

# MUNICIPALITY OF THE DISTRICT OF ARGYLE

## BY-LAW #39

### CIVIC ADDRESSING SIGNAGE BY-LAW

1. This By-Law is entitled the “Civic Addressing Signage 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 or the posting of street names on private roads or which may specify standards with respect to the posting of civic numbers or street names.

#### DEFINITIONS

3. In this By-Law:
  - 3.1. **“Civic Address”** provides a way to uniquely identify a location by a civic number, road names and community names.
  - 3.2. **“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;
  - 3.3. **“Civic Addressing Coordinator”** means the GIS Technician unless some other person has been appointed by the Chief Administrative Officer or Council to administer this By-Law;
  - 3.4. **“Civic Number”** means the number that forms part of the civic address assigned to a lot or building by this By-Law or by the Civic Addressing Coordinator;
  - 3.5. **“Owner”** has the same meaning as the owner of property in the Municipal Government Act or successor legislation from time to time;
  - 3.6. **“Private Road”** means any named street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a street as defined in subsection (3.6) and is included in the Nova Scotia Civic Address File (NSCAF);
  - 3.7. **“Street”** means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Municipality or any other municipality including a public highway;

3.8. “**Municipality**” means the Municipality of the District of Argyle.

## **CIVIC NUMBERING**

4. A civic address that was assigned to a lot or building on the date of first reading of this By-Law is hereby assigned to that lot or building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.
5. In the case where a demolition permit is issued for a structure with an associated civic address, the development officer/building inspector and/or the civic addressing coordinator will determine if the civic should be retired or if it should remain based on conversations with the permit applicant.
6. The Civic Addressing Coordinator shall be responsible for the further assigning of civic addresses to lots or buildings and shall maintain the Nova Scotia Civic Address File (NSCAF) civic addresses assigned by the Municipality.
  - 5.1 The Civic Addressing Coordinator may assign civic addresses to lots or buildings at a permanent physical location of human activity that is potentially accessible by emergency vehicles.
  - 5.2 The Civic Addressing Coordinator is not obliged to assign civic addresses to undeveloped lots and may assign more than one civic number to a lot.
  - 5.3 The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic addresses where reasonably necessary to avoid potentially confusing numbering discontinuities or irregularities and to assure an adequate supply of civic addresses 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.

## **SIGNAGE**

8. The owner of a lot or building with an assigned civic address (s) shall keep posted and maintain on the lot or building, the assigned civic number (s) in the following manner:
  - 8.1. civic numbers shall be posted in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the street or private road upon which the lot or building is accessed from and from all points in at least 15 metres in either direction from that place, except that an intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction for purposes of this subsection;
  - 8.2. civic numbers shall be double sided and face perpendicular the street or private road

upon which the lot or building is accessed from and which forms part of the civic address for the lot or building.

