

**THE TOWNSHIP OF TARBUTT
POLICY AND PROCEDURE MANUAL**

Name: CIVIC ADDRESSING POLICY

Date Approved: AUGUST 18, 2021

1. PURPOSE

This Civic Addressing Policy will set out procedures for establishing the civic address of a property along highways within The Township of Tarbutt, for the placement and installation of civic numbers at entrances, and any fees that may be incurred as a result of this service.

2. DEFINITIONS

- a. "Blade" means the green plate on which the reflective numbers are affixed.
- b. "Civic Address" means the number and name of the road assigned by the Township to a property for the purpose of describing the property's location within the Township.
- c. "Highway" means any road or road allowance, either opened or unopened, within The Township of Tarbutt including a Provincial Highway.
- d. "Number" means the three or four digit number assigned by the Township as part of the civic address for a property.
- e. "Owner" means the person who is the registered owner of the property according to the last revised assessment roll.
- f. "Property" means a separate parcel of land to which an assessment roll number has been assigned according to the last revised assessment roll.
- g. "Residential" means property identified by the Township's Zoning By-law as being Residential 1, Residential 2, Shoreline Residential, Limited Service Residential.
- h. "Road" means any assumed or unassumed road or private lane that has been named or renamed by the municipality.
- i. "Road Superintendent" means the Road Superintendent appointed by Council or designate.
- j. "Rural" means land outside of the which issuitable for, or supports, agricultural uses and is not otherwise in any Residential, Commercial, Industrial or Environmental zone.

- k. “Sign Post” means a delineator post installed by Township staff in accordance with this Policy to which a number blade is attached to identify the assigned civic address of a property.
- l. “Township” means The Township of Tarbutt.

3. GENERAL PROVISIONS

- a. 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.
- b. Civic address numbers shall be of standard size and colour, and located in an area beside the entrance 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.
- c. The “Application for Civic Address Number” attached to and forming part of this policy must be submitted to the Township office to commence the numbering process to collect the necessary information, and to reduce the likelihood of error.
- d. Once the application for civic address number and payment have been received by the Township Office, the Road 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.
- e. The Township will update internal records and provide the new or a revised civic address to emergency dispatch 9-1-1 services and the Municipal Property Assessment Corporation (MPAC); however, the property owner is responsible for notifying all other authorities, utilities and other service providers of new or changed numbers.
- f. Maintenance of the entrance and the integrity of the civic address signage is the responsibility of the property owner. Poor vehicle access or signage visibility can impact the response of emergency personnel, and may affect the insurance coverage on a property.

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

4. INSTALLATION

- a. Upon assigning a new civic address number, Township staff shall produce a numbered blade and ensure a sign post is available.
- b. The cost of the blade, 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 Township will install the sign post and the civic address number blade to ensure the installation is consistent with and meets the standards of this Policy.
- e. The property owner is responsible to ensure the civic address number sign, the post and the blade are maintained and kept in good condition, free of obstruction and always visible to oncoming traffic.
- f. 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.
- g. Replacement cost of a damaged or lost civic address sign, blade or the post alone includes labour to install the sign and/or post.
- h. 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 a provincial highway will not be replaced by the Township.
- i. The Township shall maintain an accurate and current record of all civic addresses assigned to properties within the municipality.
- j. All work to install the civic address sign will be completed by Township staff to ensure no interference with road operations and maintenance.

5. COMMERCIAL AND INDUSTRIAL PROPERTIES

- a. 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.

- b. If the number is to be placed on a commercial building, the number must be placed on the side of the building facing the road to which the property number applies, and be clearly visible from the road.
- c. Numbers should be illuminated, or be located under or close to illumination.

6. BOUNDARY ROADS

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

7. CORNER LOTS

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

8. PRIVATE ROADS

- a. The policies described herein shall apply equally to lots or properties on private or unmaintained roads where emergency services are likely to respond.

9. APPLICATION REQUIREMENTS

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

10. PENALTY

- a. Contravention or failure to comply with the Civic Addressing policy shall result in the Township installing the civic address sign at the owner's expense.
- b. If the owner does not pay all expenses to the Township within thirty (30) days of installation, 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.

Fees charged for the installation will be on a cost recovery basis only.

**THE TOWNSHIP OF TARBUTT
CIVIC ADDRESS APPLICATION**

Property Owner(s): _____

Permanent Address: _____

Telephone: _____ e-mail: _____

PROPERTY INFORMATION

Roll Number: 5714 - ____ - ____ - ____ - ____ - ____

Road Name: _____ Direction: _____

Lot #: _____ Conc: _____ Plan #: _____

Closest Intersection and distance: _____

Post and/or location must be approved by the Roads Superintendent.

Signs or numbers may be attached to a mailbox or sign post so long as they are perpendicular to the road, must be reflective and are clearly shown on both sides of the sign. Maintenance of the entrance and signage is the responsibility of the property owner. Poor visibility can negatively affect the ability of emergency personnel to respond, and to locate a property.

Is this application submitted to coincide with one or more of the following?

Entrance/Culvert Permit? _____ Trailer Permit? _____ Building Permit? _____

The Township will measure the distance required to determine the civic number and advise the property owner. Fees are based on cost recovery only.

TOTAL FEE: \$ 70.00 to be paid by cash, cheque or eTransfer when application is submitted.

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 Tarbutt, 27 Barr S., Desbarats, ON P0R 1E0.

Signature of Property Owner

Date

cc: Roads Superintendent

Staff Initials: _____