

**CITY OF COLD LAKE
BYLAW #336-DA-08**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO PROVIDE THE ORDERLY NUMBERING OF PARCELS OF LAND AND BUILDINGS.

WHEREAS, the City of Cold Lake desires to maintain a consistent civic address system to identify properties; and

WHEREAS, the City of Cold Lake desires to assist emergency response in locating the appropriate address.

NOW THEREFORE, after due compliance with the relevant provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled enacts:

1. TITLE

- 1.1. This Bylaw may be cited as the "Addressing Bylaw"

2. DEFINITIONS

In this Bylaw:

- 2.1. **"Address Number"** means the number of a property which is used, or intended to be used, as part of the address for the property;
- 2.2. **"Addressing Officer"** means the Director of Planning & Development or his designate;
- 2.3. **"Apartment"** as defined by the Land Use Bylaw as amended.
- 2.4. **"Building"** as defined by the Land Use Bylaw as amended.
- 2.5. **"City"** means the "City of Cold Lake."
- 2.6. **"Development Officer"** as defined by the Land Use Bylaw as amended.
- 2.7. **"Duplex"** as defined by the Land Use Bylaw as amended.
- 2.8. **"Floor"** means a level internal to the structure which is capable of being occupied or used. A mezzanine floor, or loft, shall be considered a separate floor to the floor of principal reference. A stair landing, catwalk or other similar minor level shall not be considered a floor for the purposes of this bylaw.
- 2.9. **"Fourplex"** as defined by the Land Use Bylaw as amended.
- 2.10. **"Ground floor"** means the floor located closest to the ground plane as indicated on the elevation plans or as otherwise determined by the Development Officer.
- 2.11. **"Land Use Bylaw"** means the City of Cold Lake Land Use Bylaw as amended.
- 2.12. **"Lane"** includes a private lane, a public lane and a public walkway that is not adjacent to a public roadway;
- 2.13. **"Lot"** as defined by the Land Use Bylaw as amended.
- 2.14. **"Occupancy"** means every building or portion of a building or a sub-unit thereof identified in accordance with the classification designated in the Alberta Building Code, as determined and approved by the City according to its bylaws and policies;
- 2.15. **"Owner"** means, with respect to a property, the person who is registered under the Land Titles Act as owner of the property;
- 2.16. **"Parcel"** means:

- 2.16.1 any subdivided block or any lot, or any part of such a block or lot, in any area of land for which a plan of subdivision is registered in a land titles office,
- 2.16.2 if there is no such plan of subdivision, a quarter section of land according to the system of surveys under the Surveys Act or any other area the description of which has been approved by the proper land titles office.
- 2.17. **"Property"** means a parcel of land or a building situate thereon;
- 2.18. **"Row House"** as defined by the Land Use Bylaw as amended.
- 2.19. **"Stacked Row House"** as defined by the Land Use Bylaw as amended.
- 2.20. **"Street"** shall mean and include all streets, avenues, crescents, drives, boulevards, greens, square roads and closes which give access to the front of any occupancy and shall not include any lane.
- 2.21. **"Structure"** means any building or structure capable of being occupied by one or more persons.
- 2.22. **"Triplex"** as defined by the Land Use Bylaw as amended.

3. ADDRESSING OFFICER

The Addressing Officer is authorized:

- 3.1. To assign numbers, in an orderly manner, to parcels of land and buildings and units and sub-units within buildings; and
- 3.2. To revise such numbers from time to time.
- 3.3. To keep a record of all numbers assigned to properties pursuant to this Bylaw.

