

	<h2 style="margin: 0;">City of Lacombe</h2> <h3 style="margin: 0;">Civic Addressing Policy</h3>	
	Policy Number:	66/201.02 (2014)
	Approval Date:	June 23, 2014
	Effective By:	Upon Approval By Council
	Supersedes:	Policy 32/717 95PO
	Revision Date:	
	Review Date:	
	Department:	Planning and Development Services
	Reference:	Canada Postal Guide - https://www.canadapost.ca/tools/pg/manual/default-e.asp City of Lacombe Land Use Bylaw 300, Section 6 Section 58, Municipal Government Act, RSA 2000 c.M-26

Purpose of Policy

To establish a civic addressing system that ensures the implementation of civic addresses and roadway names is undertaken in a consistent manner within the municipality.

Policy Statement

The Municipal Government Act grants municipalities the authority to assign numbers to buildings and parcels and to assign road names. It also allows municipalities to require an owner or occupant of a building or a parcel of land to display the identification in a certain manner as stated in Section 58 of the Municipal Government Act.

This policy shall provide clear direction and procedure to the assigning of civic addresses and roadway names within the municipality.

Applicability

This policy shall provide direction to the civic addressing of any new or infill development, and possible address changes requested by a landowner or initiated by the City.

Obligations:

Planning & Development Department:

To designate civic addresses and assign roadway names that comply with this policy, align with Canada Post civic addressing requirements, and maintain suitable records of the civic addressing and street naming process.

Applicant:

To submit suggested names for roadway naming.

Council:

To approve roadway names.

Property Owner:

To ensure the civic numbers assigned to their properties are displayed in a manner that complies with the civic address posting guidelines of this policy and Canada Post requirements.

Definitions specific to this policy

* For all housing type definitions, see Land Use Bylaw#300 Section 6

Civic Address	Assigned by the City consisting of a Civic Number and the Road Name abutting the narrowest portion of the lot. A Civic Address can include a combination of numbers and/or words.
Civic Number	Means the number assigned to a property in accordance with City Policy or Directive
Roadway Name	Official name of a roadway and the street type
Unit	Means a portion or sub-unit of a building which is designed for or which forms a separate occupancy, including suites, bays, units, or apartments.

Roadway Naming Requirements

Municipal roadway naming and addressing helps enable the location of properties within the City.

Developer (Applicant) Role: To propose roadway names for undeveloped areas to the City.

Planning & Development Department Role: To review proposed names for roadways and ensure that the names meet the standards/requirements as set out in this policy (see below) as well as Canada Posts requirements. Once the names have been verified as acceptable, the Department will bring the proposed roadway names to Council for Consideration.

Council: Council to consider the recommendations from the Department regarding the proposed Roadways. Council may reject, amend or substitute names as it deems appropriate, but shall be guided by the standards/requirements as set out in this policy.

City of Lacombe Roadway Naming Guidelines

Standards/ Requirements	Roadway Naming
General Guidelines	<ul style="list-style-type: none"> ● Street types may not be used in place of or within a street name. <ul style="list-style-type: none"> ○ Ex: Quail Cove Crescent. COVE and CRESCENT are both considered street types, so this name should be avoided. ● When naming streets the policy should be flexible to accommodate future growth caused by annexation and subdivisions. ● No name shall contain numbers, special characters, decimals, hyphens, apostrophes, periods, or punctuation of any kind. ● No street names shall incorporate product, trademark or copyright names. ● Name length shall be no longer than three words ● Roadway names in use and/or shown on plans for subdivision for areas annexed into the City shall not be subject to change (MGA Section 58(1)) and shall be extended where appropriate. ● If possible, roadways designated as Crescents or Closes will share the same name as that of the intersection roadway. ● Roadways with an east-west orientation may be designated as an Avenue, those with a north-south orientation may be referred to as Street.
Uniqueness	<ul style="list-style-type: none"> ● No duplication of existing road names including similar names that are differentiated by street type <ul style="list-style-type: none"> ○ Changing the street types does not make the street name unique. <ul style="list-style-type: none"> ▪ Ex: Main Street, Main Close, Main Crescent

