



TOWN OF BLACK DIAMOND PROCEDURE

Procedure #: DEV-032
PROCEDURE TITLE: Assigning of Civic Addressing
Approval Date: March 18, 2020
Revisions
Revision Date:
Department: Planning & Development

1. General Guidelines

A civic address will be assigned by the Chief Administrative Officer (CAO), or their delegate, through the Subdivision and/or Development process; through a Civic Addressing Application; or at the discretion of the CAO.

- 1.1. Parcels and/or Buildings shall be assigned an Address Number as part of the subdivision and/or development process that approves the subdivision and/or Building.
- 1.2. Address Numbers shall be assigned in accordance with the Addressing Reference Manual, Appendix A.
- 1.3. Applications to change an Address Number shall be reviewed by the Town in accordance with the Addressing Reference Manual, Appendix A.
- 1.4. New addresses and changes of civic address shall be entered into municipal databases in a timely and accurate manner. These municipal databases include:
 - 1.4.1. The General Tax Roll (Muniware)
 - 1.4.2. Civic Address Map
- 1.5. New addresses and changes of civic address should be circulated to all appropriate municipal departments, including:
 - 1.5.1. Finance
 - 1.5.2. Emergency Services
 - 1.5.3. Protective Services
 - 1.5.4. Public Works
 - 1.5.5. Assessment
 - 1.5.6. Parks and Recreation
 - 1.5.7. GIS Service Provider



1.6. New addresses and changes of address should be circulated to external agencies, utilities and service providers, including:

- 1.6.1. Fortis Alberta Inc.
- 1.6.2. Atco Gas
- 1.6.3. Telus
- 1.6.4. Persona Communications
- 1.6.5. Canada Post
- 1.6.6. Alberta Municipal Data Sharing Partnership

2. **Appendices**

- 2.1. Appendix A - Addressing Reference Manual
- 2.2. Appendix B - Change of Civic Address Application Form

3. **End of Procedure**

APPROVAL



Sharlene Brown, CAO

31 / 03 / 2020
Date

REVIEW

Procedure reviewed, no changes required:

CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
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Appendix A - Addressing Reference Manual



DEV-032 Procedure
Assigning of Civic Addressing

Appendix B - Change of Civic Address Application Form

Appendix A
Parcel and Building Numbering Reference Manual

Scope:

These Guidelines apply to the numbering of all registered parcels of land (whether vacant or occupied by a structure) and structures in the Town of Black Diamond.

Standard Operating Guidelines:

Numbering Principles

1. Quadrants

The Town is divided into 4 quadrants: North West (NW), North East (NE), South West (SW), and South East (SE).

The boundary separating north from south is the centerline of Centre Avenue (runs east-west along the Township Road 20-2 road allowance).

The boundary separating east from west is the centerline of Government Road (runs north-south along the Range Road 02-4 road allowance).

2. “Hundreds” Block Numbering

Historically the Town of Black Diamond was laid out in an urban grid street pattern of north-south streets and east-west avenues. Lots were numbered with even numbers on the north side of avenues and east side of streets. Numbering increased as development progressed outward from the central point.

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 700 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 (ie. NE, NW, SE, or SW).

In recent decades new subdivisions have not followed 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.

3. Grid Overlays

The block method of numbering is based primarily on a roadway layout of perpendicular and parallel roadways. Although recent subdivisions have not followed the urban grid layout, the use of a grid overlay helps facilitate “block” numbering.

A grid overlay is established by numbering imaginary lines consecutively outwards from the central point. A block interval is set to ensure uniformity throughout the Town. Property numbers are assigned according to the relationship of the property to imaginary (or real) grid lines, as extrapolated from the central point.

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

The grid shall consist of north/south streets and east/west avenues, based on a spacing of approximately 134m from road centerline to road centerline, resulting in 6 streets and avenues per quarter section.

When choosing the appropriate grid reference for a roadway that makes several directional changes, the most prominent direction of the road shall be used.

When applying the grid as a basis for numbering buildings, a 'hundred block' shall be assigned and numbering shall proceed from the lowest possible number and increase in increments of 2 for every 7.5m of property frontage.

