

CIVIC ADDRESS NUMBERING REGULATIONS

PUBLISHED BY AUTHORITY

Pursuant and by virtue to the powers conferred by Section 171 (1), 171 (2), 414 (2)(rr) and any other enabling sections of the Municipalities Act, 1999 SNL Chapter M-24 as amended, the Town of Clarendville hereby enacts the following Regulations which were amended and adopted at a Public Council Meeting held on the 12th day of July A.D. 2016.



MAYOR



TOWN CLERK

1. TITLE

These Regulations shall be known and cited as "The Town of Clarendville Civic Address Numbering Regulations."

2. DEFINITIONS

In these Regulations, the following words, unless the context otherwise requires, shall have the following meanings:

- (a) "**Act**" means the Municipalities Act, 1999 SNL Chapter M-24 as amended;
- (b) "**Building Line**" means the line established by Council to set the horizontal distance between the closest point of a building and the street line;
- (c) "**Civic Address**" means civic number and street name;
- (d) "**Civic Number**" means the number assigned to a property by the Council in accordance with these Regulations;
- (e) "**Corner Lot**" means a lot or parcel of land abutting upon two or more streets at their intersection or upon two parts of the same street forming an interior angle of less than 135 degrees;
- (f) "**Council**" means the Council of the Town of Clarendville;
- (g) "**Director**" means the Director of External Operations or his designate;
- (h) "**Enforcement Authority**" means Council or its authorized administrator;

- (i) **"Lot"** means any plot, tract or parcel of land, which can be considered as a unit of land for a particular use or building;
- (j) **"Main Building"** means a building in which is conducted the main use of the lot on which it is located;
- (k) **"Owner"** means any person, firm or corporation controlling the property under consideration;
- (l) **"Residential Lot"** means a lot used exclusively or primarily for a dwelling or dwelling unit;
- (m) **"State of Good Repair"** means the civic numbers are complete and visually apparent, and in structurally sound condition, plumb and securely anchored, and all stained or painted elements are maintained and free of peeling;
- (n) **"Street"** means street, road, highway or other way designed or intended for the public use for the passage of vehicles and pedestrians, owned by the Authority or other public agency and maintained at public expense, and is accessible by the fire department and other emergency vehicles;
- (o) **"Street Line"** means the edge of a street, road or highway reservation as defined by the authority having jurisdiction;
- (p) **"Street Name"** means the official name of a street and street type as it appears in the Town of Clarendville Municipal Assessment Roll; and
- (q) **"Town"** means the Town of Clarendville as defined by O.C. 96-170.

3. APPLICATION

- (a) All properties within the Town of Clarendville's boundaries shall have numbers attached to the main building easily identifying the civic address of that property;
- (b) For new construction, occupancy permits will not be issued until a number, meeting the requirements of these Regulations is attached to the building;
- (c) For existing buildings, a civic number which is displayed on a building or property on the date of the enactment of these Regulations shall continue to be its civic number until such time as Council may, by written notice, direct otherwise;



- (d) For existing buildings, civic numbering signs that do not conform to these Regulations may continue to be used until such time as the Council advises the property owner in writing
- (e) The Director, or designate, shall assign civic addresses to each building lot as a subdivision is approved. Addresses are assigned starting at number one (1) of the left hand side and number two (2) on the right hand side of the street. Numbers shall be skipped for any road reservations and vacant land;
- (f) Corner lots will be allotted two (2) civic addresses, with one being chosen based on the orientation of the building. Numbers assigned to buildings on corner lots, depend on the main access to the building. If there are two driveways entering from different streets, the number will be determined according to the location of the front entrance of the building;
- (g) The Director, or designate may by written notice to the property owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a street or road as a result of new development projects; and
- (h) The Director, or designate may provide a nominal reimbursement for costs or hardships that may be incurred by any property owner due to the reassignment of any civic number and this reimbursement shall be in accordance with the Town's Policies.

