

POLICY AND PROCEDURES MANUAL

Number:

Section: Planning

Date: July 11, 2006

TOPIC: CIVIC RENUMBERING OF RESIDENTIAL PROPERTIES

PREAMBLE: There is a need for improved and consistent civic renumbering of dwellings throughout the city to permit easy identification of dwellings by the public, public utilities and emergency services.

Section 199 of the City of Mount Pearl Act states:

The Council may name and mark all roads within the City and may provide for the numbering of all buildings thereon.

This section provides Council with the statutory authority to place civic numbers on buildings.

While the City assigns civic numbers under this section and has required existing building owners to place civic numbers on their buildings, policy direction is required to determine under what circumstances civic renumbering would occur and the procedures for such occurrences.

POLICY:

1. Wherever possible, the civic numbering of an infill development project will be accommodated without incurring inconvenience or costs to adjacent property owners or the renumbering of the buildings.
2. The civic numbering of an infill project or the civic renumbering of a street will be on the basis of whole numbers. The civic numbering of a building will not include a letter (i.e. 2A, 2B), or a partial number (i.e. 1.5).
3. Wherever possible, where an infill project is at the beginning or end of a street, a lower or higher number will be assigned the property so that the existing buildings on the street are not renumbered.

4. Where an infill project results in the civic renumbering of adjacent properties, the cost of the renumbering of the adjacent properties will be a responsibility of the developer.
5. The developer will be advised that a renumbering charge is applicable to the proposal as a condition of the development permit, and such charge shall be due and payable prior to the issuance of a building permit for the development or subdivision development proposal.
6. The charge to the developer will be on a per-household basis. The present charge will be established at one hundred dollars (\$100.00) per household. The total amount will be determined by Council.

**RELATED
FORMS AND
SECTIONS:**

1. Template of letter of notice for property owners. (Appendix A)
2. Civic Renumbering Rental Property/Subsidiary Apartment Notification Form (Appendix B)

PROCEDURES:

1. Upon receipt of a residential subdivision or infill development application, Planning Department staff will review the application to ensure that the dwellings are assigned civic numbers and determine if any civic renumbering is required for adjacent residential dwellings.
2. The applicant/developer will be advised by the Planning Department of the civic numbering of the dwellings of the subdivision or infill development and if any renumbering of existing dwellings is required as a result of the application.
3. The applicant/developer will be advised that there will be a charge of one hundred dollars (\$100.00) per household to a maximum of ten (10) households as a condition of the development permit and that such charge is due and payable prior to the issuance of a building permit for the development proposal.

4. Upon receipt of the payment from the applicant/developer and the issuance of a building permit for the development proposal, the Planning Department will advise existing individual residential property owners that a civic renumbering of their street is required as a result of a new development project and the renumbering will directly affect their residential property.
5. The Planning Department will advise individual residential property owners and their tenants:
 - 5.1 of the change in civic numbering;
 - 5.2 that the change in civic numbering will come into effect ninety (90) days from the date of the notice;
 - 5.3 that the onus is on the individual property owner to change the civic numbering of their dwelling, and on the property owner/tenant to change their relevant documentation; and
 - 5.4 that, once the ninety (90) day period has transpired, the Council will forward to each household an amount of money to assist with the costs of renumbering their dwelling. This amount will be determined by Council.
6. The Planning Department will also provide written notice of the proposed civic renumbering that will come into effect ninety (90) days from the date of notice to: Canada Post, emergency agencies, public utilities, and the cable company.
7. The Planning Department will advise the Finance Department of the civic renumbering at least seven (7) days prior to the coming into effect in order for the Finance Department to prepare and mail the civic renumbering cheques to the households affected by the change.

REVISED FROM THE PREVIOUS CIVIC RENUMBERING POLICY ADOPTED BY COUNCIL ON DECEMBER 20, 1993 (Resolution No. 93-12-699), AND

APPROVED BY COUNCIL: July 11, 2006

Effective date: July 11, 2006

APPENDIX A
TEMPLATE OF LETTER OF NOTICE FOR PROPERTY OWNERS

Date

Property Owner

Civic Address

Dear *Property Owner*:

RE: CIVIC NUMBERING ON (Name of Civic Address – street or road, etc.)

The City of Mount Pearl has received an application to construct (*what is to be constructed*) at the (*civic address location*). As a result, this construction will affect the civic numbering of (*name of civic address*). On (*date*), City Council of Mount Pearl approved the civic renumbering of all homes on (*name of civic address*). Civic renumbering will be necessary to reduce confusion regarding the location of the new dwellings and to assist in the response time of emergency and utility vehicles.

As a result, Council has determined that your new civic number is:

“(specific number civic address)”

In accordance with Council’s approved civic numbering policy, this renumbering will come into effect in three months on (*date*). Council is providing you with this early notice to assist you in making the necessary changes to your personal documents. Pursuant to this policy, Council is also providing each household with compensation in the amount of one hundred dollars (\$100.00) to assist in changing documentation and the physical number relating to your dwelling. The revised civic number should be placed on your dwelling in a conspicuous location which is visible from (*name of civic address*). On (*date*), the City will forward you a cheque in the amount of one hundred dollars (\$100.00) to aid in covering the costs of revising your documents and placing a revised number on your dwelling.

If this home is for rental purposes, please complete the attached form. This form is to help City of Mount Pearl contact all residents affected by the civic renumbering. It is requested that the form be fully completed and returned to the City of Mount Pearl within ten (10) working days of the date noted above.

Please note that the City will advise the following organizations of the civic number change; however, it is recommended that you contact the applicable services directly to confirm that your civic number has indeed been changed.

- Royal Newfoundland Constabulary
- St. John’s Regional Fire Department

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- Health Science Centre (Ambulance Department)
- Canada Post
- Newfoundland Power
- Aliant Telecom
- Rogers Cable

We further recommend that you contact other service providers, not noted above, to inform them of your new civic address (i.e. bank, credit card companies, magazine subscriptions, etc.)

The City of Mount Pearl thanks you for your cooperation in this matter.

Yours truly,

Harold Fleet
Cartographic Technician
Planning Department

cc: Gerard Lewis, Chief Administrative Officer
Stephen Jewczyk, City Planner
Michele Peach, City Treasurer
Jim Oxford, Operations Manager
Ken Bartlett, City Engineer

APPENDIX B



**CIVIC RENUMBERING
RENTAL PROPERTY/ SUBSIDIARY APARTMENT NOTIFICATION**

To identify all residents affected by the civic renumbering for *(name of street)*, it is requested that the property owner complete this form so tenants can be notified of the civic number change. We thank you for your cooperation in this matter.

Property Owner Name: _____

Property Owner Civic Address: _____

Tenant Name: _____

Tenant Address: _____

Please return this form to: City of Mount Pearl
Planning Department
3 Centennial Street
Mount Pearl, NL
A1N 1G4

or return by facsimile to: 748-1111