- For example, if a parcel is 15m wide, the number assigned to the adjacent parcel should increase by an increment of 4.
- For example, if a parcel is 60m wide, the number assigned to the adjacent parcel should increase by an increment of 16.

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.

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

4. Consecutive Numbering

Numbers assigned to properties are to be consecutive, even if the Road changes direction or is on a diagonal. The act of assigning numbers to parcels is, in effect, the act of indicating the incremental distance of a property from the origin, or end, or the Road along that Road. Only one origin and one destination should exist for numbers along a road. If numbers are out-of-sequence, interpreting an address description is impaired.



5. Even/Odd (Parity)

Even numbered integers are assigned to property on the east and north sides of the roads throughout the town. This principle should also be adhered to if the road changes direction; numbers should not "jump" across the roadway because the roadway changes direction. Even and odd integers should "pair-off" across the road as closely as possible (e.g. "16" should be opposite "15" or "17").



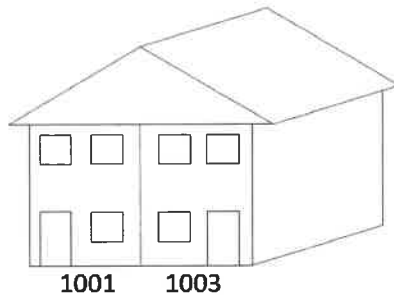
6. Uniform Numbering Intervals

Property numbering shall proceed from the lowest possible number and increase in increments of 2 for every 7.5m of property frontage, as this is anticipated to be the minimum width for any future division of property within the Town.

Numbering Different Types of Structures

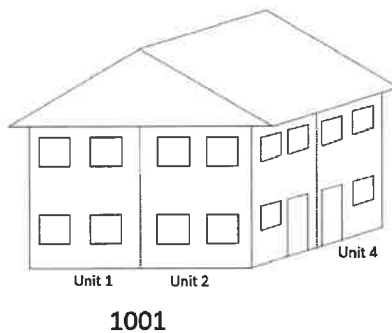
7. Numbering Semi-Detached Structures

Separate numbers should be assigned to the entrances of a semi-detached structure (side by side facing the street).



8. Number Up/Down Structures, Triplexes, and Fourplexes

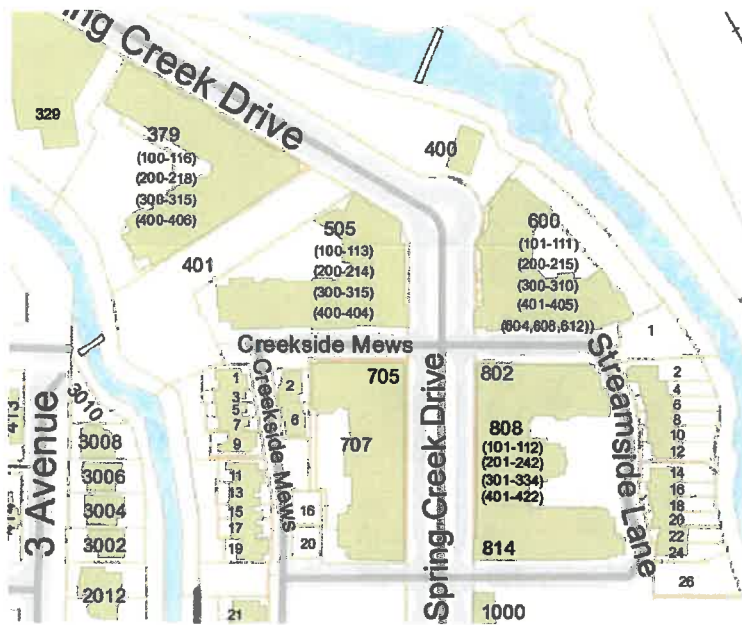
The building shall be assigned one location address and each unit be assigned a suite number (e.g. #2, 303 3rd St. NE)



9. Numbering Multiple Units within a Building (Apartments, Townhouses, Strip Shopping Centers, Light Industrial Complexes)

A number is assigned to the property where the driveway intersects the main roadway. This becomes the address for the building. Units within the building will be numbered with the first digit corresponding to the floor number, and the last 2 digits corresponding to the unit number (i.e. the address 202, 404 1st Ave SE refers to the second unit on the second floor of a building located at 404 1st Ave SE).

