

Attachment 2

Administrative Order # 29

HRM Civic Addressing Policies

December 21, 2001

Civic Address Public Safety Committee

1. Council shall establish a Civic Address Public Safety Committee to advise on public safety issues with respect to civic addressing.

Street Naming

2. All street names shall conform with the Street Naming Guidelines (see Schedule A).

Street Renaming

3. Changes to established street or road names shall be discouraged unless there are recognized difficulties with the existing name.
4. Where there is no public safety issue involved, an owner may request a public street or private road name change but shall be charged a fee in accordance with Administrative Order # 15.
5. When considering renaming a public street or private road in accordance with Administrative Order # 15, a poll of property owners shall be conducted by the Civic Addressing Coordinator and the Coordinator shall only proceed with the application if there is unanimous support for the proposed change.
6. When considering renaming a public street or private road, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and shall also have regard for the following:
 - a. the potential confusion created for emergency and other municipal services, commercial delivery services, and the traveling public by renaming the street;
 - b. the number of residential units affected and potential costs to residents\owners;
 - c. the number and type of businesses affected and potential costs to owners\occupiers;
 - d. the costs of replacing street and traffic signs;
 - e. the historical significance, if any, of the existing street name; and
 - f. the appropriateness of the proposed name in that location.
7. All street or roads proposed to be renamed under Policies 4, 5, and 6 shall conform with the Street Naming Guidelines.

Numbering

8. Civic numbers shall be assigned in accordance with the Civic Numbering Guidelines (see Schedule B).

Renumbering

9. The Civic Addressing Coordinator may initiate renumbering where a single number is invalid or creates confusion and the correction does not involve renumbering more than the subject structure and abutting structures.
10. Where there is no public safety issue involved, an owner may request a numbering change as long as a new whole number is available but shall be charged a fee in accordance with Administrative Order # 15.
11. When considering the renumbering of all or part of a street, the Civic Addressing Coordinator shall choose a solution that addresses public safety concerns and minimizes the disruption to the affected residents and property owners.
12. All numbers assigned in accordance with Policies 9, 10 and 11 shall conform with the Civic Numbering Guidelines.

GSA Renaming\Redelineation

13. Communities at risk of being affected by major changes in GSA boundaries shall be informed, and consulted before, during and after the process.
14. Notwithstanding Policy 13, the Civic Addressing Coordinator shall ensure that where a road is built or extended across a GSA line and the sole access is through a single GSA, the boundary of the latter GSA shall be redelineated to include the street and all lots accessing it as shown in a Final plan of subdivision.

Notification

15. The Civic Address Coordinator may extend the deadline for implementation of a civic address change to a maximum of 180 days at the request in writing of a majority of property owners/occupiers.

Compensation

16. Where a civic address is changed to rectify a problem listed on the Civic Address Corrections List, the owner/occupier shall be compensated as follows:

Renumbering:

New civic number plate

Mail redirect for 6 months

Street Renaming:

Mail redirect for 6 months

GSA Renaming

Mail redirect for 6 months

Schedule A

Street Naming Guidelines

General Principles

Uniqueness - there should be no duplication of names.

Distinctiveness - names that sound very similar should be avoided in order to avoid diction problems when people are making emergency calls under stress.

Continuity - a road running in one direction should have one name only and should have the same name throughout its entire length.

Guidelines

Street Name Characteristics

- A1. No name shall be duplicated including similar names that are differentiated by street type.
- A2. No name shall sound like an existing name.
- A3. No name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind.
- A4. No double barreled names shall be permitted except for HRM place names listed in the Nova Scotia Gazetteer or approved heritage names.
- A5. No streets names shall incorporate product, trademark or copyright names.
- A6. No name of more than 10 characters in length shall be permitted where the street type is more than 2 characters in length and no name of more than 11 characters in length shall be permitted where the street type is 2 characters in length except for HRM place names listed in the Nova Scotia Gazetteer or approved heritage names.

