
Town of Stellarton

Civic Addressing By-Law # 45

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 or the posting of *street* names on *private roads* or which may specify standards in respect of the posting of *civic numbers* or *street* names.
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) “*Civic Addressing Coordinator*” means the Civic Addressing Coordinator appointed by the *Town* to administer this By-Law;
 - (3) “*civic number*” means the number assigned to a lot or *building* by this By-Law or by the *Civic Addressing Coordinator*;
 - (4) “*owner*” has the same meaning as the owner of property in the *Municipal Government Act* or successor legislation from time to time;
 - (5) “*private road*” means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a *street* as defined in subsection (6) and which serves as a principal vehicular access to three or more dwelling units or *buildings*;
 - (6) “*street*” means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of

Nova Scotia, the *Town* or any other municipality including a public highway;

- (7) “*Town*” means the Town of Stellarton, a body corporate duly established under the *Municipal Government Act of Nova Scotia, RSNS, 1998*;
4. A *civic number* that was posted on a lot or *building* or that was customarily in use as a mailing address for 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. 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 *Town*. The *Civic Addressing Coordinator* may assign *civic numbers* to lots or *buildings* for which subdivision approval, or a development or *building* permit is sought or obtained. The *Civic Addressing Coordinator* is not obliged to assign *civic numbers* to 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 shall keep posted on the lot or *building* the assigned *civic number* in the following manner:
 - (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 principal *street* or *private road* upon which the lot or *building* is situated or from which it has access, and from all points in at least 10 metres (30’) 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;

- (2) *civic numbers* shall face towards the *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* except that double-sided signage may be used, in which event the *civic number* shall be on both sides of the sign and perpendicular to the *street* or *private road*;
- (3) *civic numbers* shall be in Arabic numerals;
- (4) the bottom of the numerals shall be a minimum of 1.2 metres (4') above grade;
- (5) the colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- (6) the height of the numerals shall not be less than the following dimensions for the specified viewing distances measured from the place where the *civic number* is posted to the closest edge on the traveled portion of the principal *street* or *private road* upon which the lot or *building* is situated:
 - (a) viewing distance of 30 metres (100') or less: minimum numeral height of 100 millimetres (4");
 - (b) viewing distance of more than 30 metres (100'): minimum numeral height of 200 millimetres (8");
- (7) where the viewing distance measured from the place where the *civic number* is posted to the closest edge of the traveled portion of the principal *street* or *private road* upon which the lot or *building* is situated is 15 metres (50') or more, the sign shall be artificially illuminated at night to be visible from the *street* or road, except if there is no electrical service to the lot or *building*;
- (8) in the event that:

- (a) a *building* is not located within 90 metres (300') of the closest edge of the traveled portion of the principal *street* or *private road* upon which the *building* is situated;
- (b) the view of the *civic number* would be obstructed if it were posted on the *building*; or
- (c) for any other reason an *owner* does not post the *civic number* on the *building*;

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 (11.5') from the closest edge of the traveled portion of the *street* or *private road* upon which the *building* is situated.

9. The *owner(s)* of a *private road* which intersects a *street* shall take the following steps to erect and maintain a sign identifying the *private road* by name:
- (1) obtain from the *Civic Addressing Coordinator* the name assigned to the *private road* by the *Town*, and if no name has been assigned, request the *Town* to assign a name;
 - (2) apply for, and use best efforts to obtain, permission to erect an identifying sign and a signpost from any person or regulatory authority whose permission is required by law to erect an identifying sign and a signpost;
 - (3) where permission is obtained in accordance with subsection (2), erect, maintain in good condition, and replace as necessary, a sign and signpost at the intersection of the *private road* and the *street* in a manner consistent with any conditions attached to such permission and other lawful requirements, and, except to the extent of any inconsistency with such conditions or other lawful requirements, in accordance with Provincial and Municipal street sign standards.

10. Upon application by an owner, the *Civic Addressing Coordinator* may provide written authorization for signage for *civic numbers* or *street* names to vary from the standards contained in the By-Law, with or without conditions, when:
- (1) compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
 - (2) compliance would not as effectively meet the objectives of this By-Law as an alternative approach.

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.

11. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the *Town*, may:
- (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*;
 - (2) serve the notice upon an *owner*, which notice shall be deemed to have been sufficiently served if posted on the *owner's building*, lot or property;
 - (3) if the remedial action has not been undertaken or completed within fourteen (14) days, the *Town* 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.

12. 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) and not more than Five Hundred Dollars (\$500) and to imprisonment of not more than thirty (30) days in default of payment thereof.

13. Any person who contravenes section (8) of this By-Law and who is given notice of the contravention may pay to the *Town*, at the place specified in the notice, the sum of One Hundred Dollars (\$100) within fourteen (14) days of the date of the notice and shall thereby avoid prosecution for that contravention.
14. The effective date of this By-Law is _____, **2005**.

Clerk's Annotation For Official By-Law Book

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:

Joyce Eaton, Town Clerk

I certify that this CIVIC ADDRESSING BY-LAW was adopted by Council and published as indicated above.