



PALLISER REGIONAL MUNICIPAL SERVICES (PRMS)

URBAN ADDRESSING MANUAL

Prepared by
GIS Department
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This document is provided to the member municipal share holders of Palliser Regional Municipal Services as a guide for addressing and is not a list of policies or requirements that PRMS or a municipality is bound to.



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1. INTRODUCTION

1.1 Overview

These guidelines contain an addressing manual that sets the internal process for assigning addresses to properties and provides a framework for historical naming of streets.

Assigning numbers to each property provides location identification for the provision of essential public services; most important Emergency Services, but also includes Canada Post, public utilities, and private sector functions. Further, a comprehensive system of civic addresses provides a basic convenience function for the public.

Property numbering and street naming are complementary. The efficiency of a property location system depends upon systematic street naming co-ordinated with systematic property numbering. This manual will deal with the latter system.

1.2 Authority for Numbering

The Municipal Government Act grants municipalities the authority to assign numbers to buildings, parcels and assign road names.

2. DEFINITIONS

Address – a description of the location of a person / organization, as written or printed on mail as directions for delivery or the location at which a particular organization or person may be reached or found;

Address, Assessment Parcel – An address that identifies an area of land described on a tax account. This is often the same as the titled parcel but not always. For example, an area may be under several titles but have only one tax address if a building straddles several titled parcels;

Address, Civic – An address that was approved by the municipal office for use in a land address that is assigned to a parcel of land at the time of subdivision. Often the civic address and the location address are the same, however there may be exceptions subject to developmental issues;

Address, Location – is the physical address, which denotes the actual location of the building or bay / suite;

Address, Mailing – A mailing address may be a civic or location address but could also be a postal box, super mailbox, and/or rural route description. It also may include building names and must include a postal code;

Bareland Condominium Unit – in the case other than that of a building, land that is situated within a parcel and described as a unit in a condominium plan by reference to boundaries governed by monuments placed pursuant to the provisions of the Surveys Act respecting subdivision surveys;

Bay / Suite Number – spaces in multiple tenancy buildings are often given a number or letter to supplement the location address. These identifiers are numeric (i.e. 3, 2145 Summerfield BV SE) If the Bay / Suite is split into two or more, an alpha designation will be applied (i.e. 3a 2145 Summerfield BV SE);

Common Property – Means as much of the parcel as it is not comprised in a unit shown in a condominium plan but does not include land shown on the condominium plan that has been provided for the purposes of roads, public utilities and reserve land under the Municipal Government Act;

Condominium – means a plan registered in a land titles office that complies with section 6 of the Land Titles Act and includes any amendment to a condominium plan referred to in section 14.1 or 15 of the Land Titles Act, any plan or condominium plan, as the case may be relating to development in phases referred to in section 14.2 of the Land Titles Act or any plan or condominium plan, as the case may be, relating to re-division referred to in section 15 of the Land Titles Act that is registered in the land titles office;

Descriptive Plan – A plan filed by description rather than by survey, the Registrar may permit a plan that is not a plan of survey to be registered if the Registrar is satisfied that the circumstances do not justify the preparation of a plan of survey, and has given his prior approval to the plan's being prepared;

Development Permit – means a document authorizing a development, issued by a Development Officer, pursuant to the municipal Land Use Bylaw;

Land Title or Certificate of Title – “Certificate of Title” means the record of the title to land that is maintained by the Registrar at the Land Titles Office;

Public Utility Lot – means land required to be given for public utilities;

Registered Plan of Survey – A plan that is filed by an accredited Alberta Land Surveyor that involves the adjustment of parcel boundaries;

Reserve Lands – means environmental reserve, municipal reserve, school reserve or municipal and school reserve;

Subdivision – means the division of a parcel of land by an instrument. “Subdivide” has a corresponding meaning;

Titled Parcel – A parcel of land as described in a “Certificate of Title”.

3 DISPLAYING NUMBERS

The owner of a property is responsible for causing the number assigned to be displayed in a conspicuous manner:

1. visible from the roadway; and
2. visible from the laneway (should there be one)

No number(s) other than that assigned shall be displayed.

