

Town of Yarmouth
CIVIC ADDRESSING BYLAW

Effective: July 24th, 2007 – Amended: August 19th, 2021
TOY 58



1.0 Title

This Bylaw is entitled the "Civic Addressing Bylaw".

2.0 Compliance with Other Bylaws

Nothing in this Bylaw shall be construed as authorizing non-compliance with any laws, regulations, bylaws, 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 Bylaw:

- a. **"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;
- b. **"Civic Addressing Coordinator"** means the Development Officer unless some other person has been appointed by Town Council to administer this law;
- c. **"Civic Addressable Point"** means a permanent physical location of human activity that is accessible by emergency vehicles.
- d. **"Civic Number"** means the number assigned to a building, a vacant lot or a civic addressable point by the Civic Addressing Coordinator;
- e. **"Lot"** means any parcel of land described in a registered deed or as shown in a registered plan of subdivision;
- f. **"Owner"** has the same meaning as the owner of property in the Municipal Government Act or successor legislation from time to time;
- g. **"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;
- h. **"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 Bylaw. The Town's Development Officer

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 Bylaw 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.
- 4.7** Upon application by the owner, the Civic Addressing Coordinator may, after consultation with the Fire Chief, provide written authorization for civic numbers to vary from the standards contained in this Bylaw, with or without conditions when;
- a. Compliance with the standards is not reasonably possible, due to the physical features of the site or otherwise; or
 - b. Compliance would not as effectively meet the objectives of this Bylaw.

Authorization under this section may be revoked or varied by the civic Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

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:
- a. civic number shall be in Arabic numerals;
 - b. The civic numbers shall be read horizontally, from left to right and should be displayed on or next to the exterior door which provides access to the building/unit/suite;
 - c. the bottom of the numerals shall be at least 1.2m (4ft) above the ground;

- d. 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 and shall either be composed of highly reflective material or be effectively illuminated during the hours of darkness;
- e. the height of the numerals on residential properties shall not be less than 100mm (4 in);
- f. the height of numerals on non-residential properties shall not be less than 200 mm (8in.);
- g. 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 and shall not be blocked by ornaments, displays or vegetation;
- h. The owner of a property shall maintain a civic number for the property in good repair.

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 display a two (2) sided civic number which is situated perpendicular to the street located on the lot within 5m (16.5ft) 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 Bylaw, 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:

- a. the section of the Bylaw which has been contravened;
- b. actions to be taken in order to bring the property into compliance with the Bylaw;
- c. the date by which the property must be brought into compliance with the order;
- d. 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 Bylaw 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.

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:
 - a. That the existing civic addressing system is minimally disturbed when assigning new civic addresses in order to minimize the potential impact on property owners.
 - b. 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.
 - c. 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.
 - d. That civic addresses shall be spaced out in intervals of a civic address every 10m (33ft) along the street frontage.
 - e. That attempts are made to provide proper spacing between civic addresses to accommodate in-fill developments.
 - f. That dead-end streets are numbered from the accessible end of the street.
 - g. That multiple units in a single building have a single civic number assigned to the building.
 - h. 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.
 - i. Notwithstanding subsection (7) 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 (16.4ft) intervals. In addition, apartment units that have individual main entrances facing the street shall be assigned a civic address.
 - j. That malls and strip malls shall be assigned one civic number.
 - k. That where there are two (2) or more units/suites at a single civic address, the number or letter representing the unit/suite portion of a civic address should be displayed on or next to the exterior door which provides access to said unit/suite at the same minimum height as required for the civic address.
 - l. that the Civic Addressing Coordinator may assign civic address numbers to vacant lots or a civic addressable point.
 - m. As mobile home parks usually have smaller frontages, the Civic Addressing Coordinator shall assign civic numbers at 5m (16.4ft) intervals.

Clerk's Annotation for Official Bylaw Book

Date of Adoption: July 24th, 2007

Date of Approval of Amended Bylaw: August 19th, 2021

I certify that this 'Civic Addressing Bylaw" was adopted by Council as indicated above.

Town Clerk:

Date:

Amended

Date of First Reading	July 8 th , 2021
Notice of Intent to Consider	August 4 th & 11 th , 2021
Date of Second Reading	August 19 th , 2021
Date of Publication	September 1 st , 2021