

S10 CIVIC ADDRESS BYLAW

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LEGISLATIVE AUTHORITY

1. This Bylaw shall apply within the boundaries of the Municipality of the County of Annapolis.
2. 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 numbers 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.

DEFINITIONS

3. Unless otherwise defined herein, terms used in this policy shall have the same meanings as those defined in the *Municipal Government Act*:
 - (a) “building” means the main structure used or intended to be used to support or shelter any use or occupancy;
 - (b) “accessory building” means a building that is secondary in nature to a use already existing on the property;
 - (c) “civic address” means the combination of the civic number, road name and community name;
 - (d) “Civic Addressing Coordinator” means the person appointed by the Chief Administrative Officer to administer this Bylaw;
 - (e) “civic number” means the number in the civic address which has been assigned to a property by the Civic Addressing Coordinator in accordance with this Bylaw;
 - (f) “civic address file” means the database that contains all geographically referenced civic address information within the Municipality including civic number points, road network file and community boundary locations;
 - (g) “Municipality” means the Municipality of the County of Annapolis;
 - (h) “private road” means any street, road, lane, or thoroughfare that serves as the access road to more than 3 buildings or worksites and is not owned by the Province of Nova Scotia or the Municipality. In the event that ownership of a road is not determined, the road will be considered private;
 - (i) “property” means a parcel of land with an assessed owner and may or may not contain building(s);
 - (j) “public road” means any street, road, lane, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, or the Municipality.

ASSIGNMENT OF CIVIC NUMBERS

Duties of the Civic Addressing Coordinator

4. The Civic Addressing Coordinator:
 - (a) shall be responsible for assigning civic numbers to buildings or properties;
 - (b) shall keep a civic address file recording system identifying all civic addresses for the Municipality;
 - (c) may, by written notice to the property owner, re-assign or change civic numbers where necessary to resolve inconsistencies or potentially confusing numbering irregularities and assure an adequate supply of civic numbers for existing and future development.

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5. Deletion of civic numbers shall be at the discretion of the Civic Addressing Coordinator.
6. The Civic Addressing Coordinator is not required to assign civic numbers to undeveloped lots or accessory buildings.
7. The Civic Addressing Coordinator may refuse a request to assign a civic number to someone who is not the property owner and has not received written permission from the property owner.
8. The Civic Addressing Coordinator may waive the standards for civic numbering signage and street signage when compliance is not reasonably possible.

Reference to Provincial Guidelines

9. The Civic Addressing Coordinator may assign civic addresses in accordance with the procedures as specified in the Nova Scotia Best Practice Guidelines for the Maintenance of Spatial Civic Address Data. However, the Civic Addressing Coordinator may deviate from this if, in consultation with the Provincial Civic Addressing Coordinator, the deviation is warranted.

POSTING CIVIC NUMBER SIGNS

Standards for Posting Civic Number Signs

10. It is the responsibility of the property owner to post and keep posted on the property the assigned civic number in the following manner:
 - (a) Civic number signs shall be posted in a manner that is clearly visible from at least 10 metres (32.8 ft.) to traffic approaching from either direction.
 - (b) Civic number signs shall be posted on the same side of the road as the use for which the civic number was assigned.
 - (c) Civic number signs or replacement signs shall be displayed horizontally using standard Arabic numerals, (0,1,2,3,4,5,6,7,8,9) and read from left to right.
 - (d) Civic numbers shall be 10 cm (4") in height (*See Schedule A*).
 - (e) Civic numbers shall be white on a blue background and reflective (*See Schedule A*).
 - (f) Civic number signs shall be posted at an elevation of 1.2 metres (3.93 ft.) to 1.8 metres (5.9 ft.) above grade level with the road (*See Schedule A*).
 - (g) When feasible, civic number signs shall be posted between 2.4 metres (7.9 feet) to 3.0 metres (9.8 feet) from the closest edge of the traveled portion of the road.

Posting Additional Displays, Duplicate or Other Numbers

11. An owner of the property is permitted to post additional signs displaying the assigned civic number provided that the assigned civic number is posted pursuant to this Bylaw and that the additional or duplicate posting does not hinder the viewing of the civic number sign. No person shall post or permit to be posted a number that could be reasonably be confused with a civic number as determined by the Civic Addressing Coordinator.

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ROAD NAME SIGNS - PRIVATE ROADS

Standards for Posting Road Signs for Private Roads

- 12. The owner(s) of a private road or occupiers of any land which is accessed by a private road shall take the following steps to post a road name sign identifying the private road by name at the intersection with the public road and every intersection necessary to identify the private road:
 - (a) obtain the name assigned to the private road from the Civic Addressing Coordinator. If no name has been assigned, make application to the Municipality to name or have a name assigned to the road in accordance with the Municipality’s policies relating to road naming;
 - (b) the lettering of the private road name sign shall be white lettering against a blue background and reflective.
 - (c) upper and lower case lettering is preferred and the size of the letters should be 100 mm (4 inches) for upper case and 75 mm (3 inches) for lower case, (see Schedule “B”)
 - (d) bottom of the lettering is to be between 1.5 metres (4.9 feet) and 2.5 metres (8 feet) above grade level with the road.
 - (e) signpost to be made of 4 x 4 pressure-treated lumber or 2 x 2 rigid aluminum.
- 13. To the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres (11.5 feet) from the travelled portion of the road.