Street Type Definitions (new streets only)

A7. An appropriate street type shall be used as follows:

| Street Type | Use Guideline <i>currently under review</i> | Primary Abbreviation (Database Application) | Secondary Abbreviation (Signage Application) | Notes |
|------------------|--|--|---|---------------------------|
| Avenue | | AVE | AVE | |
| Boulevard | | BLVD | BLVD | |
| <i>Brae</i> | | <i>BRAE</i> | <i>BR</i> | <i>No longer accepted</i> |
| Circle | | CIRC | CIR | |
| Close | | CLOSE | CL | |
| <i>Connector</i> | | <i>CONN</i> | <i>CN</i> | <i>No longer accepted</i> |
| Court | | CRT | CT | |
| Crescent | | CRES | CR | |
| <i>Crest</i> | | <i>CREST</i> | <i>CRST</i> | <i>No longer accepted</i> |
| <i>Cross</i> | | <i>CROSS</i> | <i>CRS</i> | <i>No longer accepted</i> |
| <i>Diversion</i> | | <i>DIVRSN</i> | <i>DIV</i> | <i>No longer accepted</i> |
| Drive | | DR | DR | |
| <i>East</i> | | <i>EAST</i> | | <i>No longer accepted</i> |
| <i>Extension</i> | | <i>EXTN</i> | <i>EXT</i> | <i>No longer accepted</i> |
| Gate | | GATE | GT | |
| <i>Gateway</i> | | <i>GTWY</i> | <i>GWY</i> | <i>No longer accepted</i> |
| Green | | GREEN | GRN | |
| Grove | | GROVE | GRV | |
| <i>Hall</i> | | <i>HALL</i> | <i>HL</i> | <i>No longer accepted</i> |
| Heights | | HTS | HTS | |
| Highway | | HWY | HWY | |
| Hill | | HILL | HL | |

| Street Type | Use Guideline <i>currently under review</i> | Primary Abbreviation (Database Application) | Secondary Abbreviation (Signage Application) | Notes |
|---------------|--|--|---|---------------------------|
| Landing | | LNDG | LDG | |
| Lane | | LANE | LN | |
| Loop | | LOOP | LP | |
| Park | | PARK | PK | |
| Parkway | | PKY | PKY | |
| Path | | PATH | PTH | |
| Place | | PLACE | PL | |
| Ramp | | RAMP | RMP | |
| Ridge | | RIDGE | RG | |
| Road | | RD | RD | |
| Route | | RTE | RTE | |
| Row | | ROW | ROW | |
| Run | | RUN | RUN | |
| <i>Siding</i> | | <i>SI</i> | <i>SI</i> | <i>No longer accepted</i> |
| <i>Square</i> | | <i>SQR</i> | <i>SQ</i> | <i>No longer accepted</i> |
| Street | | ST | ST | |
| Terrace | | TERR | TR | |
| Trail | | TRL | TL | |
| <i>Turn</i> | | <i>TURN</i> | <i>TRN</i> | <i>No longer accepted</i> |
| Walk | | WALK | WK | |
| Water Access | | WA | | |
| Way | | WAY | WAY | |
| <i>West</i> | | <i>WEST</i> | | <i>No longer accepted</i> |
| <i>Woods</i> | | <i>WOODS</i> | <i>WDS</i> | <i>No longer accepted</i> |

Italics indicates legacy street types that are no longer acceptable in HRM.

Street Network Considerations

- A8. Continuous streets shall have one name throughout their entire length.
- A9. No street name shall be continued through a right angle turn.
- A10. A continuous street intersecting the same collector road more than twice shall be given a different name.
- A11. The same name shall not be used at both ends of a loop road if the middle portion of the road has not been taken over by the Municipality.
- A12. A cul-de-sac shall have a different street name from its cross road.

Water Access

- A13. Where access to a property is by water only, the street name shall be deemed to be the name of the island or waterbody as listed in the Nova Scotia Gazetteer.

Heritage Names

- A14. The use of heritage names shall be encouraged.
- A15. All street names for the community of Bedford (Municipal District 21) shall conform with the former Town of Bedford Street Naming Policy (1987)¹.

Theme Names

- A16. Where street names in a neighbourhood are based on a specific theme, the name of all new street within the neighbourhood shall be consistent with the theme.

¹ This policy is currently administered by the Development Officer for the Central Region

Schedule B Civic Numbering Guidelines

General Principles

Sequentiality - numbering should generally start from the lowest numbered intersection and numbers should be assigned in ascending order.

Uniformity - numbers should be proportionately spaced along the entire length of a street to help in finding the general location of properties.

Uniqueness - each individual dwelling unit or commercial\industrial establishment having its own external entrance should have its own whole civic number.

