

The Corporation of the Town Of  
New Tecumseth

## By-law

Number 97-62  
Consolidated – as amended

### "Municipal Addressing By-Law"

A by-law to provide for the numbering of buildings along highways and streets and the keeping of a record of such highways and streets and the numbers allocated to structures adjacent thereto

**Whereas** the Municipal Act, R.S.O. 1990, Chapter M.45, Section 210, Paragraph 112, provides that By-laws may be passed for numbering the buildings and lots along a highway, street, or any other property in the municipality that is considered necessary to number by the Council, and for affixing numbers to the buildings and for charging the owner or occupant with the expenses incident to the numbering of the lot or property;

**And Whereas** the Municipal Act, R.S.O. 1990, Chapter M.45, Section 210, Paragraph 112(a), provides that such expense may be collected in the same manner as taxes;

**And Whereas** the Municipal Act, R.S.O. 1990, Chapter M.45, Section 210, Paragraph 113, provides that By-laws may be passed for the keeping of a record by Council of the highways, streets, etc. and of the numbers of the buildings, lots, and other property, and for entering therein, a division of the streets with boundaries and distances for public inspection;

**And Whereas** Council deems it to be necessary and in the interest of the public to provide for the numbering of improved properties adjacent to highways and streets within the Municipality, and to further provide for the keeping of a record of such highways and streets and the numbers allocated to improved properties which are located adjacent thereto;

**Now Therefore** the Council of the Corporation of the Town of New Tecumseth hereby enacts as follows:

#### 1. Definitions

- a) **"Street"** includes but is not limited to mean, "Highway" as defined in the Public Transportation and Highway Improvement Act, R.S.O. 1990, Chapter P.50, as well as unassumed private road, street or lane which affords a common means of access to all improved properties abutting thereon.
- b) **"Frontage Interval"** shall mean and refer to the minimum distance along any street which is entitled to be assigned a property identification number.
- c) **"Boundary Roads"** shall mean and refer to any through street which is divided longitudinally or laterally by a municipal boundary.
- d) **"Property Identification Number"** shall mean and refer to the number assigned by the Town of New Tecumseth, pursuant to this By-Law, to any improved property in accordance with its municipal addressing system.
- e) **"Improved Property"** shall mean and refer to any parcel of land which has situate upon it a building or structure.

- f) **“Driveway”** shall mean and refer to any land, path, parking lot or other thoroughfare established and maintained entirely by the owner or occupant of an improved property for the purpose of securing access to his/her property from a publicly maintained or commonly maintained street.
- g) **“Margin”** shall mean and refer to the boundary line between an improved road surface and the adjacent unimproved road allowance.
- h) **“Town”** shall mean the Corporation of the Town of New Tecumseth.
- i) **“Urban”** shall mean Alliston, Beeton, Tottenham, and Estate Residential and Industrial Subdivisions.

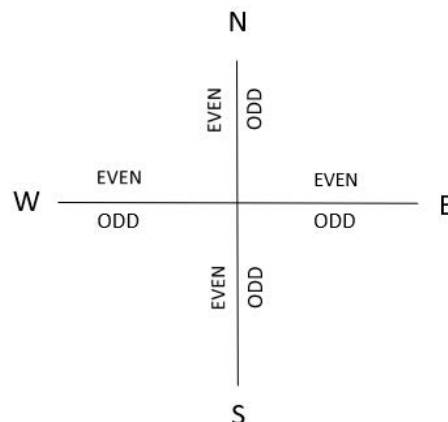
**2. Interpretation**

- a) That for the purpose of the By-law:
  - i. Words used in the singular form shall have corresponding meanings when used in the plural form.
  - ii. The word “may” shall be construed to be permissive.
  - iii. The word “shall” shall be construed as imperative.
  - iv. Assignment of an address shall not determine legal status.

**3. Municipal Addressing Policy**

It is the responsibility of the Town to assign municipal addresses in an orderly and consistent manner so that properties can be easily located. Street addressing is complex and it is necessary to have sound policies to facilitate a uniform addressing system across the Town.