COMPLIANCE

- 14. In addition to any prosecution or other remedy, if the Civic Addressing Coordinator receives a complaint that a property owner is contravening this Bylaw he / she may:
 - (a) prepare a written notice to the owner advising of the contravention of the Bylaw and requesting that remedial action be taken to post, re-post or change a civic number or install a road name sign within thirty (30) days of the date of the notice;
 - (b) arrange for the notice to be served to the owner by personal delivery, regular mail or by posting the notice on the property.
- 15. If the owner has not undertaken or completed remedial action as directed within thirty (30) days of notification, the Municipality may enter upon the private property and undertake the remedial work and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment as a first lien on the property affected.

OFFENCES

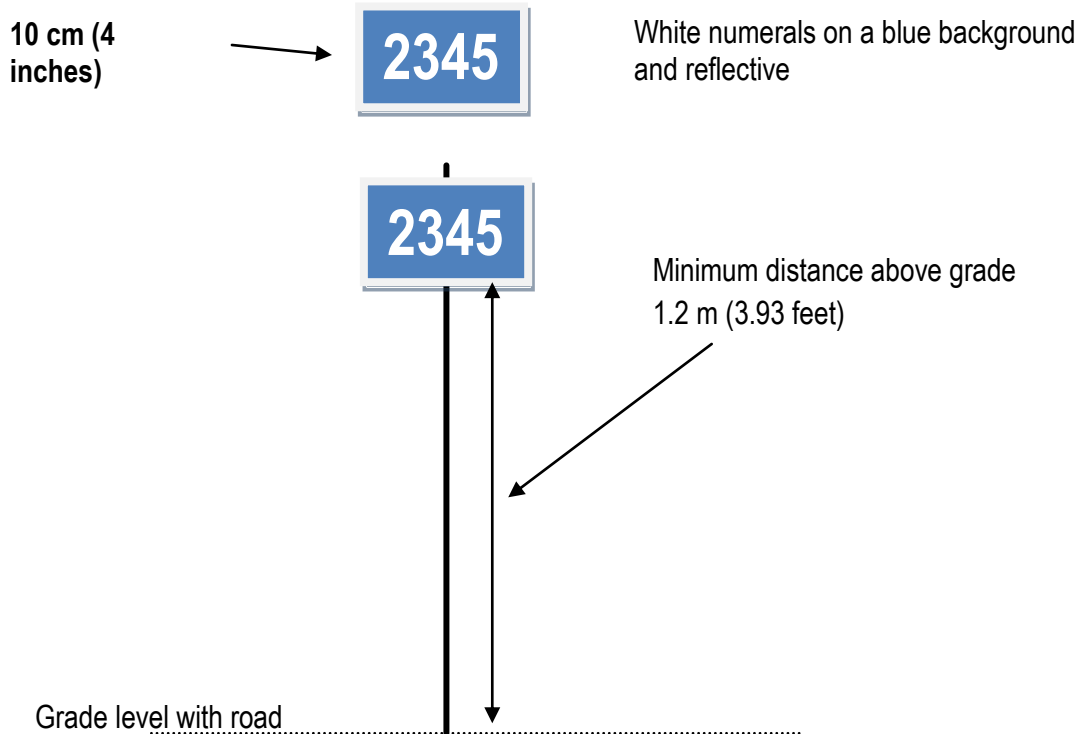
- 16. Any person who violates any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine of not less than One Hundred Dollars (\$100) and not more than Five Hundred Dollars (\$500). If a violation is a continuing one, each day during which it continues constitutes a separate offence.

<u>Clerk’s Annotation For Official Bylaw Book</u>	
Date of first reading:	March 17, 2015
Date of advertisement of Notice of Intent to Consider:	April 2, 2015
Date of second reading:	April 21, 2015
Date of advertisement Notifying of Approving / Amending of Bylaw *:	April 30, 2015
I certify that this bylaw was repealed by Municipal Council and published as indicated above.	
<u><i>Carolyn Young</i></u>	<u>April 30, 2015</u>
Carolyn Young, Municipal Clerk	Date
<i>* Effective Date of the Bylaw unless otherwise specified</i>	

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SCHEDULE A

Posting of Civic Numbers



- Civic numbers shall be posted in a location and in a manner so that they can be clearly seen from both directions 10 metres (32.8 feet).
- Civic numbers shall be posted on the same side of the road as the use for which the civic number was assigned.
- Civic numbers shall be displayed horizontally using standard Arabic numerals, (0, 1, 2, 3, 4, 5, 6, 7, 8, & 9) left to right.
- The size of the civic numbers shall be 10 cm (4 inches) in height.
- The color of the numbers shall be white on a blue background and reflective.
- The bottom of the numerals shall be located at an elevation of 1.2 metres (4 feet) to 1.8 metres (6 feet) above grade level with the road.
- Where feasible the civic number shall be posted between 2.4 metres (8 feet) to 3.0 metres (10 feet) from the closest edge of the traveled portion of the road that the building is located on.
- In the event that the building is located with 6 metres (20 feet) from the closest edge of the traveled portion of the road, the civic number may be posted on the building provided it is visible from both directions.

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SCHEDULE B

Posting Private Road Name Signs

- The lettering of the private road name sign shall be white lettering against a blue background and reflective.
- Upper and lower case lettering is required and the size of the letters should be 100 mm (4 inches) for upper case and 75 mm (3 inches) for lower case, (see Schedule "B")
- Bottom of the lettering is to be between 1.5 metres (4.9 feet) and 2.5 metres (8 feet) above grade level with the road.
- Signpost to be made of pressure-treated lumber or rigid aluminum.
- To the extent possible, the signpost is to be located in an unobstructed line of sight for vehicles approaching the private road from either direction along the road and to be set back a minimum of 3.5 metres (11.5 feet) from the travelled portion of the public (or private) road with approval required from the Department of Transportation & Infrastructure Renewal if the signpost is located within the highway right of way.

Private Road Sign Installation Detail

