

Town of Mayerthorpe

Policy Manual
Section: Planning & Development
Policy: X-002

TITLE: Street Addressing
POLICY NO.: X-002
APPROVAL: Council
EFFECTIVE DATE: June 23, 2014
July 24, 2017
AMENDED DATE: March 27, 2017
REVIEW DATE: June 16, 2014
March 20, 2017
July 17, 2017
SUPERSEDES POLICY NO.:

POLICY STATEMENT: The Town of Mayerthorpe desires to develop a street address numbering system that will serve the existing community and future growth in a seamless and orderly manner.

PURPOSE: To establish a guideline for the naming of streets, avenues, lanes; the numbering of a civic address on parcels of land, condominium units, multi-addressed buildings; an amendment process and an integration into the subdivision and development process for the creation of new addresses.

This policy is based upon the following principles:

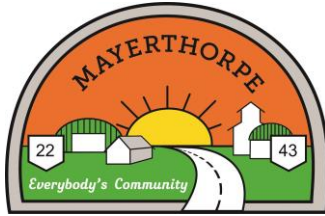
- 1) To minimize civic address changes to existing properties,
- 2) To allow for the addition of historical themes to existing and future street names, and
- 3) To provide a civic address system that will facilitate ease of use for tourists, visitors and emergency services within the Town of Mayerthorpe.

Legal Authority:

- 1) Legal authority for the naming of streets and addressing of buildings is granted through the Municipal Government Act, R.S.A., 2000, as amended. Based upon this authority, the Town of Mayerthorpe has the responsibility and right to assign names to all roadways and addresses to all addressable buildings within the municipality.

Street Naming Policy:

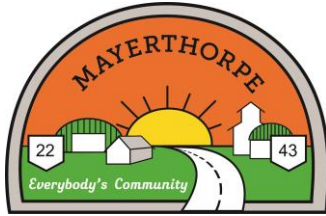
- 1) A roadway shall be named if it conforms to one of the following conditions:
 - a) if two or more dwelling units, institutional or business related buildings exist, or are proposed to be constructed along the said roadway, or
 - b) if the roadway is maintained or provides access to land or parcels within the Town of Mayerthorpe.
- 2) The following general standards apply to the selection of names for streets within the Town of Mayerthorpe:



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- a) A street name should be easy to read and appropriate to the neighborhood. Where a name is used in addition to a street number, the name should add to community pride, promote local history and heritage (original business/family at time of incorporation), traditions and reflect local geography and character,
 - b) Names with the same theme are suggested for naming streets within a subdivision or neighborhood,
 - c) Names which may contribute to confusion as homonyms or with same or similar pronunciation, but different spellings, are not acceptable. (i.e., Allen or Alan, Christal or Chrystal),
 - d) Names which may, in the opinion of the Town of Mayerthorpe, be offensive shall be prohibited,
 - e) The use of complicated words, frivolous words or unconventional spellings in road names is not encouraged,
 - f) Actual cost of installation and purchase of signage shall be borne by the person(s) requesting the naming.
- 3) When naming new streets, duplication of names shall be avoided.
- 4) Suffixes shall be the predominant method to denote names with directional intent (i.e., Paddle Street West will be used rather than West Paddle Street),
- 5) New roadways shall be named as part of the subdivision process. Street names shall be determined prior to subdivision endorsement by the Town of Mayerthorpe.
- 6) Streets which extend beyond a subdivision or connect one subdivision to another shall be named with an approved street number. An additional street name may be included provided the name is added preceding the street number which is enclosed in "()".
- Example: GEINGER AVENUE (46th Avenue)
- 7) To maintain a reasonable sign length, street names shall be limited to 15 letters. An additional letter may be used where the street name includes an "i". All letters must be upper case.
- 8) Lanes shall be named when there is one or more addressable building located on the lane.
- 9) Street signs, where needed for the extension of streets or the creation of new streets, shall be provided by the Developer and conform to the provincial standard.
- 10) Streets names shall be guided by the following:



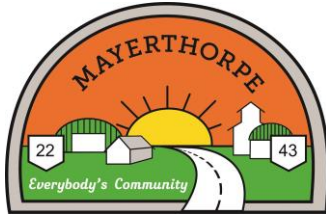
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- a) "streets" run in a north/south direction,
 - b) "avenues" run in a east/west direction.
 - c) "crescents" are "U" shaped and have two exits onto one road,
 - d) "drive" are streets that do not follow the boundary of a natural or man-made feature, or point of-interest.
 - e) "place or close" are cul-de-sacs on one end.
- 11) Streets shall decrease in number from 50th Street in an eastward direction and increase in a westward direction.
- 12) Avenues shall increase northwards from 50th Avenue and decrease southwards.

Civic Addressing Policy

- 1) Civic addresses shall be determined in accordance with the following:
 - a) condominium developments shall comply with municipal policy for civic addressing,
 - b) a building with a single or primary access shall be assigned a single street address for the development,
 - c) within buildings, the civic address for the first number shall represent the floor of the building, For example:
 - Basement - 1,2,3...
 - 1st Floor- 10,11,12...
 - 2nd Floor- 20,21,22...
 - d) Civic addresses with a secondary suite shall provide the letter "A" as a designation for the secondary suite address,
 - e) Civic addresses which have a primary access onto an alley or lane shall provide the letter "B" as a designation,
 - f) Civic addresses shall be assigned with even numbers appearing on the right side of the road (generally east and north side of street) and odd numbers appearing on the left side (generally west and south) of the road, as the numbers ascend,
 - g) The assigned civic address shall be assigned to each residential structure in accordance with the location of the front door to the facing street in the case of residential buildings, or the main entrance in the case of commercial buildings,
 - h) When establishing a street address, the number for the corner lot shall end in "00" and "01", then advance by "04" on each side of the street per 15 meters of frontage until the block is fully numbered,



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- i) Town or row housing shall be named as in (h) above, with the number increasing each 6.0 meters of frontage,
- j) Shopping centers shall be numbered based upon 6.0 meter intervals.

Civic Addressing – Implementation

- 1) Civic Address numbers shall be determined as part of the subdivision or development process, whichever comes first.
- 2) The Town of Mayerthorpe may require that civic address signs be installed on the subject parcel as part of a condition of approval on a subdivision approval or a development permit approval, including an applicable fee payable to the Town of Mayerthorpe where required.
- 3) Buildings subject to a new civic address shall install the proper civic number address to the facing wall of the building within 30 days of occupancy. Civic address numbers shall be in the common alpha-numeric system (0-9, A,B,C, etc.). Civic address numbers shall be prominently featured as viewed from the public roadway and be a minimum of 15cm in height.

Civic Addressing – Amendment

- 1) A landowner may request a site specific amendment to this Policy through written request to the Chief Administrative Officer of the Town of Mayerthorpe.

End of Policy.