3.1 Guidelines

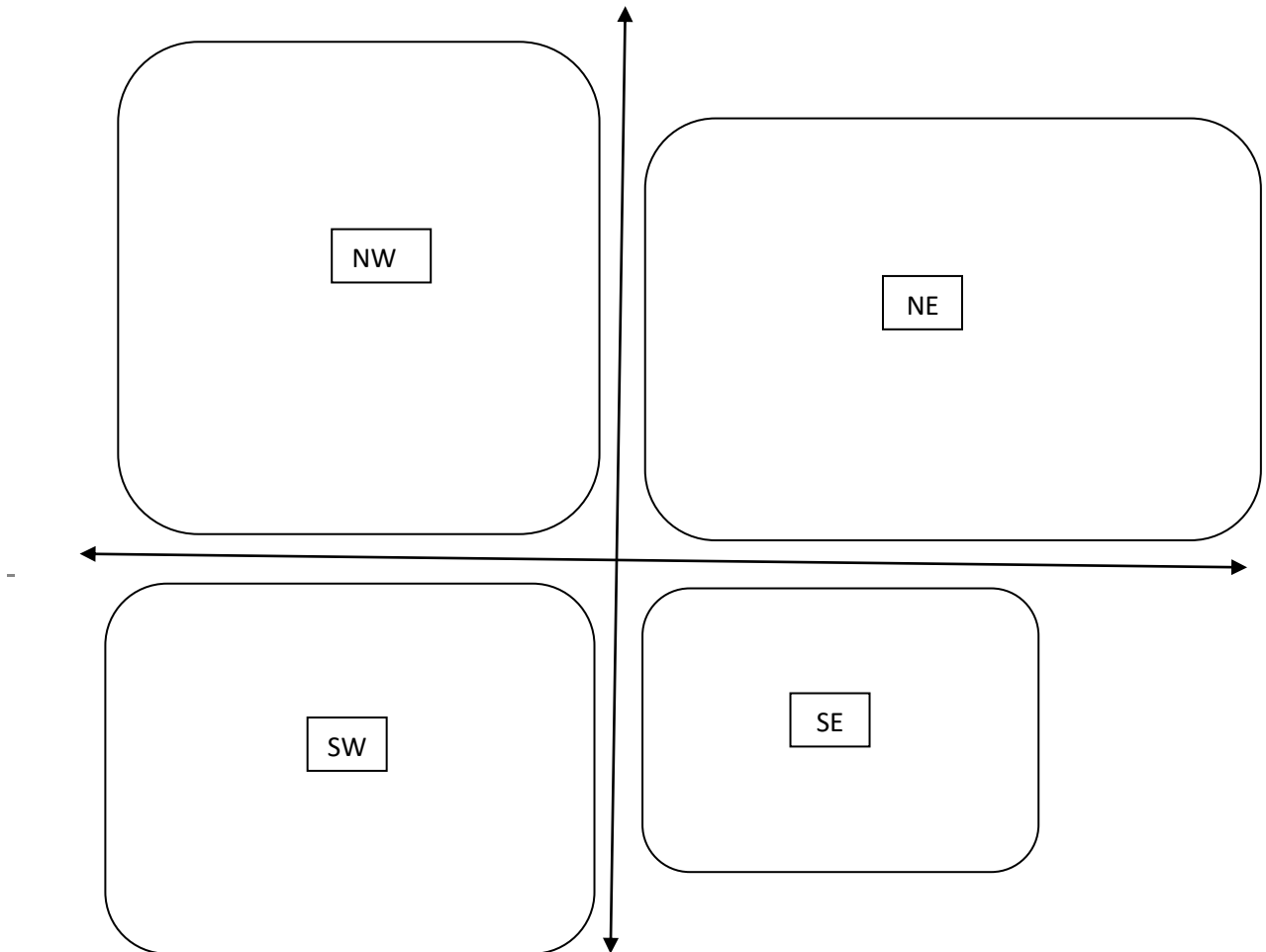
For numbers displayed to be clearly visible, consideration should be given to the qualities of:

1. size of the number(s);
2. style of number(s) and ease with which they may be interpreted;
3. colour of the number(s) and colour of the background upon which the numbers are to be mounted;
4. height at which number(s) are to be mounted;
5. foliage that may obstruct the view of the number(s) from the roadway;
6. Proximity to exterior lighting available for illuminating numeric character(s) at night.

4. QUADRANTS

BOUNDARY SEPARATING NORTH FROM SOUTH AND EAST FROM WEST

Note that most PRMS municipalities are divided into halves and only have an East -West division



5. “HUNDREDS” BLOCK NUMBERING

The area between two streets or two avenues is considered to be a “hundred” block, e.g. between 6 Avenue and 7 Avenue is considered to be the 700 block and all addresses within the block are between 701 and 799. Because streets and avenues straddle quadrant boundaries resulting in the same street or avenue number being found in each quadrant, it is imperative that the address reference its quadrant designation.