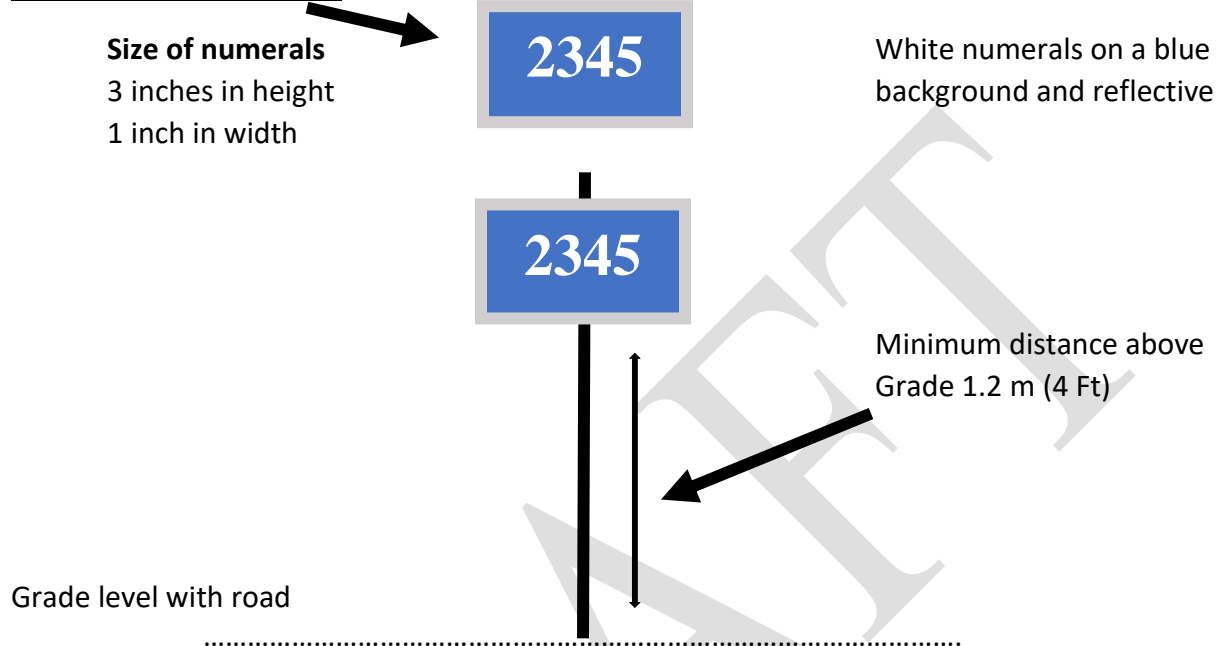
- 8.3. civic numbers shall be in Arabic numerals;
- 8.4. the bottom of the numerals shall be a minimum of 1.2 meters above grade;
- 8.5. the numerals shall be white in color against a blue reflective background;
9. The dimensions of the numerals shall not be less than 3 inches in height and 1 inch in width;
10. The owner of the property is permitted to post additional signs displaying the assigned civic number provided that the assigned civic number is also posted pursuant to this By-Law and that the additional or duplicate posting does not hinder the viewing of the civic number signage pursuant to this By-Law. No person shall post or permit to be posted a number that could reasonably be confused with the civic number as determined by the Civic Addressing Coordinator.
11. The reflective civic number sign must be obtained through the Municipality and shall be at no cost to the owner.
12. The owner will be billed for the cost of the post if a post is required. The post does not have to be obtained through the Municipality, but shall be consistent with the regulations and visibility requirements included in this By-law. (See Schedule A).
13. The Municipality and property owner shall refer to the most recent version of the Nova Scotia Civic Address Users Guide for further guidance on civic signage not addressed in this by-law.
14. In the event that a building is located more than 6 metres of the closest edge of the traveled portion of the principal street or private road upon which the building or lot has its principle access is situated, the civic number shall be posted on a gatepost, signpost or other structure on the lot on which the building is situated, excluding a utility pole for electrical, telephone or other utility service, on the same side of the road, and at least 3.5 metres from the closest edge of the traveled portion of the street or private road upon which the building or lot is principally accessed from.
15. Where a private driveway has multiple buildings with different civic numbers, the civic numbers must be displayed as described above. The civic numbers must also be displayed for each individual building or lot (See Schedule B).
16. Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers to vary from the standards contained in the By-Law, with or without conditions, when:

- 16.1. compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
  - 16.2. compliance would not as effectively meet the objectives of this By-Law as an alternative approach.
  - 16.3. 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.
17. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the By-Law Enforcement Officer, may:
- 17.1. prepare a notice in writing to an owner to undertake remedial action including but not limited to the posting or re-posting of a civic number on a building or lot or the erection of signage for a private road;
  - 17.2. serve the notice upon an owner, by which notice shall be deemed to have been sufficiently served if posted on the owner's building or lot;
  - 17.3. if the remedial action has not been undertaken or completed within 30 days, the By-Law Enforcement Officer may enter upon the private property of an 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.
18. 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 One Hundred Dollars (\$100.00) and not more than Five Hundred Dollars (\$500.00).