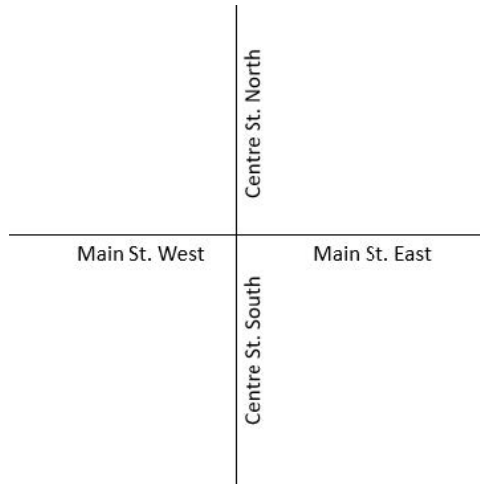
- a) Every street within the Town of New Tecumseth shall be divided into increments and a property identification number shall be affixed to every improved property corresponding to its established increment on said street.
- b) For the purpose of assigning rural property identification numbers to properties, the County of Simcoe, for South Simcoe, including the Town of New Tecumseth, is using Highway 9 to the South as the base line for roads running north and south, and the furthest point east in the Town of Innisfil for roads running east and west.
- c) Standard minimum frontage intervals shall be as established from time to time by the Town of New Tecumseth and/or the County of Simcoe.
- d) The west and north sides of any given street shall be assigned even numbers, and the east and south sides of the street shall be assigned odd numbers. In the event that any given street changes direction the numbering shall remain continuous from beginning to end.



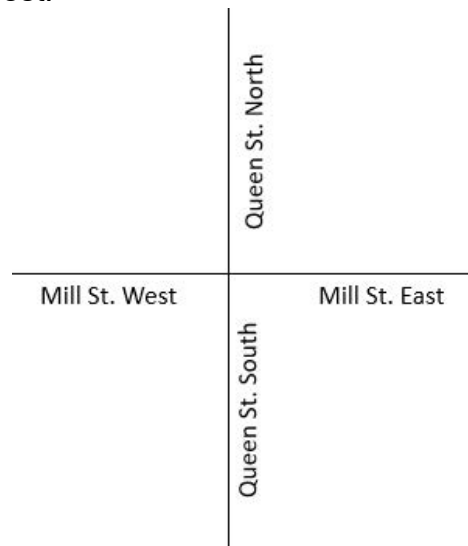
- e) The application of Section 3. b), c), and d) to Boundary Roads, Provincial Highways and County Roads is not mandatory, and in such cases addresses consistent with a different frontage interval system and/or different odd/even continuation mutually negotiated with a neighbouring municipality may be assigned.
- f) Within Alliston, Victoria Street may be used as the dividing line between north and south, and Church Street may be used as the dividing line between east and west.



- g) Within Beeton, Main Street may be used as the dividing line between north and south, and Centre Street may be used as the dividing line between east and west.

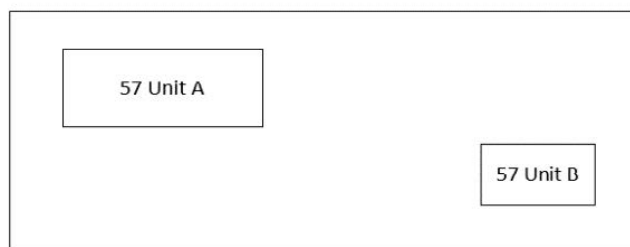


- h) Within Tottenham, Mill Street may be used as the dividing line between north and south, and Queen Street may be used as the dividing line between east and west.

