



POLICY MANUAL

POLICY TITLE: Addressing Policy	POLICY #: 6400-040
AUTHORITY: Administrative	EFFECTIVE DATE: January 20, 2015
	REVIEW SCHEDULE: 2 – 3 years
ISSUED BY: Director of Development Services	APPROVED BY: Council C-12-15
DATE ISSUED: January 20, 2015	DATE APPROVED: January 20, 2015

PURPOSE: To describe the policy for accurately and consistently addressing lots within the Town of View Royal while maintaining a high level of public service for residents and businesses.

DEFINITIONS: “Civic Address” means the legal address assigned to a lot by the Town.

“Lot” means any parcel, block or other area in which real property is held or into which real property is subdivided but does not include a street or portion thereof.

“Street” means any road, lane, bridge, viaduct and any other way open to the use of the public or as common strata property but does not include a private right-of-way on private property in a fee simple configuration.

“Street Address” means the number posted on a dwelling that reflects the civic address of the lot, or, in the case of multiple buildings on a lot, the building’s address.

POLICY:

1.0 Civic addressing must be assigned in a logical, consistent order which upholds community legibility, promotes effective wayfinding, minimizes Fire and Emergency Medical Services response times, and generally acts in the public interest.

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PROCEDURES:

When staff are assigning an address the following guidelines are considered:

- 1.1 Lots are assigned a civic address which corresponds to the driveway crossing or other dominant access rather than the front lot line.
- 1.2 Lots are to be addressed logically and sequentially according to context.
- 1.3 Where possible, civic addressing will take into account numerical space for future infill development.
- 1.4 All lots should have a legible, conspicuous and unobstructed street address posted on the lot which is be visible from the street.
- 1.5 The posted street address on the lot should be as close to the entrance or access as possible.

POLICY:

- 2.0 Changes of address should be performed with customer service, public consultation and the public good in mind.

PROCEDURES:

In preparing for assigning a new address or changing an existing address staff will:

- 2.1 Issue two months' notice in writing to the lot owner and affected agencies such as the CRD, utility providers etc. in the case of a Town-initiated address change.
- 2.2 Clearly indicate the reasoning behind the change of address in both written and verbal correspondence.
- 2.3 Correspond with Canada Post to ensure a smooth transition.
- 2.4 Not change addresses during active permitting or other applications processes (rezoning, subdivision etc), but rather do so once they are complete.

ATTACHMENTS: This is left intentionally blank.

DISTRIBUTION: Electronic file Y:\Administration\0340 \50 \Policies - Final\6400 – Planning and Town of View Royal website.

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