned multiple civic numbers. If the structures are located one behind the other, the civic numbers are assigned such that they increase going away from the street.

(9) notwithstanding subsection (8) of this Part, semi-detached and duplexes with their own exterior entrance shall be assigned their own civic number. In addition, row housing units with their own exterior entrance visible to the street shall also be assigned their own civic numbers. With regards to row housing, the Civic Addressing Coordinator may assign civic numbers at 5m intervals. In addition, apartment units that have individual main entrances facing the street shall be assigned a civic address.

(10) that malls and strip malls shall be assigned one civic number.

(11) that the Civic Addressing Coordinator may assign civic address numbers to vacant lots or a civic addressable point.

(12) As mobile home parks usually have smaller frontages, the Civic Addressing Coordinator shall assign civic numbers at 5m intervals.

I, JEFF GUSHUE, Clerk and Chief Administrative Officer of the Town of Yarmouth, do hereby certify that the foregoing is a true copy of a By-Law passed by the Town Council of the Town of Yarmouth as follows:

Date of First Reading - June 14, 2007

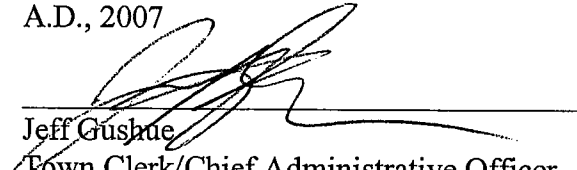
Dates of Publication of Notice of Intent - July 3, 2007

Date of Second Reading - July 12, 2007

Date of Publication - July 24, 2007

Date Sent to SNSMR - August 14, 2007

GIVEN UNTO the hand of the Town Clerk/Chief Administrative Officer and the Corporate seal of the Town this *14th* day of *August* A.D., 2007



Jeff Gushue
Town Clerk/Chief Administrative Officer