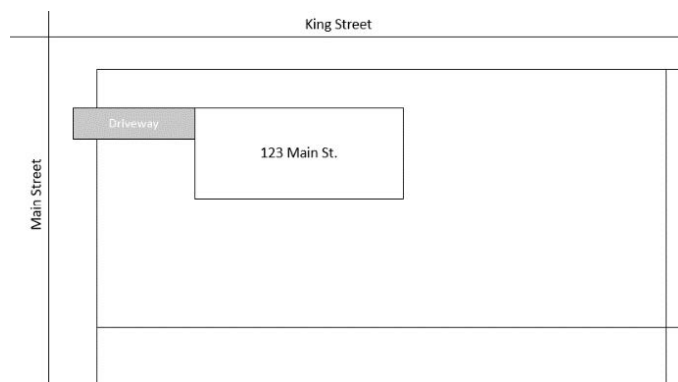


- i) The default interval between street numbers shall be two, starting at the number 1, with incrementing odd or even numbers for every frontage.

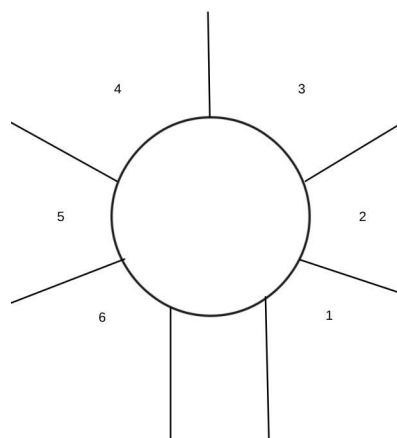
- j) An existing street numbering pattern shall be continued when assigning new addresses (Example: if a subdivision is numbering in the 3000's the pattern shall continue in each phase).
- k) Addresses are to be, as much as possible, kept in line across the road from one another.
- l) Developers shall be consulted before the Town assigns an address to a property using '13' or '666'.
- m) Unit numbers shall be used to address multi-unit Commercials, Industrial, and Institutional properties (Example: 50 Main Street Units 1-20).
- n) An existing principal dwelling unit shall be assigned a second unit letter when there are additional units on the lot. The principal dwelling shall be Unit A. Second unit letters shall be used for additional units, beginning with the letter B (Example: the existing principal dwelling unit will be addressed 57 Main Street Unit A, whereas additional units will be addressed 57 Main Street, Unit B, C, D, etc.).



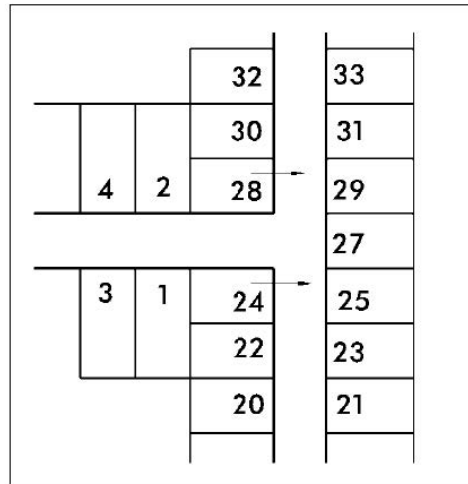
- o) Addressing of residential corner lots shall be based on the following hierarchy;
  - i. Orientation of the front door;
  - ii. The lesser street frontage.



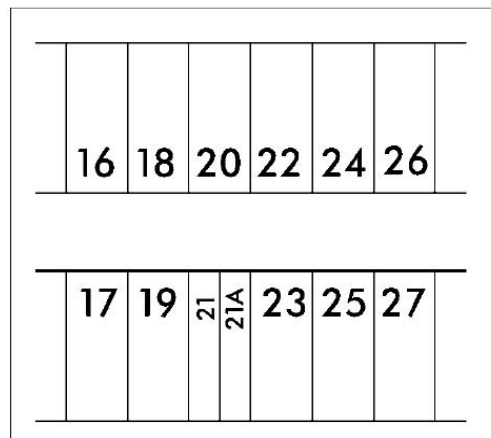
- p) When numbering a cul-de-sac, addressing should increase counter-clockwise.



