



PUBLISHED BY AUTHORITY

Pursuant to the authority conferred by Section 171 (1) and 171 (2) of the Municipalities Act, 1999, Chapter M-24, the Town of Holyrood has made the following Civic Numbering Regulations under **Resolution # 03-08-73** dated this **18th** day of **June, 2013.**

In accordance with Section 171 (1) and 171 (2) the Motion to Adopt the regulation was given at the Town of Holyrood's Public Council meeting held on the **18th** day of **June, 2013.**

Mayor Gary Goobie

Gary Corbett, C.A.O.

CIVIC NUMBERING REGULATIONS

1. **TITLE**

These regulations shall be known and cited as the Town of Holyrood "*Town of Holyrood Civic Numbering Regulations 2013*", (hereafter referred to as "these Regulations").

2. **DEFINITIONS:**

In these Regulations:

- a. "Act" means the Municipalities Act Chapter M-24, S.N. 1999.
- b. "Building Line" means the line established by Council to set the horizontal distance between the closest point of a building and the road line.
- c. "Town" shall mean the Town of Holyrood.
- d. "Civic Address" means civic number and road name.
- e. "Civic Address File" means the official Town database containing geographically referenced civic address information including civic points, road network file, and other boundaries.

- f. "Civic Number" means the number assigned to a property by the Municipal Assessment Division in accordance with these Regulations.
- g. "Corner Lot" means a lot or parcel of land abutting upon two or more roads at their intersection or upon two parts of the same road forming an interior angle of less than 135 degrees.
- h. "Council" means the Council of the Town of Holyrood.
- i. "Front Yard Civic Numbering Sign" means a sign that is located within the Front Yard, attached to a post or a securely fixed landscaping element that clearly marks the civic number for the road onto which it fronts.
- j. "Good State of Repair" means the civic numbers are complete and visually apparent, and in a structurally sound condition, plumb and securely anchored, and all stained or painted elements are maintained and free of peeling.
- k. "Grade" (as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.
- l. "Lot" means any plot, tract or parcel of land, which can be considered as a unit of land for a particular use or building.
- m. "Main Building" means a building in which is conducted the main use of the lot on which it is located.
- n. "Municipal Area" means the area within the municipal boundaries of the Town of Holyrood.
- o. "Owner" means any person, firm or corporation controlling the property under consideration.
- p. "Residential Lot" means a lot used exclusively or primarily for a dwelling or dwelling unit.
- q. "Road" means any road or highway or any other way designed or intended for public use for the passage of vehicles and pedestrians, owned by the Authority or other public agency and maintained at public expense, and is accessible to Fire Department vehicles and equipment.
- r. "Road Line" means the edge of a road, road or highway reservation as defined by the authority having jurisdiction.
- s. "Road Name" means the official name of a road and road type as it appears in the Civic Address File; and
- t. "Road Name Sign" means the name plate and the sign post for either private or public roads.

3. Application
These Regulations shall apply to the municipal area of the Town of Holyrood.
4. Conformity with Regulations
No person shall erect, maintain or repair a civic number except in accordance with these Regulations.
5. Assigning Civic Numbers
 - a. The civic number shall be assigned by the Municipal Assessment Division through the Chief Administrative Officer or designate.
 - b. Civic numbers previously assigned by the Town are valid for the purpose of these Regulations unless directly otherwise by the Town.
6. Procedures
 - a) Upon the receipt of a development application, the Town Chief Administrative Officer or designate will locate the property and forward to the Municipal Assessment Division to determine the appropriate civic number to assign to the building.
 - b) Where required, the assigning of a civic number and address to a building shall form a condition of the Development Permit.
 - c) In those circumstance where civic numbers and addresses have not been assigned to an existing property or building by Municipal Assessment Division, the owner of those existing buildings shall be notified in writing of the civic number and address and required to post the civic number on the building in compliance with these Regulations.
 - d) No permit shall be required to install, replace, and maintain a civic number in accordance with these Regulations.
 - e) Where required, the civic number shall be posted on the building in accordance with these Regulations prior to the issuance of an occupancy permit.
 - f) Periodic inspections of buildings throughout the Town by Town Staff shall be undertaken to ensure compliance with these Regulations. Where it is required by the Town, the owner of those existing buildings that are not in compliance with these Regulations shall be notified in writing and required to post the civic number on the building in compliance with these Regulations.
7. Existing Civic Numbering Signs May Continue to be Used
 - a) A civic number which is displayed on a building or property on the date of the enactment of these Regulations (June 18, 2013) shall continue to be its civic number until such time as Council may, by written notice, direct otherwise.

