

**THE TOWNSHIP OF ST. JOSEPH  
POLICY AND PROCEDURE MANUAL**

Policy Name:	Civic Addressing Policy	Department: Administration
Policy Number:	A02-2016	Date Approved: February 2016

**Purpose**

This Civic Addressing Policy will set out procedures for establishing the civic address of a property along highways, for erecting property numbering signs or affixing numbers to buildings, and any fees that may be incurred as a result of this service.

**Definitions:**

“Civic Address” means the number and name of the road assigned by the Township to a property in accordance with this policy for the purpose of describing the property’s location within the Township.

“Highway” means any road or road allowance, either opened or unopened, within The Township of St. Joseph including such highway designated as a Provincial Highway.

“Number” means the three or four digit number assigned by the Township as part of the civic address for a property.

“Number Blade” means the green plate on which the number forming the civic address is affixed.

“Owner” means the person who is the registered owner of the property according to the last revised assessment roll.

“Property” means a separate parcel of land to which an assessment roll number has been assigned according to the last revised assessment roll.

“Residential” means property identified by the Township’s Zoning By-law as being Residential 1, Residential 2, Shoreline Residential, Limited Service Residential.

“Road” means any assumed or unassumed road or private lane that has been named or renamed by the municipality.

“Rural” means land outside of the Townsite mixed use area of Richards Landing which is suitable for, or supports, agricultural uses and is not otherwise in any Residential, Commercial, Industrial or Environmental zone.

“Sign Post” means a delineator post erected in accordance with this Policy to which a number blade is attached to identify the civic address of a property.

“Township” means The Township of St. Joseph.

“Town site” means properties within the boundaries of Richards Landing, being from the Marina to the top of the town hill, and from Fred’s Trailer Park on the western boundary to Marguerite Street on the eastern boundary.

“Works Superintendent” means the Works Superintendent for the Township as appointed by By-law.

## **GENERAL PROVISIONS**

The *Municipal Act* 2001, as amended, provides that by-laws may be passed for numbering the buildings and lots along any highway, beach, park, reserve or any other property in the Municipality that is considered necessary to number, and for affixing numbers to buildings and for charging the owner with the expense incidental to the numbering of the lot or other property.

Civic address numbers shall be of standard size and colour, and located in an area beside the driveway which can be easily seen from the road away from shrubs, long grass or visual obstructions. Emergency Services may be unable to locate a property if the civic number is not clearly visible from the road. Number blades may be posted on a mailbox post or other visible mounting apparatus.

The “Application for Civic Address Number” must be completed in order to commence the numbering process in an effort to collect the necessary information about the property, and to reduce the likelihood of error.

Once the application for civic address number and payment have been received by the Township Office, the Works Superintendent will visit the site and calculate the distances required to determine the number. The property owner will be notified of the assigned civic number within 10 working days of submitting the application.

The Township will update internal records and provide the new address to emergency dispatch services and the Municipal Property Assessment Corporation (MPAC); however, the property owner is responsible for notifying all other authorities including Bell, ServiceOntario, Insurance companies, Canada Post and other service providers.

Maintenance of the driveway and the integrity of the civic address signage is the responsibility of the property owner. Poor vehicle access or signage visibility can negatively affect the response of emergency personnel, which may affect the insurance coverage on a property.

**Signage and access to the property must be kept clear for emergency services.**

## INSTALLATION

- a. Upon assigning a new civic address number, Township staff shall produce a numbered blade and ensure a sign post is available, unless the property qualifies for mounting on the building.
- b. The cost of the blade, delineator post, reflective numbers, and labour for installation shall be collected at the time of application.
- c. Numbers shall be placed on both sides of the sign blade, and be parallel to the driveway so that the civic number is visible when approaching from either direction.
- d. The installation fee shall not include labour costs if the property complies with the provisions whereby the number may be posted on a building.
- e. The Township shall complete the installation of the sign post and the civic address number blade to ensure the installation is consistent with and meets the standards of this Policy.
- f. The Civic address number sign, the post and the blade shall be maintained by the owner at all times. The sign shall be kept in good condition, free of obstruction and always visible to oncoming traffic.
- g. No person shall move, remove, alter, deface, damage or destroy any numbered sign erected in accordance with this policy without the written consent of the Township.
- h. Replacement cost of a damaged or lost civic address sign to replace either the sign blade or the post alone includes Works Department labour to install the sign and/or post.
- i. Civic address signs which are properly located a safe distance from the road, but which are damaged by Township winter roads maintenance operations shall be replaced at the expense of the Township. Signs located along Hwy. 548 will not be replaced by the Township.
- j. The Township shall maintain an accurate and current record of all civic addresses assigned to properties within the municipality.
- k. New or revised civic addressing information shall be added to municipal records and sent to Bell Canada for 9-1-1 dispatch, and forwarded to emergency service providers. The resident shall be responsible for notifying their own contacts such as Bell, Algoma Power, ServiceOntario and Canada Post.

