

Civic Addressing By-Law

1. This By-Law is entitled the “Civic Addressing By-Law.”
2. Nothing in this By-Law shall be construed as authorizing non-compliance with any laws, regulations, by-laws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties which may specify standards in respect of the posting of civic numbers.
3. In this By-Law:
 - (1) “building” means a structure used or intended to be used to support or shelter any use or occupancy, except a structure the use of which is accessory to the use of another structure on the same lot and except a structure which, if it were now being built for the first time, would not require a Building Permit to authorize its construction; and includes an incomplete building once the footings have been constructed;
 - (2) “closest edge of traveled portion of the public street or private road” means the closest outside edge of the shoulder of the street or road, or if no shoulder exists, the closest outside edge of the street or road;
 - (3) “Civic Addressing Coordinator” means the person appointed by the Chief Administrative Officer to administer this By-Law;
 - (4) “civic number” means the number assigned to a lot or building by this By-Law or by the Civic Addressing Coordinator;
 - (5) “owner” has the same meaning as the owner of property in the *Municipal Government Act* or successor legislation from time to time;
 - (6) “Municipality” means the Municipality of the County of Cumberland;
 - (7) “NSCAF” means the Nova Scotia Civic Address File;
 - (8) “private road” means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a public street as defined in subsection (9) and which serves as a principal vehicular access to three or more dwelling units or buildings;
 - (9) “public street” means any street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned and maintained by the Province of Nova Scotia, the Municipality or any other municipality.

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4. Civic numbers that have been assigned to a lot or building, and recorded in the NSCAF database as of the date of the first reading of this By-Law, are hereby assigned to that lot or building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.
5. The Civic Addressing Coordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep or supervise the keeping of a property information record or system identifying all civic numbers assigned by the Municipality. The Civic Addressing Coordinator may assign civic numbers to lots without buildings, or lots or buildings for which subdivision approval, or a development or building permit is sought or has been obtained. The Civic Addressing Coordinator is not obligated to assign civic numbers to lots without buildings or undeveloped lots, and may assign more than one civic number to a lot.
6. The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering discontinuities or irregularities and to assure an adequate supply of civic numbers for existing and future development.
7. An owner shall not post or permit to be posted a number which is not assigned to the lot or building on which the number is posted.
8. The owner of a lot on which a building is located, including an incomplete building for which a building permit has been issued, shall post and keep posted on the lot or building the assigned civic number.
9. The owner of a lot on which a building is not located may be required to post, and keep posted on the lot, either permanently or temporarily, the assigned civic number if in the opinion of the Civic Addressing Coordinator the civic number should be posted for safety reasons.
10. Civic numbers shall be posted in the following manner:
 - (1) only standardized, doubled sided signs, with reflective white numbering on a reflective blue background, available from the Municipality or Fire Departments operating within the Municipality, shall be used or posted;
 - (2) civic numbers shall either face towards the public street or private road upon which the lot or building is situated and which forms part of the civic address for the lot or building, or shall be perpendicular to the public street or private road upon which the lot or building is situated and forms part of the civic address for the lot or building;
 - (3) civic numbers shall be posted in a location which is not obstructed from view when viewed from the closest edge of the traveled portion of the public street or private road upon which the lot or building is situated or from which it has access

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and from most points within 10.0 metres in either direction from that place if the civic number faces towards the street, or from most points within 20.0 metres in either direction from that place if the civic number is double sided and perpendicular to the public street or private road;

- (4) signs that are perpendicular to the public street or private road shall be a minimum of 2.0 metres and a maximum of 6.0 metres from the closest edge of the traveled portion of the road;
 - (5) signs that face the public street or private road, including those posted on a building, shall be a minimum of 2.0 metres and a maximum of 20.0 metres from the closest edge of the traveled portion of the road;
 - (6) the bottom of the numerals shall be a minimum of 1.2 metres above grade;
 - (7) in the event that an owner chooses not to post the civic number on a building, or the civic number cannot be posted on a building in compliance with section 10 of this By-Law, the civic number shall be posted on a gatepost, signpost or other structure on the lot, in accordance with the requirements outlined in section 10 of this By-Law.
11. In the event that multiple civic addresses share the same point of access to an addressed street or road, each civic number shall be posted twice; first at the shared access point, in accordance with section 10, and for a second time so as to clearly identify to which lot or building the number applies.
 12. Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage and placement of civic numbers to vary from the standards contained in the By-Law, with or without conditions, when:
 - a. compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
 - b. compliance would not as effectively meet the objectives of the By-Law as an alternative approach.

The Civic Addressing Coordinator shall only make such authorization if the proposed signage or placement of a civic number satisfies or exceeds the visibility requirements outlined in the By-Law.

An authorization under this section may be revoked or varied by the Civic Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

13. The Building Inspector for the Municipality shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.

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14. (1) In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the Municipality may prepare a notice in writing to an owner to undertake remedial action including but not limited to the posting, re-posting or removal of a civic number and serve the notice upon the owner, which notice shall be deemed to have been sufficiently served if posted on the owner's building, lot or property, or if mailed to the person at the latest address shown on the assessment role.

(2) If the remedial action has not been undertaken or completed within 21 days, the Municipality may enter upon the private property of the owner and undertake the remedial work, and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment, as a first lien on the property affected.
15. Any person who violates any provision of this By-Law is guilty of an offence punishable on summary conviction by a fine of not less than \$200 and not more than \$2000.
16. Any person who contravenes sections 7, 8, 9, 10 or 11 of this By-Law and who is given notice of the contravention may pay to the Municipality, at the place specified in the notice, the sum of \$100 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
17. The effective date of this By-Law is the date of publication.

Clerk's Annotation For Official By-Law Book	
Date of first reading:	<u>June 14, 2006</u>
Date of advertisement of Notice of Intent to Consider:	<u>June 24, 2006</u>
Date of final reading:	<u>July 19, 2006</u>
*Date of advertisement of Passage of By-Law:	<u>August 5, 2006</u>
Date of mailing to Minister a certified copy of By-Law:	<u>August 15, 2006</u>
I certify that this CIVIC ADDRESSING BY-LAW was adopted by Council and published as indicated above.	
<u>Rennie Bugley</u> Rennie Bugley, Clerk	<u>August 15, 2006</u> Date
*Effective Date of the By-Law unless otherwise specified in the text of the By-Law	