Since the 1960’s, new subdivisions do not follow the grid pattern of streets and avenues. However, extrapolating the street or avenue alignment can provide the hundreds block reference. Addressing named roadways using the hundreds block system can provided a grid reference to the main axis.

6. BASIC CONCEPTS AND NUMBERING PRINCIPLES

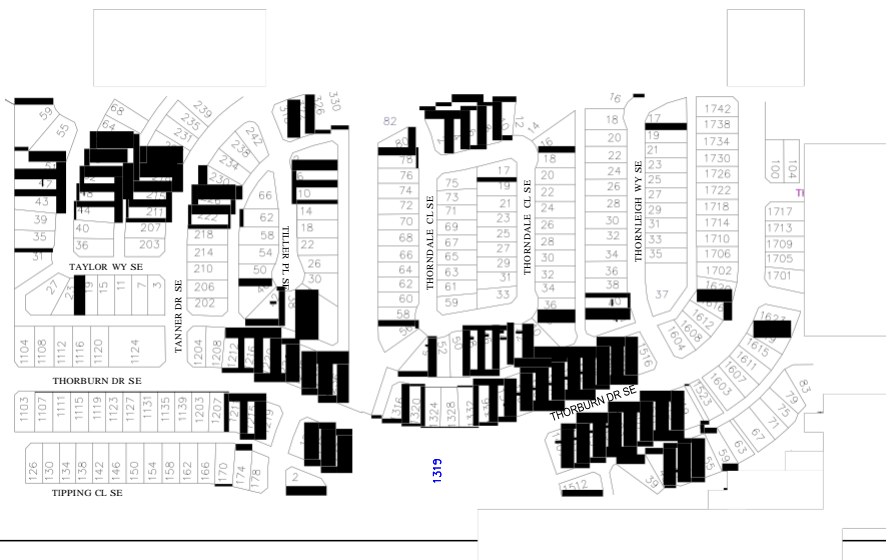
Given the form of development, situations arise where applying the basic principles requires interpretative judgement. In these cases the PRMS subdivision officer and GIS Coordinator can be consulted for assistance.

6.1 Consecutive Numbering

Numbers assigned to properties must be consecutive. Assigning address numbers to properties along one roadway should indicate the incremental distance of a property from either the beginning or end of a roadway. Only one origin and one end should exist for numbers along a roadway. If numbers are out-of-sequence, interpreting an address description is difficult.

6.2 Even / Odd (parity)

Even numbers are assigned to properties on the East and North sides of roadways throughout a municipality; odd numbers are assigned to the West and South sides. At the start of a roadway, this principle is applied in selecting the even and odd sides. Even / Odd intervals should not “jump” across the roadway because the road changes direction. Even and odd numbers should generally “pair-off” across the roadway as closely as possible. i.e. “82” should be opposite “83” or “85” (i.e. as shown below).



6.3 Grid Overlays

A grid overlay is established by numbering imaginary lines consecutively outwards from the axis parallel to them. A block interval is set to ensure uniformity over a municipality. Property numbers are assigned according to the relationship of the property to imaginary (or real) grid lines, as extrapolated from the start point of a roadway.

The use of a grid overlay assures uniformity of numbers on parallel roadways and provides valuable reference information from one roadway to another.

There are several general rules to follow when using a grid overlay:

- a. When choosing the appropriate grid reference for a roadway that makes several directional changes, the most prominent direction of the road shall be used.
- b. If the grid is not applicable, the lowest possible number is used and incremented by 4 (i.e. 2, 6, 10, 14 etc.).
- c. Address increments should be adjusted on curves to maintain parity on straight stretches.
- d. The intersections of grid lines should conform as closely as possible to the intersections of existing roadways so that users can observe a distinct change. Nevertheless, a long block between two streets should divide at a grid line, even if no intersection exists at that point.
- e. The grid overlay is only a reference; its principal purpose is to determine a range of numbers of a particular portion of land in relation to the roadway network and the point of access to the property. There may be times when rigid adherence to the grid is not considered desirable or necessary. Moreover, there may be situations where numbering

to the grid created more confusion than help, particularly where the horizontal and vertical grid lines intersect to create the same hundred block designation.

6.4 Similar Numbering

In subdivisions where many roadways share the same name, locations on these roadways will have different address descriptions by virtue of different street types or different address numbers. However, with the exception of the suite number, there are the only two elements of the address that may differ, the house number and the street type.