Guidelines

New Streets

- B1. Civic numbers shall be assigned every twenty (20) feet of frontage along both public street and private roads
- B2. Odd numbers shall be on the right hand side and even numbers on the left hand side of street in ascending order from the numbering origin including on cul-de-sacs and other dead end streets.
- B3. Where lot frontage is more than twenty (20) feet, a number shall be assigned as follows:
 - a. corresponding to the approximate centre of the front main wall of the main building or structure on the lot; or
 - b. corresponding to the approximate centre of the frontage for a vacant lot.
- B4. A corner lot or other lot having more than one frontage shall be assigned the number for each frontage until the valid civic number has been determined through the permit process.
- B5. The front entrance of the main building or structure shall be used to determine the valid civic number of corner lots. When the entrance is obscured or if the structure is best reached for emergency purposes by the driveway, the civic number shall be assigned to the driveway.
- B6. Numbers that have negative cultural connotations shall not be assigned. These numbers will be reviewed on a case-by-case basis.
- B7. Fractions shall not be used as part of a civic number.

Existing Streets

- B7. Where a new number is assigned within an existing range of civic numbers, the former municipal standards for issuing the number may be applied in order to maintain consistency in the numbering sequence.
- B8. Where a new number cannot be assigned within an existing range of civic numbers, an alpha suffix may be used and all properties sharing the same number shall be assigned a different sequential suffix to a maximum of four.
- B9. Only the first four characters of the alphabet shall be permitted as part of a civic number.
- B10. Within the Halifax Peninsula, the existing grid numbering system shall be maintained when assigning new civic numbers.

Water Access

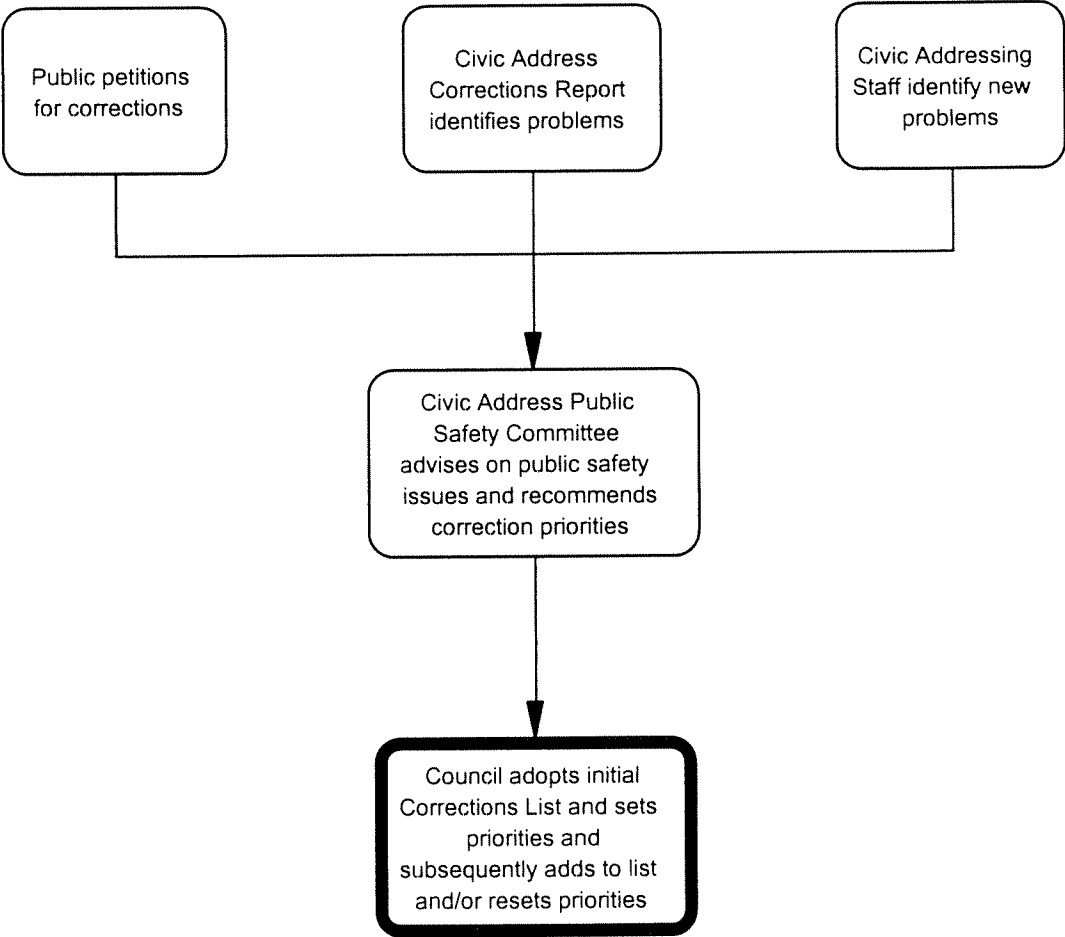
- B11. Where access to a property on an island or waterbody is by water only, the numbers shall be assigned along the entire waterfront and the numbering origin shall be the most southerly point.
- B12. Odd numbers shall be on the east side and even numbers on the west side of the island or waterbody in ascending order from the numbering origin.
- B13. Civic numbers shall be assigned every 50 feet of frontage around an island or waterbody

More Than One Building or Unit On A Lot

- B14. A principal building on a lot shall have its own civic number.
- B15. Each dwelling unit in a semi-detached, duplex, triplex, or townhouse building and each anchor establishment within a commercial/industrial building having its own external entrance may be assigned a separate civic number from the principal building number.