## **NUMBERING ON BUILDINGS**

Civic numbers may be mounted on a building within the Richards Landing town site if the building is less than 50 feet from the road, and must comply with the following:

- a. Civic numbers shall be at least 2 in (55 mm) wide and 4 in (110 mm) high;
- b. Numbers shall be a contrasting colour from the colour of the building or backing plate to which they are affixed;
- c. Where a backing plate is used, it must be at least 6 in (150 mm) high and 14 in (350 mm) long;
- d. The number must be placed on the side of the building facing the road to which the property number applies, and in a location clearly visible from the road;
- e. Numbers should be located under or close to illumination.

If a building is more than 50 feet from the road outside of the town site limits, numbers must be mounted on a post as follows:

- a. Numbers shall be white reflective numbers of at least 4 inches (110 mm) in height;
- b. Numbers shall be displayed on a green backing plate of at least 6 in (150mm) high and 14 in (350 mm) wide;
- c. The backing plate must be attached to a mounting post;
- d. The mounting post must be erected adjacent to the property's primary driveway or lane and be within 10 ft (3 m) of the front property line;
- e. The number plate must be erected parallel to the driveway or lane and two sided so that the number may be seen when approaching from either direction. Numbers are to in a location clearly visible from the road and unobstructed by trees, mailboxes, décor items, etc.

## **COMMERCIAL AND INDUSTRIAL PROPERTIES**

The numbers allocated to commercial and industrial buildings in a rural area may be displayed on a commercial sign provided the sign is located within 50 feet (15m) of the fronting road and if all other conditions above are met.

## **BOUNDARY ROADS**

At municipal boundary lines, the Township shall continue to place numbers sequentially with the numbers generated by the abutting municipality from the boundary line.

## **TRAILER PARKS OR CAMPGROUNDS**

A trailer park or recreational vehicle park or campground will be assigned one civic address number by the Township, and individual units or sites within the park shall be identified by their site number as assigned by the Park owner.

## **CORNER LOTS**

Corner lots shall be assigned a number on the road that provides the main vehicular access to the property.

## **PRIVATE ROADS**

The policies described herein shall apply equally to lots or properties on private or unmaintained roads.

## **APPLICATION REQUIREMENTS**

Prior to a number being assigned, the owner shall submit a completed Application for Civic Address Number attached here as Schedule "A".

No building permit, entrance permit or trailer permit shall be issued for a property until the owner has applied for a civic address number and paid the required fee.

## **PENALTY**

Contravention or failure to comply with the Civic Addressing By-law shall result in the Township installing the civic address sign at the owner's expense.

If the owner does not pay all expenses to the Township within thirty (30) days, the Township shall add such expense to the tax roll for the property and collect the amount in the same manner as municipal taxes, including penalty implications.

**THE TOWNSHIP OF ST. JOSEPH  
APPLICATION FOR CIVIC ADDRESS NUMBER  
SCHEDULE "A" TO BY-LAW 2016 - 8**

Property Owner: \_\_\_\_\_  
(Print) (Signature)

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**PROPERTY INFORMATION**

Roll No.: 5708 - \_\_\_\_\_

Road Name: \_\_\_\_\_

Lot #: \_\_\_\_\_ Conc. #: \_\_\_\_\_ Plan #: \_\_\_\_\_

Property is N / S / E / W of the intersection of \_\_\_\_\_ road

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Is this part of an Entrance Permit Application | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is this part of a Trailer Permit Application:  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is this part of a Building Permit process      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

The Township will measure the distance required to determine the number, calculate the number based on these distances and advise the property owner.

The fee for Civic Addressing Signs are cost recovery only for materials and labour. The property owner is responsible for replacement of the sign and/or post.