While the system of using a single name qualified by a different street type may provide contextual information as to location within a municipality, the street type suffix is often excluded in daily use, creating a multitude of problems. Similar aberrations (e.g. GR is Green but could be Grove), transposition of letters in aberrations (e.g. DR vs. RD) and phonetically similar words (e.g. Way vs. Bay) tend to cause misinterpretation of descriptions. If the numbers used are also similar, the uniqueness of the address is further compromised.

Altering numbering schemes can be of benefit. One approach is to commence numbering different roadways sharing the same name with a different “range” of numbers.

7. ASSIGNING NUMBERS

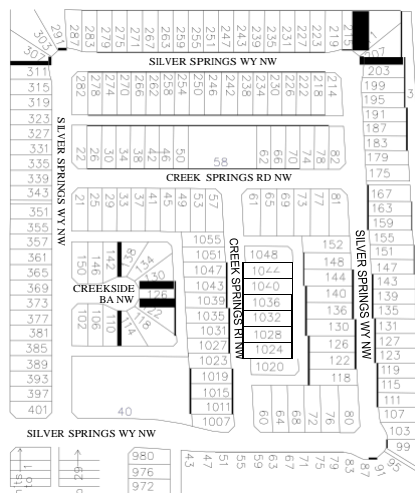
7.1 Introduction

To assign numbers, employ the grid overlay discussed previously and, starting at the grid or base line, allow numbers for each frontage interval. Leave numbers available across roadways, easements, rail lines, streams, etc. to allow for sufficient numbers, should they be subdivided into lots. Numbers are to be assigned for all parcels of land, vacant or built.

When a vacant parcel of land is to be developed, factors such as access to the property/building and type of development (i.e. Single family dwelling, duplex, triplex, strip commercial, industrial, warehouse, etc.) may necessitate amending the address description originally assigned. After determining the point of access to the site, one helpful rule to assign a number is to use the interval number closest to the line, when drawn, that resides perpendicular to the front entrance of the building. Considerations should also be given to future extensions planned for the site/building itself or future plans known for the surroundings roadway network.

7.2 Numbering When Roadway Changes Direction

If a roadway changes direction the principle of consecutive numbering should prevail. It is more important that numbers be consecutive than allocated according to the hundred block.



7.3 Numbering on Diagonal Roadways

The appropriate block (i.e. north/south – street, or east/west – avenue) is determined and applied according to the predominant direction of the roadway.

7.4 Numbering Corner Lots

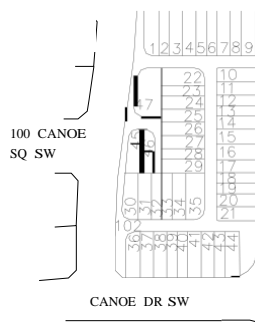
The property address number is generally assigned to the side of the parcel having the shortest frontage. If it is later determined the building faces another roadway, a new number should be assigned.

Dual addresses should be avoided. If a corner building has two entrances which both look like front entrances, consideration should be given to the roadway which is most prominent and the general site layout.

7.5 Numbering Multiple Unit Developments (Multi-family, etc.)

There are several approaches that may be taken in numbering multiple unit developments:

1. A number is assigned to the property where the driveway intersects the main roadway. This becomes the address for all units within the development. Structures within will be numbered as units in a sequential numerical form that provides for ease of use (i.e. Units 1,2,3 203 East Lake RD NE).



2. In a multi-unit development with more than one story, the property address is assigned as noted above, along with the first number in the suit/unit number which is the floor number and the last two numbers are the unit numbers.

7.6 Numbering Multiple Building Developments (Multi-family, etc.)

There are several approaches that may be taken in numbering multiple building developments:

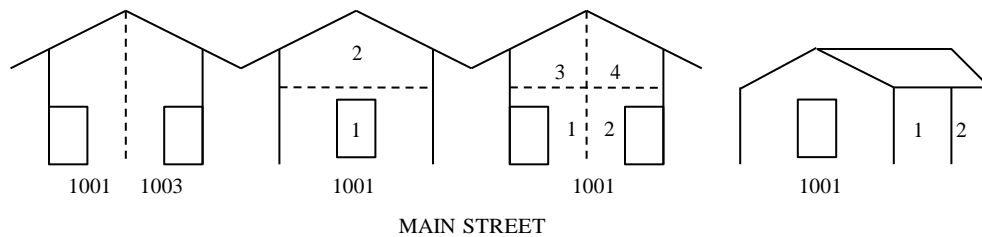
1. A number is assigned to the property where the driveway intersects the main roadway. This becomes the address for all units within the development.
2. In a multi-unit development with more than one building, the building is given a number, then numbered as units in a sequential numerical form that provides for ease of use
3. In a multi-unit development with more than one storey, the first number in the suite number designates the building number, the second number is the floor number and the last two numbers are the unit numbers