- b) Civic numbering signs that do not conform to these Regulations may continue to be used until such time as the Council advises the property owner in writing of a revised civic number.

8. Civic Number Requirements

- a) The owner of a property on which a main building is located shall post the civic number(s) of the property in accordance with these Regulations.
- b) Unless otherwise determined by Council, the owner of a property shall keep the civic number of the property as assigned by the Town posted at the location specified by the Town.
- c) Where the building is comprised of multi-tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by the posting and display of a suite or tenant number.
- d) 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 road or private road upon which the property is situated or from which it has access, the civic number shall be posted on the structure or facility and shall also be posted on the ground sign or at the end of the access driveway.
- e) The Town may, by written notice to an owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a road or road as a result of new development projects.
- f) The Town may, in writing, require an owner to place any number of civic numbering signs located on the property adjacent to the entrance of a driveway, including within town land, which provides emergency vehicle access to a building.

9. Civic Numbering Standards

A civic number shall be displayed on the main building of each property in a conspicuous location and displayed in a visually suitable manner, such as that:

- a) It is in Arabic numerals;
- b) The civic number shall be displayed in a horizontal orientation;
- c) The color of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- d) The minimum character size of the numerals on residential properties shall be in accordance with the following table:

Distance of Building Line Setback from Road Line	Minimum Character Size
0-15 m (0 - 49.2 feet)	10 cm (4 inches)
15 m – 20 m (9.2 – 65.8 feet)	15 cm (6 inches)
Greater than 20 m (65.8 feet)	20 cm (8 inches)

- e) The bottom of the numerals on residential properties shall be a minimum of 1.2 m (48 inches) above grade;
- f) The minimum character size of numerals on non-residential properties shall be 250 mm (10 inches);
- g) The bottom of the numerals on non-residential lots shall be a minimum of 2.13 m (84 inches) above grade;
- h) The civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the road or private road;
- i) The civic number shall be displayed on the side of the building that faces towards the road or private road upon which the property is addressed; and
- j) 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 road or private road upon which the property is situated or from which it has access.

10. Public Authorities

The provision of these Regulations shall apply to all public authorities except in those cases where an exception from the Regulations is required to respond to an emergency or for a public purpose.

11. Conformity with Regulations

No person shall erect, maintain or repair a civic number except in accordance with these Regulations.

12. Construction Materials

The material or materials that the civic number is constructed of shall only be a type that meets the approval of the Council.

13. Anchorage

All hardware required for the installation of a civic number shall be:

- a) Attached at a sturdy location on the entrance door or facade of the building; and
- b) Attached by means of metal screws, or another method permitted by Council.

14. Maintenance

- a) Maintenance of the civic number sign shall be the responsibility of the owner.
- b) Every property owner shall maintain a civic number in a good state of repair.

15. Corner Lots

A civic number on a property that is a corner lot shall face, and be seen easily from the road that the address specifies. In some cases, Council may specify the location of the Civic Number.

16. Residential Lot – Front Yard Sign

No person shall erect or construct a civic sign for residential purposes in the area of the lot between the building line and from the lot line with the exception of the following instances:

- a) Where there is not a more visible location on the front elevation of the building;
- b) Where an established form of front yard civic numbering signage has been established along a road, a new civic numbering sign may be erected such that is consistent with this form of front yard signage provided the sign;
 - I. Does not create a visual obstruction for vehicles entering or exiting the lot,
 - II. Does not create an obstruction to the travelling public,
 - III. Does not interfere with snow clearing operations, and
 - IV. Is consistent and is in line with other signs in the immediate neighborhood.

17. Responsibility for Damage

The Council shall not be liable for any damages for the repair of any Civic Numbering Sign whatsoever where the Council, its employees or agents or otherwise, have acted without negligence. In particular, the Council shall not be liable for any damages for the repair of any civic numbering

sign whatsoever during the normal operation of municipal operations located within the Municipal Area.

18. Enforcement

These regulations may be enforced by the Town and any person appointed by the Town of Holyrood.

19. Penalties

The Town may, by written notice, require an owner to remove from his/her property any number which is displayed thereon which is not its civic number and the owner shall comply with such notice within seven (7) days of receiving the notice.

Every person who is guilty of an offence under these Regulations or who acts in contravention of or fails to comply with any provision thereof, or neglects or refuses to do so, shall be liable on summary conviction to a fine in accordance with the Municipalities Act, Section 420.

20. Coming Into Effect

These Regulations shall come into effect on the 18 day of June 2013 A.D.