

Civic Numbering/Renumbering Policy

1.0 Policy Statement

Civic numbering of buildings and parcels of land provides easy identification by the public and external stakeholders (utilities and emergency services). The City shall implement a renumbering policy for instances where an infill development project occurs. This policy outlines the procedures and guidelines for civic renumbering of buildings and parcels of land.

2.0 Background

Section 199 of the *City of Mount Pearl Act, RSNL 1990, C-16*, provides Council the authority to assign civic numbers to buildings and parcels of land. The City assigns the civic numbers and all building owners are required to place civic number on their buildings.

3.0 Scope

This policy applies to all residential and commercial property in the City.

4.0 Purpose

The purpose of this policy is to establish the parameters outlining under which circumstances civic renumbering occurs and the procedures for such occurrences.

5.0 Civic Renumbering Guidelines

The following guidelines for civic renumbering shall apply:

- I. 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.

- II. The civic numbering of an infill project or the civic renumbering of a street will be based on whole numbers. The civic numbering of a building may include a letter (i.e. 2A, 2B), or a partial number (i.e. 1.5) or fraction (i.e. 1 1/2).
- III. Wherever possible, when an infill project is at the beginning or end of a street, a lower or higher number will be assigned to the building or parcel so that the existing buildings and parcels currently on the street are not renumbered.
- IV. Where an infill project results in the civic renumbering of adjacent properties, the cost of the renumbering of the adjacent properties will be the responsibility of the developer.
- V. Where civic renumbering is required, the developer shall be advised that a civic 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.
- VI. Further to Items IV and V, the charge to the developer shall be on the basis of each property for which the civic number shall change and the fee will be determined based on need.


6.0 Civic Renumbering Procedure

The City's process for renumbering of dwellings shall be as follows:


- A. Upon receipt of a subdivision or infill development application, the Community Development Department staff, in consultation with the Land Information Technologist, will review the application to ensure the buildings are assigned civic numbers and determine if any civic renumbering is required for adjacent property owners.
- B. The applicant/developer will be advised by the Community Development Department of the civic numbering for the building in the subdivision/infill development and if any civic renumbering of existing properties is required because of the application.
- C. The applicant/developer will be advised of the fees associated with renumbering as part of the City's development permitting process and that such fees are due and payable prior to the issuance of a building permit for the development proposal.
- D. Upon receipt of the payment from the applicant/developer and the issuance of a building permit for the development proposal, the Community Development Department will advise existing individual property owners that a civic renumbering is required, resulting from a new development project, and the renumbering will directly affect their property.
- E. The Community Development Department shall advise individual property owners and their tenants that:
 - a) there is a change in civic numbering;
 - b) the change in civic numbering will come into effect ninety (90) days from the date of the notice;

- c) 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
 - d) once the ninety (90) day period has transpired, Council will assist with the expense associated with renumbering their building which amount will be determined by Council.
- F. The Community Development Department shall 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 and public utilities.
- G. The Community Development Department shall advise the Finance Division of the civic renumbering at least seven (7) days prior to the coming into effect, to allow the Finance Division adequate time to update the City's tax records and to prepare and mail reimbursement cheques to the property owners affected by the change.

7.0 Approvals



Steve Kent, Chief Administrative Officer



Date