



<b>Section: Public Works</b>	<b>Policy Number: IPW-13-12</b>
<b>Sub-section: Roads</b>	<b>Effective Date: December 3<sup>rd</sup>, 2012</b>
<b>Subject: Civic Addressing</b>	<b>Revision Date: December 17<sup>th</sup>, 2012</b>

## **CIVIC ADDRESSING POLICY**

**Purpose:** To set a civic addressing policy and rates for the numbering of buildings along highways, for erecting property numbering sign blades and parts or for affixing numbers to the buildings.

**Policy:**

The Municipal Act, R.S.O. 1990 Chapter M.45, Section 210, Subsection 113, as amended, provides that By-laws may be passed for numbering the buildings and lots along any highway, beach, park, reserve or any other property in the Municipality that it is considered necessary to number by Council, and for affixing numbers to the buildings and for charging the owner with the expense incident to the numbering of the lot or property;

The Municipality of West Grey will enact as follows:

1. That a municipal civic addressing system be established to provide a property identification which will assist emergency and delivery service;
2. That the addresses provided in the Municipality of West Grey Civic Addressing List, as prepared by the County of Grey for the Municipality of West Grey as amended from time to time, are hereby formally adopted as the civic addressing for the Municipality of West Grey;
3. That updates and revisions may be made to the said Municipality of West Grey Municipal Civic Addressing Booklets as prepared by the County of Grey for the Municipality of West Grey after the date of the passing of this By-law by formal resolution of the Council of the Municipality of West Grey from time to time;
4. That Council may, at its option and by formal Resolution, charge the owner of each affected property with the expenditure incident to the numbering of the property or building;
5. That such expense may be collected in the same manner as taxes, or along with building permit fees;
6. That upon application for building permit for a new structure on a vacant lot the sign fee would be collected along with the building permit fee;
7. That no person excepting an employee of the Municipality of West Grey as authorized, shall remove a property identification plate once it is posted;
8. That the property owner/tenant shall be responsible for the maintenance of the property sign and that it remains visible for vehicles travelling on their addressed road.

9. That all owners of land and buildings are required to comply to the provision of this By-law;
10. That no tow lots or properties on a highway of the same name shall be designated with the same number;
11. That only property identification sign blades or numbers, or mounting posts approved from time to time by the Council of the Municipality of West Grey and distributed through the Municipality of West Grey may be erected on properties or buildings within the Municipality of West Grey;
12. That the numbering procedures for the rural areas of the Municipality of West Grey shall be in accordance with the number pattern for the Municipality of West Grey;
13. That the numbering procedures for urban areas and small hamlets shall be in accordance with the number pattern for the Municipality of West Grey;

#### Sign and Post Material

##### Rural:

Property signs are made of aluminum, each being 5 inches x 20 inches x 0.063 inches with a minimum yield 23ksi. Each sign has “engineer grade” green reflective material applied on both sides with the rural number also applied on both sides with “engineer grade” reflective white material. Replacement signs and posts can be obtained from the Municipality of West Grey

Property posts consist of steel, mini U-channel posts varying in lengths to conform to height requirements.

##### Urban:

Property signs may be made of brass or other durable material and must be 4 inches or greater in height so it is visible by vehicles travelling on the road which is used to access the property.



**MUNICIPALITY OF WEST GREY  
CIVIC ADDRESSING (9-1-1) SIGN ORDER FORM**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**LOT & CONC.:** \_\_\_\_\_

**PHONE NO.:** \_\_\_\_\_ **ROLL NO.:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

The cost of administration and installation of the civic addressing sign and post, to be completed by the Municipality of West Grey, is \$125.00 (Rural); The cost of the house number to be selected and affixed to the dwelling by the Property owner; administrative cost is \$25.00 (Urban)

Please make cheque payable to the "Municipality of West Grey".

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RECEIPT NO.:** \_\_\_\_\_ **FORM #:** \_\_\_\_\_

**FOR OFFICE USE ONLY: RURAL**

Civic addressing number assigned by the County of Grey \_\_\_\_\_

\_\_\_\_\_  
Brent Glasier,  
Director of Infrastructure & Public Works

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY: URBAN**

Civic addressing number assigned by the Municipality of West Grey \_\_\_\_\_

\_\_\_\_\_  
Brent Glasier,  
Director of Infrastructure & Public Works

\_\_\_\_\_  
Date