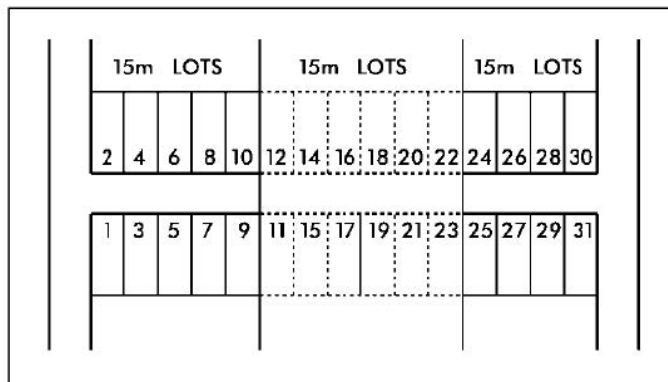
- q) When continuing the addressing on the other side of the street, addresses shall be skipped as necessary in order to match the addressing across the street.



- r) In areas where there may not be an adequate supply of reserved addresses for newly created lot(s), in order to be consecutive and uniform, the newly created lot(s) will be assigned the same address (as the original lot) and denoted with the letter suffix (i.e. A, B, C, etc.). If the newly created lot, or the remnant lot constructs an accessory unit, the accessory unit shall be addressed in accordance with 3. n) of this By-law (Example: 35A Main Street, Unit A).



- s) The Town shall coordinate addresses between multiple Plans of Subdivision, so the beginning and endpoints do not duplicate addresses. In areas where it is known that a common street will be continued in the future, an estimation based on the frontage requirements of lots and therefore the number of lots for that area can be made. Addresses should be reserved based on this estimation, but not assigned formally until the requirements of this By-law have been satisfied.



- t) A park or open space block shall be assigned an address to the primary access point, based on the following hierarchical criteria;

- i. The primary entrance for vehicular access;
- ii. The entrance from the same street as the neighbouring community centre (it will receive the same address as the community centre);
- iii. The entrance to the park from the largest street frontage; or,
- iv. The entrance closest to the concentration of outdoor recreation facilities.

Further to the above noted criteria, the addressing of parks and open spaces will be assessed on a site-specific basis with consideration for existing site conditions such as topography and vegetation in consultation with Public Works or Parks, Recreation and Culture staff.

- u) If there is some extenuation circumstance, it is at the Town manager or his/her delegate's discretion to propose addresses to the most conformity possible to this by-law, emergency services must be notified and approve of the addressing.

#### **4. Municipal Addressing System – Administration**

- a) A record known as the "Municipal Addressing System for the Town of New Tecumseth" shall be maintained and said record shall set out the names of all streets and the property identification numbers affixed to each improved property abutting thereon.
- b) The Town Manager or his/her designates are hereby authorized and directed to assign to each improved property abutting any street at the time of the passage of this By-Law, the number appearing in the Municipal Addressing System for the Town of New Tecumseth as the proper property identification number for each such improved property.
- c) Upon assigning a property identification number to a pre-existing improved property, the Town Manager or his/her designate is hereby authorized to send written notice to the owner of said property advising them of the corresponding street name and number of their property and further advising them of their general responsibilities under the provisions of this By-Law to erect and/or maintain the assigned property identification number in a manner herein approved.
- d) Whenever a new structure is erected abutting any street, the Town Manager or his/her designate shall assign a property identification number to said structure as calculated in accordance with the standard minimum frontage interval established in Section 3 c) of this By-Law.
- e) Upon assigning a property identification number to a new improved property, the Town Manager or his/her designate shall cause a written notice to be sent to the owner of said property advising them of the corresponding street name and number of their property and further advising them of their general responsibilities under the provisions of this By-Law to erect and/or maintain the assigned property identification number in a manner herein approved.
- f) Whenever it becomes necessary to revise the property identification numbers previously assigned by the Town to any street or portion of any street, the Town Manager or his/her designate, shall report to Council, and if so directed shall thereafter renumber the improved properties along the said street or portion thereof and shall cause the owners of improved properties on said street or portion thereof to be notified and direct the removal of the previous numbers and the affixing of new numbers to the properties, and the Municipal Addressing System shall be amended accordingly.

