

KING TOWNSHIP CORPORATE POLICY MUNICIPAL STREET ADDRESSING



POLICY NO.:
COR-POL-110

Clerk's Division	Issue Date:	2017-10-30
	Revision Date:	2021-05-31
	Issue No.:	3
	Next Revision:	2026-05-31

1 PURPOSE STATEMENT

- 1.1 The purpose of this policy is to establish an accurate and consistent method for assigning municipal street addressing.

2 POLICY OBJECTIVE

- 2.1 King Township recognizes it has a responsibility to the community to ensure the clear identification of properties through accurate municipal street addressing. Adherence to this policy is essential to protect the health and welfare of the public (i.e. avoiding delayed response times by emergency services) and for the efficient delivery of goods and services.

3 APPLICATION/SCOPE

- 3.1 This policy applies to the assignment of all new municipal street addressing or change of existing municipal street addresses within King Township.

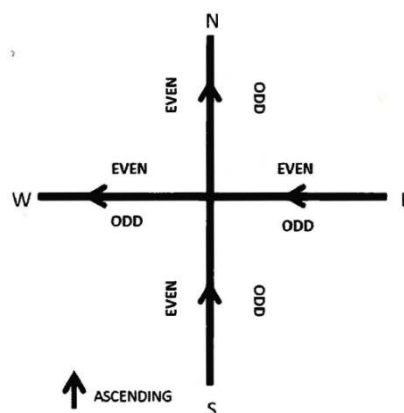
4 DEFINITIONS

- 4.1 Municipal Street Address: The "number" allocated to an individual lot.

5 GENERAL CRITERIA

- 5.1 Numbers are assigned in ascending order from south to north and from east to west. In cases where a dead end street begins at the north or west end, numbering proceeds south or east respectively (see Figure 1).
- 5.2 Even numbers are assigned to lots fronting the north and west sides of streets and odd numbers are assigned to lots fronting the south and east sides (see Figure 1).

Figure 1



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- 5.3 It is preferable to commence numbering at 1, 2 or 3 depending on the orientation of corner lots. As few numbers as possible should be duplicated within a subdivision. This can be accomplished by varying the initial number on the street.
- 5.4 At least one number shall be assigned to each intersection road allowance.
- 5.5 Numbering of lots that are on opposite sides of the street and/or on the same side of the street should be consecutive where possible (For exceptions, see Section 5.17). Gapping for curved portions or inside corner locations on a street may be required in certain circumstances.
- 5.6 Should a street change direction, the predominant direction of the street determines which side of the street is assigned odd or even numbers.
- 5.7 Odd and even numbering must not be transposed along a street, regardless of changes in direction.
- 5.8 Numbers along the same side of the street should be consecutive wherever possible.
- 5.9 Half numbers (e.g., 9 ½) and numbers with a suffix (e.g., 9A) are not permitted.
- 5.10 Corner lots are reserved with two numbers. The actual number assigned to that lot will depend upon the location of the driveway access. The unused number remains in reserve in the event the driveway access should change locations through renovation or new construction.

Exception

- 5.10.1 Numbers for a non-residential building on corner lot are assigned according to the lot frontage on which the main entrance to the building is located. Where the main entrance faces the corner, the number will be assigned to the more prominent street. If both streets are of similar prominence, numbers may be assigned along either street, at the discretion of the Township Clerk.
- 5.11 In the case of small courts, properties are numbered in a clockwise direction using a single run of numbers, usually even.
- 5.12 In the case of U-loop streets which involve a reversing of direction, it is policy for the numbering to start from the intersection closest to, or located on, the more important connecting street.
- 5.13 On long cul-de-sac streets the change from odd to even numbering occurs at a point as close as possible to the centre line of the street at the limit of the turning

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- 5.14 Any municipal addressing on private and condominium roads shall follow this policy.
- 5.15 Certain street configurations such as cul-de-sacs on short connector streets, and other anomalies, are assessed on an individual basis.
- 5.16 Municipal addresses are assigned to lots/blocks in a plan of subdivision after draft approval has been granted.
- 5.17 Only the numbers four (4), thirteen (13) and fourteen (14) will be excluded when assigning addressing within the Township.
- 5.18 Numbers on extensions of existing streets should be consistent with the established pattern, and the endpoint checked for duplication.
- 5.19 The general criteria used in assigning street numbers is one (1) number for every 5.35 metres (17.55 feet) of frontage on the subject property.