7.7 Commercial / Industrial Buildings

1. Each parcel is assigned one civic address, with location addresses and or bay / suite numbers assigned to each retail or commercial unit.
2. Suite numbers are assigned to the building at the time of construction, and are assigned to allow for interior partitioning changes.

7.8 Numbering Duplex/Fourplex buildings

A side by side duplex where each unit has a separate physical entrance, each unit shall have a numerical location separated by an interval of two. An up and down or front and rear duplex shall have one location address and each unit is assigned a suite number. (See diagram below).



7.9 Numbering Rear Buildings / Landlocked Structures

In exceptional cases when parcels with rear dwellings or buildings require numbers, a number qualifier or alpha may be assigned (e.g. 2102 R). This approach should not be used if there is more than one rear structure, if this is the case the building should be numbered in accordance with section 7.6.

If there are rear entrances, or hidden structures, a post should display the number with an appropriate arrowhead, on the path leading to the entrance.

Auxiliary buildings to commercial or industrial sites are not assigned separate numbers unless required/requested by a utility company or Emergency Services.

7.10 Numbering Buildings with Entrances to Multiple Streets

In many cases, buildings have multiple entrances to different roadways. A location number should be assigned based on the most prominent entrance point. Where a more prominent access is not evident the Chief Administrative Officer shall determine, in consultation with the owner, the most appropriate address.

7.11 Numbering Condominiums

Addressing a condominium development is no different than addressing town houses or high rise apartments. Each unit is assigned a number. Wherever possible, units with direct ground access are to be assigned consecutive numbers to the street they front. High rise units are numbered by combining the floor number with a number representing the units' geographic relationship to other units on the same floor.

7.12 Numbering for Consolidations

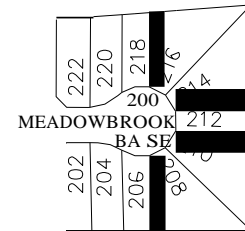
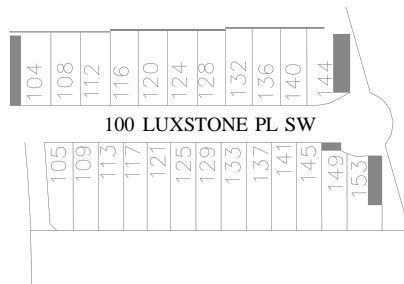
A consolidation is the combining of two or more parcels to form a larger property. Consolidation of parcels occurs when a building or development straddles property boundary lines. When this occurs, new numbers are assigned accordingly as required. Address numbers previously assigned are re-used wherever possible.

7.13 Cul-de-sac Numbering

Numbering properties on Cul-de-sacs other than circle/crescent-shaped roadways is to be handled as follows:

1. Each cul-de-sac is encouraged, but not limited to, have a hundred block qualifier
2. If a hundreds block qualifier is used all parcels must reference that qualifier
3. Cul-de-sacs can be addressed in a clockwise or counter clockwise fashion (depending upon the quadrant the roadway is located).
 - a. Where the hundreds block prefix is an odd number, all addresses are to be odd numbers (incrementing by 4) 205, 209, 213, etc.

- b. Where the hundreds block prefix is an even number, all addresses are to be even numbers (incrementing by 4) 206, 210, 214, etc.
4. Cul-de-sac's that are three lots in length or less will be addressed consecutively (i.e. 2, 6, 10).
 5. Cul-de-sac's that are more than 3 lots in length will be using odd/even parity opposite of each other (see diagram).



7.14 Alphabetic Qualifiers (house number alphas)

While provision is made for house number alphabetic qualifiers (i.e. 6907A), use of them is discouraged. Canada Post indicated that alphabetic qualifiers tend to be “dropped” by users, resulting in duplications.

8. REQUEST TO CHANGE AN EXISTING NUMBER

A property owner may request to change a property number but must provide adequate justification as to the necessity of such a request. A fee can be paid by the property owner if established by Resolution of Council.

The change will be reported to the PRMS GIS Coordinator via email.