In commercial and industrial multi-unit buildings, numbers are assigned to allow for interior partitioning changes.

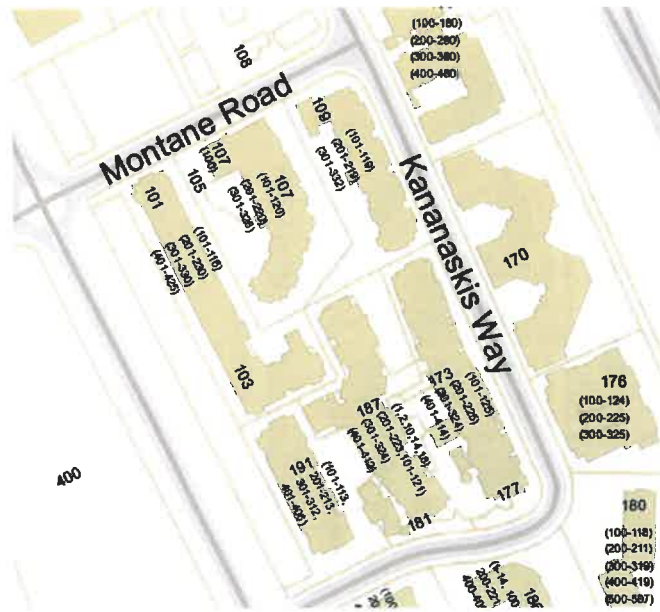


10. Numbering for Multi-Building Complexes

A unique street address is assigned to each of the buildings within the development (i.e. in a development containing 3 apartment buildings that each share a common access to a public street, each building will be numbered in sequence. The numbers will be assigned to the buildings based on where the main driveway intersects the main roadway. If the driveway is located at 404 1st Ave SE, the buildings could be addressed as 400, 404, and 408 1st Ave SE. Units inside the buildings would be addressed as per section 12 above).

Signage identifying the number of each building within the development shall be displayed at the driveway access from the public street.

Suite numbers for non-residential uses should be assigned to allow for interior partitioning changes.



11. Numbering Buildings with Entrances to Multiple Streets

In some 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 Town shall determine, in consultation with the owner, the most appropriate address.

12. Numbering Accessory Dwellings

An accessory dwelling is assigned the same number as the principal building with an alpha qualifier (e.g. 317a 1st Ave SW). If there are rear entrances or hidden structures (e.g. a suite above a detached rear garage), a post should display the number with an appropriate arrowhead, on the path leading to the entrance.

13. Numbering Non-Residential Rear Structures or Entrances

Accessory buildings to commercial or industrial sites are not assigned separate numbers unless required/requested by either the owner or a third party (e.g. Fire Department,).

For parcels with a rear structure or a structure with a rear entrance requiring a separate address, an alpha qualifier or unit number can be used. This approach should not be used if there is more than one rear structure or rear entrance.

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.

Numbering on Different Types of Roads

14. Numbering Corner Lots

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

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

15. Numbering on Circle and Crescent-shaped Roads

There are typically more parcels on the outside of a circle/crescent shaped roadway than on the inside. Consecutive numbers (even or odd) should be assigned in the regular manner first to the side of the road having the greatest number of individual properties fronting along the road, then the other. When undertaking the numbering of the side with fewer properties, attention must be given to "pairing-off" numbers across the roadway. The break in numbering to achieve this numeric correspondence is best taken at corners, reserve parcels, street intersections, laneways or tot lots.

When numbering to blockfaces of circle/crescent-shaped roadways, numbers should not "cross" the roadway to maintain even numbers on north and east blockfaces and vice versa. Rather, determine whether the blockface is predominantly north, west, etc. and maintain the allocation for the entire length of the roadway.

In numbering circle/crescent shaped roads, there must be only one start point (origin) and one end point (destination). The start point should be established at the most prominent point of entry.