6 NUMBERING METHODOLOGY

- 6.1 Single-detached Dwellings in fully serviced plans of subdivisions shall be numbered based on a progression of 2 (e.g., 3, 5, 7).
- 6.2 Residential Townhouses shall be numbered in a progression of 2 (e.g. 3, 5, 7).
- 6.3 Estate Residential Subdivisions shall be numbered based on a progression of 10 (e.g., 10, 20, 30).
- 6.4 Rural Residential and Non-Residential lots are given one municipal address number for every 5.35 meters (17.55 feet) of lot frontage. See Section 7 for new and additional address assignments.
- 6.5 Residential Apartment & Condominium Buildings (multiple occupancy buildings) are assigned a single street number. Individual units within such a building are not assigned separate addresses by the Township, but are required to be given numerical identification by the owner in sequential order (e.g., Unit 1, Unit 2).
- 6.6 Commercial, Industrial, and Institutional Sites are assigned a single street number. Multiple buildings within a lot or block are each assigned a separate alpha character by the Township. If there are further units within each separate building, the owner is required to give numerical identification in sequential order for each unit (e.g., 1700 King Road, Building A, Unit 1). For lots at corners, please refer to section 5.10.1 .
- 6.7 Parkland & Open Spaces such as parks, cemeteries or stormwater management ponds shall be assigned a street number based on the following criteria:

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- 6.7.1 The entrance from the same street as the neighbouring community centre;
- 6.7.2 The primary entrance for vehicular access;
- 6.7.3 The entrance which the largest frontage of the park sides on; or
- 6.7.4 The entrance closest to the concentration of outdoor recreation facilities.

6.8 Utilities - Facilities such as pumping stations and hydro substations shall be assigned an address. Addresses are assigned by the primary access point.

6.9 Half numbers (e.g., 9 ½) and numbers with a suffix (e.g., 9A) are not permitted.

7 NEW & ADDITIONAL MUNICIPAL STREET ADDRESS ASSIGNMENTS

7.1 New and additional municipal address assignment requests are submitted to the Clerks Department (FORM-CLK-101) and can be made only by the registered property owner.

7.2 Rural properties, where legally permitted separate secondary residences exist in accordance with Township Zoning By-laws, may request a second municipal address if the following criteria is met:

7.2.1 The secondary residence is occupied; and

7.2.2 A land line is installed, for the purposes of linking to the 911 emergency system.

8 MUNICIPAL STREET ADDRESS CHANGE REQUEST

8.1 A municipal street address change request must be submitted to the Clerks Department (FORM-CLK-100) and may be made only by the registered property owner.

8.2 A municipal street address change would only be permitted when:

8.2.1 An error or omission was made by the Township when assigning numbers to a street; or

8.2.2 King Fire & Emergency Services recommends a change where it feels the level of emergency service response would be improved; or

8.2.3 The municipal street address was assigned prior to the approval of this policy and is not in accordance with Section 5.17, and is further subject to:

a) The change not affecting the abutting registered property owners;

b) A number being available that does not conflict with the criteria in Sections 5 and 6 of this policy;

c) The submission of a completed application (FORM-CLK-100) and the payment of the prescribed fee as set out in the Fees and

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Charges By-law; and

d) The satisfaction of the Township Clerk and Fire Chief.

8.2.4 Exemption Provision: Any address change request not meeting the provisions of this Policy, save and except the criteria and conditions in sections 8.2.3 (a) (b) (c) (d), are to be considered by Council for approval.

8.3 Any costs associated with an address change shall be at the owner's expense.

9 DISPLAY OF MUNICIPAL STREET ADDRESS

9.1 King Township By-law 95-24 deems it mandatory as of June 30, 1995 to display a municipal street address at every improved property to ensure prompt emergency response.

9.2 If the owner or occupant of any building fails to install and maintain a street number sign, the Township may obtain and post the required street number sign, and charge the owner or occupant with the expense incurred, and such expense may be collected in the same manner as taxes.

10 NOTIFICATION

10.1 The Township will notify necessary internal departments, outside agencies, bodies, agents or developers of new, additional or change of municipal address assignments.

11 RELATED DOCUMENTATION

- 11.1 Municipal Street Address Change Request Application FORM-CLK-100
- 11.2 New or Additional Municipal Street Address Request Application FORM-CLK-101
- 11.3 By-law 95-24 - Display of Municipal Address
- 11.4 By-law 2017-93 - Adoption of Municipal Addressing Policy COR-POL-110

12 APPROVAL AUTHORITY

<u>Council</u>	<u>2017-93, 2021-056</u>	<u>Original Signed</u>	<u>2021-05-31</u>
Authority	By-law	Township Clerk	Date

13 REVIEW AND REVISIONS

13.1 This policy was updated by staff report Clerks Division Report Number COR-CLK-2021-004 and further amended by the adoption of By-law 2021-056 being a By-law to amend By-law 2017-93 (Adoption of the Municipal Street Addressing Policy).

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