## **5. Municipal Addressing System – Enforcement**

- a) The Town shall be authorized to enter onto any property within its boundaries to place a property identification number.
- b) No person shall affix to any structure or premises, or being the owner or occupant, shall allow to be affixed or to remain affixed thereto, any number except that appearing in the Municipal Addressing System as the official property identification number of such structure or premises.
- c) No person shall move, remove, alter or change the property identification number assigned and erected by the Town.

## **6. Municipal Addressing System – Signage**

### **6.1 Rural**

- a) The Town, in accordance with the regulations contained in Section 6. b) of this By-Law, shall install or cause to be installed by the property owner a standard double-sided municipal number plate to each developed rural property. Said plate shall consist of a 15 x 30 centimetre green reflective identification plate displaying a contrasting white coloured 10-centimetre-high property identification number on both sides, as assigned by the Town.
- b) The signage described in Section 6 a) shall be installed in a location conforming with the following standards:
  - i. The standard municipal number plate shall be double sided and be erected immediately adjacent to the principal structure's driveway at right angles to the abutting street in a location clearly visible from the road. The standard number plate shall be mounted on a firmly secured post of a permanent nature at an elevation of no less than 1.4 metres (5 feet) and no more than 2metres (6 feet, 6 inches) above grade. In no case shall such supporting posts be permitted to be installed on any part of the travelled portion of a street, the shoulder of a street or in ditches appurtenant thereto.
- c) Provided that the requirements of this By-Law for posting a standard municipal number plate on an improved property are complied with, nothing contained herein shall serve to prohibit the concurrent erection of the assigned property identification number elsewhere on the said improved property in a format other than the standard municipal number plate.
- d) Owners and occupants of all improved properties shall in perpetuity place and maintain in a visible location and in good condition their standard municipal numberplate or municipal numbers, whatever the case shall be. Should the Town determine that the numbers are not maintained such that they are not clearly visible, upon reasonable notice to the property owner to repair the signage, and their failure to do so, the Town may repair the signage and place the cost of such repairs on the tax roll to be collected in the same manner as taxes.
- e) The Town shall cause to be installed on each new developed rural property a standard double-sided municipal number plate. The sum of \$25.00 incident to the numbering of the property, shall be collected in the same manner as taxes.

### **6.2 Urban**

- a) Every owner shall ensure that the municipal address number is displayed on the building in plain legible numbers, on a contrasting background with

contrasting number, with the numbers having a minimum height of 10 cm. or 4 inches.

- b) Where the main building is located beyond 30 metres (100 feet) from the street allowance, or the main building is in any way obscured from the street, every owner shall ensure that the municipal address number is placed on a contrasting plate attached to a post at a height of at least 1.5 metres (5 feet) above the ground at the front property line adjacent to the street to which it has been assigned. Further, such post shall be located adjacent to any driveway on the street to which the municipal address number has been assigned or where not applicable in a conspicuous and unobstructed location at the front property line adjacent to said street. Every owner shall ensure that the municipal address number and the contrasting plate is not obscured by mailboxes or other obstructions. Where streetlights are not present, every owner shall ensure that reflective white numbers are posted on a contrasting plate and such numbers and plate posted in accordance with the specified height and location as set out in this section.
- c) Every owner shall ensure that the municipal address number is affixed or inscribed on the front of the building at the main entrance facing the street to which the number has been assigned or displayed over the garage facing the street to which the number has been assigned or other conspicuous location on the building that is clear and visible from the street to which the number has been assigned. Further, the number shall not be placed or displayed higher than the first storey of the building or garage.
- d) Buildings fronting on private roads located in private developments shall be numbered as directed by the Town Manager or his/her delegate.
- e) Every owner shall keep and maintain the municipal address number and, where applicable, the contrasting plate, in good condition.
- f) No owner shall refuse to post the municipal address number when required to do so by this by-law.
- g) No person shall remove, deface, obliterate or destroy a municipal address number or contrasting plate installed in accordance with the provisions of this by-law, except for the purpose of replacing said numbers or plates or correcting errors.
- h) In the event that the owner of the property fails to post the municipal address number as assigned by the Town Manager or his/her designate, the Town, its employees or agents may enter upon the property at any reasonable time and post the municipal address number in accordance with the following provisions:
  - i. The municipal address number will be placed on a contrasting plate attached to a post at a height of at least 1.5 metres (5 feet) above the ground at the front property line adjacent to the street to which it has been assigned.
  - ii. The post shall be located adjacent to any driveway on the street to which the municipal address number has been assigned or where not applicable in a conspicuous and unobstructed location at the front property line adjacent to the said street.
- i) Where in the opinion of the Fire Chief, additional signage is required to identify a building or property abutting more than one street, the Fire Chief shall provide 30 days written notice to the Owner that additional signage is required.