4. GENERAL INFORMATION

- (a) The owner shall be responsible for displaying the number of the building in a location which is visible from the sidewalk or roadway;
- (b) The Town shall not issue a permit to occupy until a number is posted on the building;
- (c) If suites or apartments are constructed within the dwelling on the lot, the owner will be responsible for assigning "A" and "B" to the appropriate units;
- (d) If properties are subdivided, Council will assign civic addresses and may require an "A" or "B" if sequential numbers are not available;
- (e) One civic address will be assigned per building lot, with the exception of a corner lot and duplex lots;



- (f) Numbers shall be lit by an outside light;
- (g) Numbers shall not be obstructed by trees, shrubs or ornaments hanging from the building;
- (h) The minimum character size of numbers on residential properties shall be in accordance with the following table:

Distance of Building Line Setback From Street Line	Minimum Character Size
0 – 15m (0 – 49.2 feet)	10 cm (4 inches)
15 – 20m (49.2 – 65.6 feet)	15 cm (6 inches)
Greater than 20m (65.6 feet)	20 cm (8 inches)

- (i) The bottom of the numbers on residential properties shall be a minimum of 1.2m (48 inches) above grade;
- (j) The minimum character size of numbers on non-residential properties shall be 25cm (10 inches);
- (k) The bottom of the numbers on non-residential lots shall be a minimum of 2.13m (84 inches) above grade;
- (l) The colour of the numbers shall not blend in with colour of the building;
- (m) Numbers may be made of metal, plastic, or wood; and
- (n) Numbers shall be displayed on the street side of the building in a horizontal orientation.

5. ENFORCEMENT

- (a) The Town Council of Clarendville or its authorized administrator shall be the Enforcement Authority and prosecutor for the purposes of these Regulations;
- (b) Pursuant to Section 421.1 (1) of the Municipalities Act, 1999 SNL Chapter M-24 as amended, the Enforcement Authority may serve upon the owner(s) or any other person(s) in violation of a provision of these Regulations, a notice advising the nature of the violation and required action to conform with the standards set out in these Regulations;



- (c) The owner(s) or any other person(s) served a notice shall carry out the directions of the Enforcement Authority referred to in Section 5 (c) of these Regulations, at the cost of the owner(s) or the person(s) in contravention of these Regulations within the time specified;
- (d) Where the Enforcement Authority has placed or caused the placing of a sign, placard, or notice upon any premises under the authority of these Regulations or any other applicable law, by-law or regulation, no person shall remove such;
- (e) Any costs to the Town for all works carried out in response to a violation of these Regulations, in addition to any penalty prescribed hereunder, may be recoverable from the owner(s) or the person(s) in contravention of these Regulations as a civil debt;
- (f) Every person requested by an Enforcement Authority to enforce these Regulations shall upon request, forthwith give his/her proper name and address; and
- (g) It shall be the duty of the Enforcement Authority to:
 - i. Report the name and address of any person observed, or reliably reported to have violated any of the provisions of these Regulations;
 - ii. Report the time and nature of the violation of the Regulations, and any circumstances being relevant to the violation;
 - iii. Serve upon the person violating and provision of these Regulations a notice that the person concerned has violated a provision of the Regulations, and instructing such person to carry out any order in regard to such violation; and
 - iv. Furnish the Town Clerk a duplicate of each serially number notice of the violation.

6. FAILURE TO COMPLY / OFFENCE AND PENALTIES

- (a) Every person who commits an offence under these Regulations pursuant to Section 419 (j) of the Municipalities Act, 1999 SNL Chapter M-24 as amended, or who acts in contravention of or fails to comply with any provision thereof, or neglects or refuses to do so:
 - i. May be liable to penalties as stipulated in accordance with Section 420 of the Act; or
 - ii. May be subject to a violation notice issued under Section 421.1 (1) of the Act; or



- (b) The conviction of a person for failing to comply with a requirement or obligation referred to in subsection (a) shall not operate as a bar to further prosecution under these Regulations for the continued failure on the part of the person in comply.

7. SEVERABILITY

If a court of competent jurisdiction should declare any section or part of a section of these Regulations to be invalid, such declaration shall not affect the remainder of these Regulations and the remainder of these Regulations should be valid and shall remain in force.

8. COMPLIANCE WITH OTHER ACTS AND REGULATIONS

Nothing in these Regulations serves to exempt any person from obtaining any license, permission, permit, authority or approval required by any other regulations of the Town or by any statute or regulations of the Province of Newfoundland and Labrador, or of Canada.

9. REPEAL OF PREVIOUS REGULATIONS AND AMENDMENTS

All previous Town of Clarenville regulations and amendments pertaining to "Civic Address Numbering Regulations" are repealed.

10. ENACTMENT

These regulations shall come into force on the 13th day of May A.D. 2016.

Adopted: April 19, 2016
 Motion No: 16-048

Amended: July 12, 2016
 Motion No: 16-086

Joseph Russell Mayor
Sheela Cole Clerk