<b>Chief Administrative Officer's Annotation for Official By-Law Book</b>	
Date of First Reading	
Date of Advertisement of Notice of Intent to Consider	
Date of Second Reading	
Date of Advertisement of Passage of By-Law	
Date of Mailing to Minister a Certified Copy of By-Law	
Effective Date of By-Law	
I certify that this Civic Addressing Signage By-Law #39 was adopted by Council and published as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

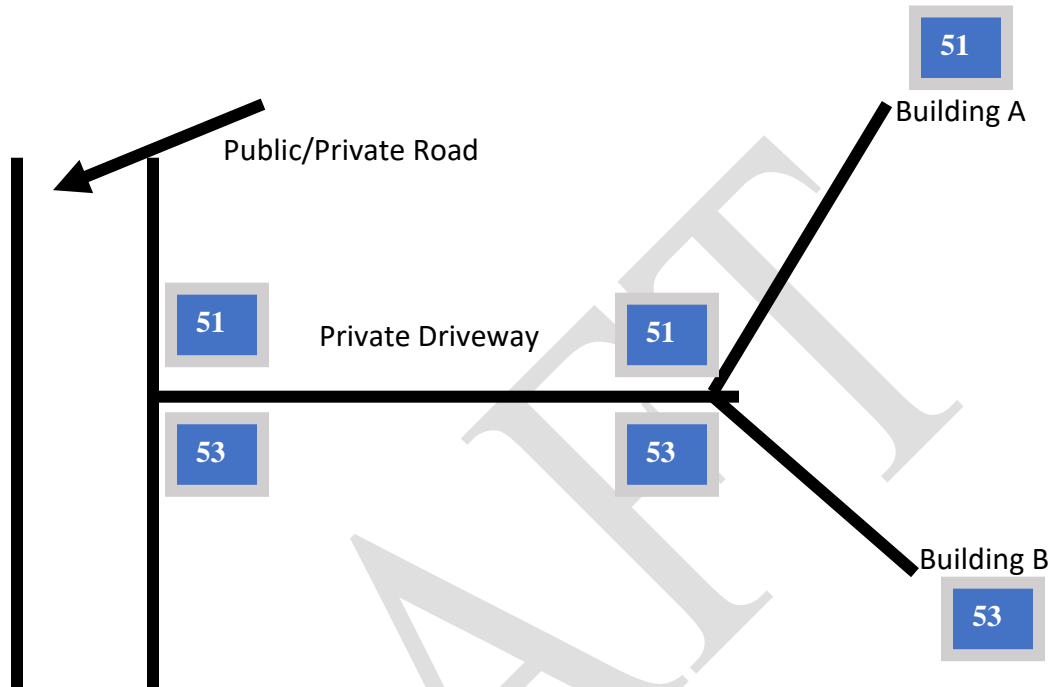
## Schedule A

### Posting of Civic Numbers



- Civic numbers shall be posted in a location and in a manner so that they can be clearly seen from both directions at least 15 metres of the road .
- Civic numbers shall be posted on the same side of the road for which the civic number was assigned.
- Civic numbers shall be displayed horizontally using standard Arabic numerals, (0, 1, 2, 3, 4, 5, 6, 7, 8, & 9) left to right.
- The size of the civic numbers shall be 3 inches in height and 1 inch in width.
- The color of the numbers shall be white on a blue background and reflective.
- The bottom of the numerals shall be located at an elevation of 1.2 metres above grade level with the road.
- In the event that the building is located within 6 metres from the closest edge of the traveled portion of the road, the civic number may be posted on the building or lot provided it is visible from both directions, placed on the same side of the road and at least 3.5 meters from the closest edge of the traveled portion of the street or private road upon which the building is situated.

## Schedule B



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- All civic numbers must be displayed where the public/private road meets the private driveway
  - All civic numbers must be displayed where the private driveway branches off to the individual buildings or lots
  - The civic numbers should be displayed on each building or lot