## 7. Street Numbering



## **7.1 Procedures for Street Numbering**

### **7.1.1 Street Numbering in a New Development**

- a) Whenever a new structure is erected abutting any street, the Town Manager or his/her designate shall assign a property identification number to said structure as calculated in accordance with the standard minimum frontage interval established in Section 3 c) of this By-Law.
- b) The Town Manager or his/her designate assigns street numbers for a new development when an agreement (Site Plan, Subdivision or Condominium Agreement) is executed by the Town, or when a lot is created by Consent. Similarly, assigning street numbers in new subdivisions occurs in combination with approval of new street names.
- c) The following is the procedure for assigning new street numbers to new developments:
  - i. The Town Manager or his/her designate proposes street numbers in accordance with this By-law.
  - ii. The process of notification begins.
  - iii. The Town Manager or his/her designate will forward a copy of the street numbering scheme accompanied by a location map, to all Town of New Tecumseth Departments and External Agencies that require municipal addressing information. If a conflict is determined, the designate will select new proposed street numbers and the circulation process shall be repeated until no conflicts exist.
  - iv. Once the street numbers have been approved, the Town shall update the GIS mapping system, and send notice to the appropriate agencies, as outlined in the Municipal Addressing Circulation list, as updated from time to time.

### **7.1.2 Assigning an Address to Lots Consolidated into a New Parcel**

When multiple lots have been consolidated, an address will be chosen for the new parcel and all other addresses formerly associated with the parcel will be removed. All efforts will be made to choose an address that existed for one of the previous lots.

The following is the procedure for assigning new street numbers to lots consolidated into a new parcel:

- a) The Municipal Property Assessment Corporation (MPAC) is notified of a consolidation.
- b) MPAC will either propose a street address to the Town, or request that the Town assign one.
- c) The Town Manager or his/her designate will assign an appropriate address and note existing address(es) to be eliminated.
- d) The Town Manager or his/her designate will notify the registered property owner of the new address and addresses being eliminated in writing, create a copy of the notice for the property file and save an electronic copy of the notice.
- e) The Town Manager or his/her designate will notify all Departments and External Agencies as outlined in the attached Municipal Addressing Circulation List, within 5 days of assignment of the new address and addresses being eliminated.

- f) In the event a parcel has consolidated with an abutting lot, the street number for the lot with an existing structure will generally be chosen for the new parcel.
- g) Once the street numbers have been approved, the Town shall update the GIS mapping system, and send notice to the appropriate agencies, as outlined in the Municipal Addressing Circulation list, as updated from time to time.

### **7.1.3 Assigning Multiple Address to a Residential Building**

Multiple addresses are assigned to residential buildings with multiple units. Examples of these types of dwellings include: two-unit dwellings, three-unit dwellings, four-unit dwellings, etc. Further to the policies in Section Municipal Addressing Policy, the following applies;

- a) Existing Residential Building: New independent units within an existing residential building shall be assigned a unit letter beginning with the letter B (Example: 51 MainStreet, Unit B). The principal dwelling will be assigned Unit A. (Example: 51 MainStreet, Unit A).
- b) New Multiple Residential Building: All independent units within a new multiple residential building shall be assigned a unit letter (Example: 51 Main Street, Units A,B, C, etc.) with the exception of new multiple residential buildings containing more than 5 units (Example: apartment buildings) which shall be assigned unit numbers.

