



# TOWN OF MARYSTOWN

## Civic Numbering Policy

<b>Approval Date:</b>	April 2, 2019
<b>Effective Date:</b>	April 2, 2019
<b>Date Last Reviewed:</b>	N/A

### PURPOSE

The Town of Marystown recognizes that there is a need for improved and consistent numbering of buildings, both residential and commercial, throughout the municipality to allow buildings to be easily found and identified.

The purpose of this policy is to provide guidelines regarding civic numbering primarily for the purpose of assisting emergency services.

### SCOPE

This policy applies to all residential and commercial property owners within the municipality.

### POLICY STATEMENT

These regulations have been implemented to require and guide the installation of civic number signage on developed lots for consistency and effective use by emergency services when locating a principle building during an emergency situation.

### DEFINITIONS

Clerk – the Clerk appointed by the Town Council of Marystown or his/her designate

Civic Number - the number(s) assigned to a lot by Council as per the Town of Marystown *Civic Numbering Policy*

Civic Number Sign - a word, letter, model, placard, board, device or representation employed wholly for the purpose of displaying the civic number and other text permitted by these Regulations

Driveway - a vehicular passageway connected to a public or private thoroughfare and providing ingress and egress from a lot

Lot - any plot, tract or parcel of land which can be considered as a unit of land for a particular use or building

Principle Building - a building or structure containing the principle permitted use on a lot where all portions of such building or structure share a common foundation and roof structure (ie. dwelling)

Town or the Town – Town of Marystown

## **RESPONSIBILITIES**

Council is responsible for approving this policy and any amendments.

The Clerk will support the implementation of this policy and recommend any amendments.

The Clerk will administer this policy to ensure compliance and consistence.

## **REFERENCES**

N/A

## **QUESTIONS**

The Director of Planning & Development Control will act as a resource on Civic Numbering as it pertains to this policy.

## **PROCEDURE**

It is the policy of the Town of Marystown to require new and existing building owners to place civic numbers on their buildings.

Upon the receipt of a development application, the Department of Planning and Development Control will locate the property and determine the appropriate civic number to assign to the building.

A civic number will be assigned to a building as a condition of the development permit as follows:

- new building owners will be required to place civic numbers on their buildings before being issue an occupancy permit
- existing building owners will be required to place civic numbers on their buildings before being issued a permit under the Town's Development Regulations

The civic number shall be assigned by the Department of Planning and Development Control following the development application approval. The civic number shall be

posted in accordance with the Civic Numbering Guidelines (Appendix A), which shall be attached to the Development Permit.

Civic numbers are to be placed on buildings in a conspicuous location and displayed in a visually suitable manner. The Department of Planning and Development Control will ensure that the civic number is posted on the building in accordance with the guidelines prior to the issuance of a permit.


Unless otherwise determined by Council, the owner of a property shall keep posted on the building the civic number of the property as assigned by the Town.

Where a building is comprised of multi-tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by the posting and displaying of a suite or tenant number.

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 street 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.

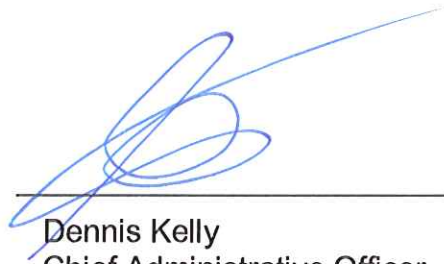
The Town may, by written notice to an owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a street or road as a result of new development projects.

Periodic inspections of buildings will be undertaken to ensure compliance with the Civic Numbering Policy. Those existing buildings that are not in compliance shall be notified in writing and requested to bring their buildings into compliance with the Town's civic numbering policy.



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Sam Synard  
Mayor



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Dennis Kelly  
Chief Administrative Officer



## APPENDIX A - CIVIC NUMBERING GUIDELINES

A civic number shall be posted in the following manner:

1. The civic number shall be in Arabic numerals only.
2. The civic number shall be displayed in a horizontal orientation.
3. The colour of the numbers shall clearly contrast with the background upon which the numbers are displayed.
4. Residential Properties:  
The minimum height of numbers shall be 125 mm (5 inches).  
The bottom of the numbers shall be a minimum of 1.2 m (48 inches) above grade.
5. Non-Residential Properties:  
The minimum height of numbers shall be 152 mm (6 inches);  
The bottom of the numbers shall be a minimum of 2.13 m (84 inches) above grade;
6. The civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the street or private road.
7. The civic number shall be displayed on the side of the building that faces towards the street or private road upon which the property is addressed.
8. 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 street or private road upon which the property is situated or from which it has access.