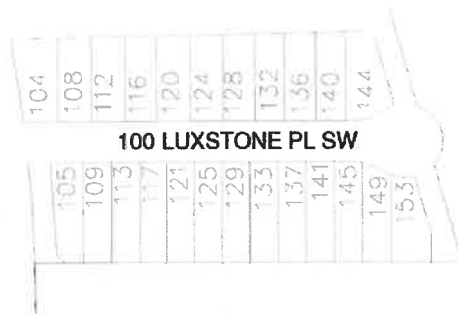


16. Numbering on Cul-de-Sac

Cul-de-sacs should be individually named and not named with a block prefix (e.g. 100, 200, 300 Riverwood Place would not be acceptable).

Cul-de-sac's that have a combined total of less than 12 lots will be addressed consecutively. Parcels are assigned numbers starting at the right and progressing in a circular direction (i.e. numbers do not alternate between parcels on opposite sides of the cul- de-sac).

Cul-de-sac's that have 12 or more lots will be addressed using odd/even parity opposite of each other.



Numbering Parcels

17. Assigning Addressing for Un-subdivided or Un-developed Parcels

Addresses for un-developed or un-subdivided parcels within the Town's boundaries are to be assigned on a temporary basis at such time as any land is annexed into the Town.

18. Numbering for Consolidations of Parcels

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

19. Changes to Parcel Numbering

An application to change the address numbering of one or more parcels, where the changes are not subject to subdivision or development approval, shall be subject to review by the Chief Administrative Officer or their designated authority. A fee shall be payable (as determined by Council in the current Fee Schedule) at time of application.



TOWN OF BLACK DIAMOND CHANGE OF CIVIC ADDRESS APPLICATION

I/We hereby make application for a Municipal Address Change under the provisions of the Civic Addressing Bylaw 2020-04 in accordance with supporting information and any plans submitted herewith which form part of this application.

MA # _____ Roll # _____ Date Received: _____

Fee: \$ _____

Applicant: _____ **Company (if applicable):** _____

Applicant Mailing Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Current Civic Address: _____

Proposed Civic Address: _____

Legal Description: Lot(s): _____ **Block:** _____ **Plan (Quarter Section):** _____

Reason for Request: _____

Upon receipt of this completed application, fee and any required background or accompanying material, the Town has up to 20 days to process the application, during which time the Town may refer to other agencies and may exercise their discretion to either approve or refuse the application.

The personal information on this application is collected under the authority of the Alberta Municipal Government Act, the Freedom of Information and Protection of Privacy Act (FOIP). It will be used to communicate with the applicant during the application review and site inspection processes. As part of the review process, it will be circulated as needed to relevant Town Business Services, Provincial and Federal Agencies, Utility Companies.

The applicant's name and the nature of the permit will be publicly available, in accordance with the FOIP Act. Should you have any questions or concerns regarding the collection of this information, please contact the FOIP Coordinator at 403.933.4348.

Application Signature

I, _____ am the applicant and warrant to the Town of
(print name)

Black Diamond that the information contained in this application and supporting documentation submitted with this application are true and correct.

Applicant _____ Date _____
(signature)

Registered Owner (to be completed if applicant is not the registered owner)

I, _____ hereby certify that I am the Registered Owner
(print name)

of the property described herein and do authorize the use of the land as set out in this permit application.

Applicant _____ Date _____
(signature)

Freedom of Information

I understand that this application and accompanying information is public record that is accessible by the public. Upon request to the Town this application and file documentation will be made available for viewing.

Applicant's Signature

DECISION

Date of Decision _____ Notice Date (If Applicable) _____

Approved Subject to attached condition(s). Refused for the attached reason(s).

Date of Issuance of Development Permit _____

Designated Officer _____

APPLICATION REQUIREMENTS

An application for a Change of Civic Addressing shall be completed and submitted to the Town on the prescribed form signed by the owner or authorized agent and accompanied by the following minimum information. The following information is necessary to facilitate a thorough evaluation and timely decision on your application. Please ensure all materials submitted are clear, legible, and precise. Please include the information when submitting your application.

Completed by Applicant	Office Use Only	Required Items
		Completed Application Form
		Fee prescribed in fee schedule
		A Letter of Authorization or signed certification on the attached form from the registered owner of the property, if the applicant is not the owner
		If the change involves a multi-unit building or multi-building site, a site/building plan showing the individual building units (preferably without dimensions). The plan can be submitted electronically in .pdf format or hard copy