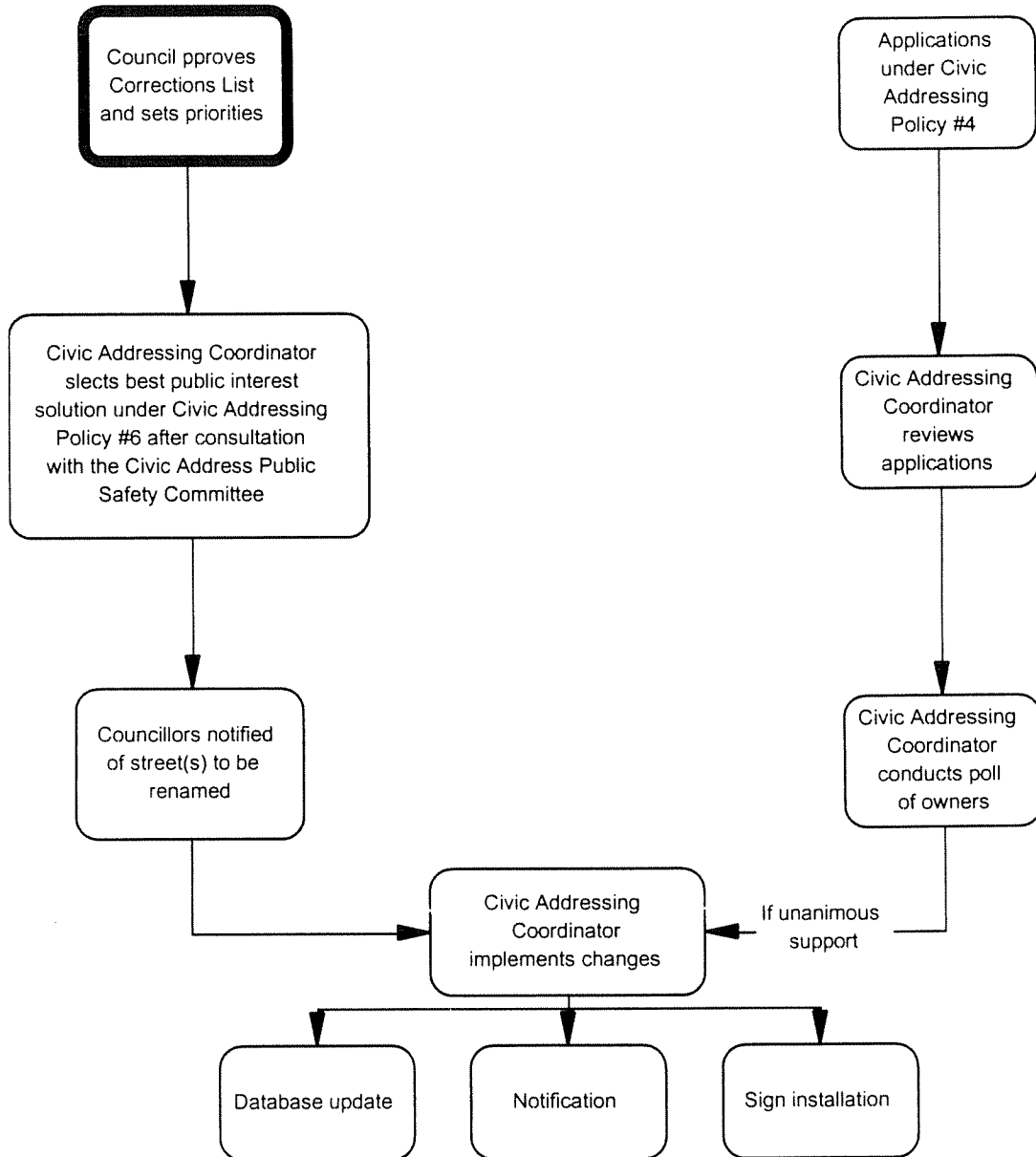
Attachment 3A

Civic Address Corrections Project



Attachment 3B

Street Renaming Procedure



Attachment 3C

Civic Renumbering Procedure