	<ul style="list-style-type: none"> • Names to be avoided: <ul style="list-style-type: none"> ○ Those with complicated words or have unconventional spelling ○ Those with offensive, derogatory or copyrighted words ○ Long, difficult names to remember ○ Names including a directional component <ul style="list-style-type: none"> ▪ Ex: North Street, West Avenue ○ Names that could be regarded as an advertisement for a company, service or product
Distinctive or Themed	<ul style="list-style-type: none"> • The names of local roadways shall closely reflect the community theme of the area. Where road names in a neighborhood are based on a specific theme, the name of all new road names within the neighborhood shall be consistent with the theme. <ul style="list-style-type: none"> ○ Ex: Community of Fairway Heights <ul style="list-style-type: none"> ▪ Green Court ▪ Tee Road ▪ Par Court • Similar sounding names should be avoided to avoid diction problems when people are making emergency calls under stress <ul style="list-style-type: none"> ○ Ex: Names to avoid: <ul style="list-style-type: none"> ▪ Helen Street & Ellen Street ▪ Multiple street names starting with the same word should be avoided <ul style="list-style-type: none"> • Ex: Quail Ridge Road, Quail Rock Road ○ Ex: Acceptable Names <ul style="list-style-type: none"> ▪ Eleanor Street & Roger Street
Continuity	<ul style="list-style-type: none"> • Where possible: <ul style="list-style-type: none"> ○ Continuous roads shall have one name throughout their entire length. Splitting a continuous road into multiple names is not recommended. ○ Extensions of collector and arterial roads into new development areas shall retain the existing names or history in the area or of the City. ○ Road names shall not be continued through a right angle turn.
Commemorative Names	<p>Council may choose to select a commemorative name for a street to honour a person, place or thing. All commemorative names must be approved by Council. The commemorative name shall not be used as the official Civic Address.</p>
Cul-De-Sac	<ul style="list-style-type: none"> • Where a cul-de-sac abuts a road, it shall have a different road name from its cross road. <div data-bbox="526 1297 867 1493" data-label="Image"> </div> • Where a cul-de-sac is located at the end of a road, it will share the same name as that roadway. <div data-bbox="526 1625 878 1751" data-label="Image"> </div>

Canada Post Requirements

In addition to the City of Lacombe Guidelines for Naming Roadways, consideration must also be given to the Street Types recognized by Canada Post.

The following are Street Types found in Lacombe recognized by Canada Post. A complete list of recognized street types can be found on the Canada Post website at <http://www.canadapost.ca/tools/pg/manual/pgaddress-e.asp>

Street Type	Abbreviation	Street Type	Abbreviation
Avenue (English)	AVE	Lane	LANE
Bay	BAY	Outlook	OUTLK
Boulevard (English)	BLVD	Place (English)	PL
Close	CLOSE	Pointe	POINTE
Court	CRT	Ridge	RIDGE
Cove	COVE	Road	RD
Crescent	CRES	Street	ST
Drive	DR	Subdivision	SUBDIV
Gate	GATE	Trail	TRAIL
Highway	HWY	Way	WAY

Renaming Roadways:

There may be instances where an applicant requests to rename an already named roadway. This section provides guidelines for reviewing the request.

Applicant Role: An individual may request a public street or private road name change.

Planning & Development Department Role: The Department will identify if there are any public safety concerns. Once any concerns have been mitigated, the Department will assess proposed roadway names and verify that they meet City of Lacombe and Canada Post requirements.

Council Role: Council may reject, amend or substitute names as it deems appropriate.

<p>Requested by a Applicant:</p>	<ul style="list-style-type: none"> • Any request for renaming a street requires approval by Council and the support of all property owners located on the street. A fee of \$1000.00 is required to cover costs of Council, the notification to all property owners located on the street, the update of city maps and advertising costs in the paper. <ul style="list-style-type: none"> ○ If the request is made by a non-profit group wishing to name the street in order to reflect the historical context of the area, the applicant could request the fee be waived by Council. • Renaming a public street or private road may only be considered if there is unanimous support by Council and all homeowners residing on the street for the proposed change. • When considering renaming a public street or private road, a solution must consider the
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	<p>following:</p> <ul style="list-style-type: none"> ○ public safety concerns ○ the potential confusion created for emergency and other municipal services, commercial delivery services, and the traveling public by renaming the road; ○ the number of residential units affected and potential costs to residents\owners; ○ the number and type of businesses affected and potential costs to owners\occupiers; ○ the costs of replacing street and traffic signs; ○ the historical significance, if any, of the existing street name; and ○ the appropriateness of the proposed name in that location. <ul style="list-style-type: none"> ● The cost to individual properties affected by the renaming of a road shall be borne by the property owners.
<p>Requested/Required by the City:</p>	<ul style="list-style-type: none"> ● The City sends a registered letter to the owner of the property advising that an address change is necessary and co-ordinate with the owner the details of the change. (i.e: effective date, owners and City's responsibilities, etc). In this letter, the City would also advise of bylaw requirements and reasons the change is necessary. ● Notification is sent to all Civic Departments and Utility Companies advising them of the change and the effective date. ● If the City is imposing an address or street name change, the City is responsible to pay all property owners impacted by the change, a maximum of \$500.00 per civic address with the production of proper receipts to illustrate costs to the landowner as a result of the change. The fee associated with an address change is not applicable in this case.

Civic Numbers Addressing Requirements

The City assigns civic addresses to each newly subdivided parcel of land, or where necessary, for utility or postal delivery reasons, to suites, bays, or units within a parcel of land or as requested by a contractor, developer, utility company or Canada Post after the registration of the subdivision.

Property owners are required to display the civic number assigned to their property in a manner that is visible from the street and in compliance with the City's Civic Address Number Directive.

_____Original Signed_____

Mayor

_____Original Signed_____

Chief Administrative Officer