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<b>For office use only:</b>	Blade and Numbers: \$21.00	Post: \$14.00	Labour: \$30.00
	Plus HST \$23.73	\$15.82	\$33.90

Full package price = \$73.45

Blades or individual numbers may be attached to a mailbox post.

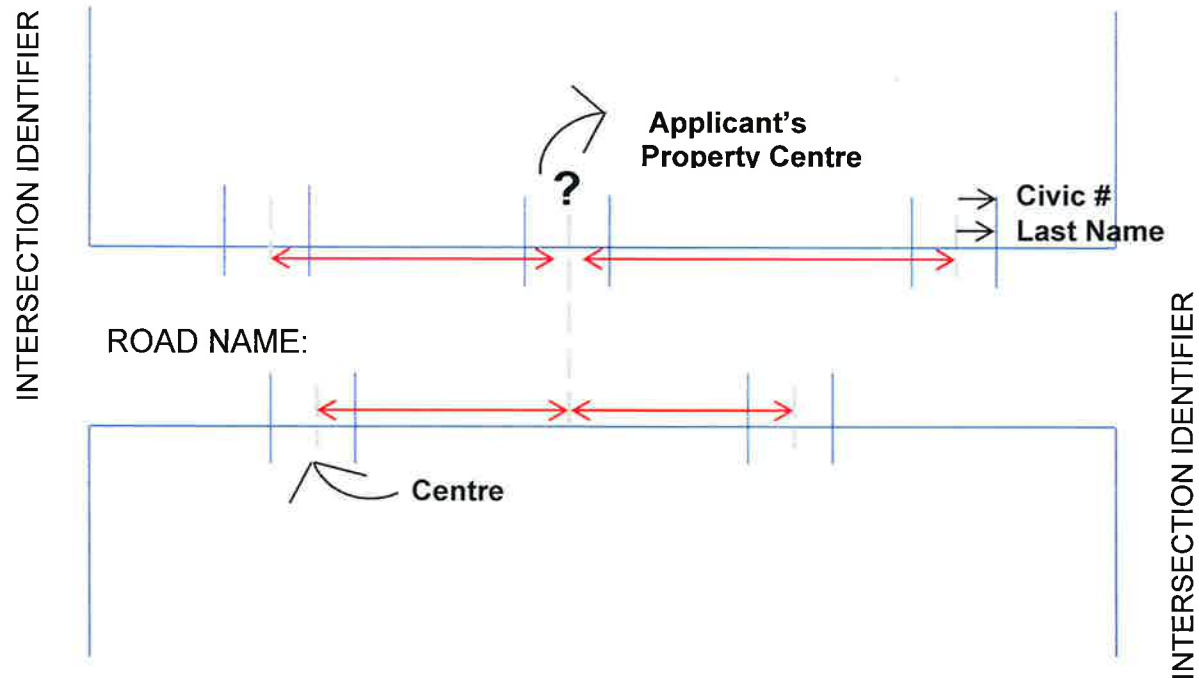
Fee paid: \$ \_\_\_\_\_ for \_\_\_\_\_

Staff Initial: \_\_\_\_\_ cc: Works Superintendent

Personal Information contained on this form is collected pursuant to the Municipal Act, 2001, and will be used only for the purpose stated herein. Questions with respect to the collection of personal information should be addressed to the Freedom of Information and Privacy Coordinator, The Township of St. Joseph, P.O. Box 187, 1669 Arthur Street, Richards Landing, Ontario, P0R 1J0.

## CIVIC ADDRESSING TEMPLATE

Property Owner: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_



- ✓ PLEASE PROVIDE THE LAST NAME, CIVIC # AND DISTANCE TO ALL SURROUNDING PROPERTIES (ON EACH SIDE & OPPOSITE SIDE OF ROAD)
- ✓ IDENTIFY ROAD NAME & INTERSECTION INFORMATION
- ✓ MEASURE FROM CENTRE OF DRIVEWAY TO CENTRE OF DRIVEWAY
- ✓ IF MEASURING TO/FROM AN INTERSECTION, MEASURE FROM THE ROAD ALLOWANCE BOUNDARY RATHER THAN CENTRE OF ROAD

*Please call (705)246-2625 x 200 if you have any questions*

**BEFORE YOU DIG: Locates must be obtained from Ontario One Call at 1-800-400-2255 or at [www.on1call.com](http://www.on1call.com).**