The following is the municipal approval process for assigning multiple addresses to a new residential building:

- a) Property owners shall submit an application for a Building Permit in order to obtain approval for new or additional dwelling unit(s), as well as any other necessary applications as determined by the Planning and/or Building Department.
- b) The Planner on the file will review the application for zoning compliance and determine if additional addresses are required.
- c) After reviewing the application, the Town Manager or his/her designate will assign each independent unit an address.
- d) The Town Manager or his/her designate shall receive confirmation from the Building Inspector that Occupancy has been granted for every new unit before the addresses are circulated.
- e) After ensuring all new units have been granted Occupancy, the Town Manager or his/her designate will circulate the assigned addresses to all Town of New Tecumseth Departments and External Agencies that require municipal addressing information, as outlined in the Municipal Addressing Circulation List. The circulation of new addresses will be completed within 5 days of granting of Occupancy. If a conflict is determined, the Town Manager or his/her designate will select new addresses and the circulation process shall be repeated until no conflicts exist.
- f) The Town Manager or his/her designate will notify the registered property owner in writing, create a copy of the notice for the property file and save an electronic copy of the notice.
- g) Once the street numbers have been approved, the Town shall update the GIS mapping system, and send notice to the appropriate agencies, as outlined in the Municipal Addressing Circulation list, as updated from time to time.

#### **7.1.4 Assigning Multiple Addresses to a Commercial, Industrial, or Institutional Property**

Multi-tenant commercial, industrial or institutional buildings shall each be assigned individual unit numbers (Example: 71 Main Street, Units 1, 2, 3, etc.).

The following is the municipal approval process for assigning multiple addresses to a commercial, industrial or institutional property:

- a) After a development agreement has been finalized, the Town Manager or his/her designate will assign new municipal addresses to the development.
- b) The Town Manager or his/her designate will assign each unit an address.
- c) The Town Manager or his/her designate will then circulate the proposed addressing to the Project Manager for review.
- d) After the Project Manager approves the proposed addressing for the development, the designate will circulate the assigned addresses to all City Departments and External Agencies as outline in the Municipal Addressing Circulation List. If a conflict is determined, the Town Manager or his/her designate will select new proposed addresses and the circulation process shall be repeated until no conflicts exist.
- e) The Town Manager or his/her designate will notify the registered property owner inwriting, create a copy of the notice for the property file and save an electronic copy of the notice.
- f) Once the street numbers have been approved, the Town shall update the GIS mapping system, and send notice to the appropriate agencies, as outlined in the Municipal Addressing Circulation list, as updated from time to time.

#### **8. Street Address Change Policies**

It is the position of the Town that special consideration not be given to municipal address change requests that are made solely on a cultural basis. That said, where such requests can be accommodated in accordance with the criteria below, they will be considered on a case by case basis.

Individual address change requests may be accommodated provided there is latitude to change the address without affecting the abutting properties. In order to accommodate an address change request, a Municipal Address Change request must be submitted to the Town.

The following criteria shall be used to evaluate any proposed municipal address change request:

- a) Whether adequate spacing in the existing addressing scheme to accommodate the proposed request;
- b) Whether there is opportunity for future infill development that would require street numbers to be reserved; and,
- c) Whether Fire and Emergency staff have any concern with the proposed request.

#### **9. Penalty**

- a) Every person who violates any provision of this By-Law upon conviction is guilty of an offence and shall be liable to a fine in an amount to be determined pursuant to the Provincial Offences Act.

- b) Each calendar day on which such a contravention occurs is a separate offence.
- c) This By-Law shall be enforced by the Town's Municipal By-Law Enforcement Officer(s) as appointed by By-Law from time to time by the Council of the Town.

**10. Short Title**

This By-law shall be cited as the "Municipal Addressing By-Law."

- 11. This by-law shall come into force and take effect on the date of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14<sup>TH</sup> DAY OF MAY, 1997.

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MAYOR  
*Office Consolidation*  
\_\_\_\_\_  
CLERK