4. STREET NAMING

- 4.1. Prior to registration of new subdivisions streets shall be given a number in logical relationship to the numbered system already established in the City.
- 4.1.1 Where a street falls between two consecutively numbered streets a street name including the smaller number of the two consecutively numbered streets and a letter may be used to name the street. For example: a street between 10th Avenue and 11th Avenue can be assigned the name 10A Avenue.
- 4.2. Notwithstanding Section 4 streets not following the logical grid system may be assigned a name.
- 4.2.1 Street naming requests for existing or new developments shall be submitted to the Addressing Officer for review and approval.
- 4.2.1.1. Developers may submit, to the Addressing Officer a list of names they wish to have reserved for future phases of their subdivisions.
- 4.2.1.2. Reserved names not used within a reasonable period of time, to be determined by the Addressing Officer, may be removed for reassignment to another development.
- 4.2.2 Where a request to name a street after a person is made the request shall go to Council for approval.
- 4.2.3 The names selected and reserved, wherever possible, shall not sound the same as other existing and reserved names in the City.
- 4.3. Street suffixes or types shall be assigned, wherever possible, according to the following:
- 4.3.1 All numbered streets shall be assigned a suffix of 'Street' or 'Avenue'.
- 4.3.2 The suffix 'Street' shall be used for streets running north to south.
- 4.3.3 The suffix 'Avenue' shall be used for streets running east to west.
- 4.3.4 Where a street does not run north to south or east to west an alternate suffix can be assigned, using but not limited to examples provided in Schedule 'A'.

- 4.4. Where a cul de sac is created from a main street:
 - 4.4.1 if the cul de sac has seven or less lots, the name of the street will carry through the cul de sac;
 - 4.4.2 if the cul de sac has more than seven lots, then a name different from the adjoining street will be given to the cul de sac in accordance to Sections 4.2 and 4.3.
 - 4.4.3 if a cul de sac is given a name according to Section 4.4.2 an alternate suffix shall be assigned, using but not limited to examples provided in Schedule 'A'.

5. ASSIGNING OF ADDRESSES

- 5.1. Every legally registered parcel of land within the City shall be designated an address by the Addressing Officer in accordance with the following general rules, wherever possible:

- 5.1.1 Notwithstanding Section 5.1 where a parcel has not been subdivided or is the remaining balance of a subdivision an address may not be required.
 - 5.1.1.1. Such parcels shall be identified by their Alberta Township System Number.
 - 5.1.1.2. Only one parcel to an Alberta Township System Number will be allowed.
- 5.1.2 Even numbers shall be placed on the north and west sides of streets and odd numbers shall be placed on the south and east sides of streets.
 - 5.1.2.1. Where a street does not run north to south or east to west even and odd numbers shall be consistently assigned to opposite sides of the road.
- 5.1.3 Each occupancy shall be allocated an individual number. In the case of multiple occupiable units in a building Section 5.1.4 shall be applied.
- 5.1.4 With respect to new multiple unit buildings and multi unit lots:
 - 5.1.4.1. Where such buildings have one main identifying number, but have internal units, bays, or apartments, internal numbering will be finalized between the developer and Addressing Officer prior to the issuance of an Occupancy Permit;
 - 5.1.4.2. In assigning internal numbering, the owner shall adhere to the following schedule to the extent it is applicable:
 - 5.1.4.2.1. Basement Units - numbered B1 to B99
 - 5.1.4.2.2. Main or First Floor Units - numbered 100 – 199
 - 5.1.4.2.3. Succeeding Floors - numbered in accordance with "5.1.4.2.2" above, except that the first number or numbers for each unit will be the respective floor
 - 5.1.4.2.4. The internal numbering shall be assigned in a clockwise manner to new buildings, commencing from the entrance of the building or respective floor.
 - 5.1.4.3. In assigning addresses to multiple buildings, with multiple units on one lot, each building should be assigned a building number. The building number should then be used as a part of the unit number described in Section 5.1.4.2. For example if 1001-11th Avenue has 3 buildings on it, each building should be numbered clockwise from the building closest to the front left of the lot 1000, 2000 and 3000. The basement units in building 1000, would then be numbered 1B01, 1B02, etc. The first floor units would be numbered 1001, 1002, etc. The basement units in building 2000 would be numbered 2B01, 2B02, etc.
 - 5.1.4.4. In assigning addresses rental or condominium complexes consisting of single family homes, duplexes and/or townhouses each unit shall be assigned: in the case of a condominium the unit number associated with it in the registered condominium plan (e.g. if a condominium complex at 1000 5th Street has 10 clustered townhouses, and single family homes numbered from Unit 1 – Unit 10 in the condominium plan Unit 1 shall have the address 1-1001 5th Street and Unit 2 shall have the address 2-1001 5th

- Street); and in the case of a rental complex with no associated condominium plan addresses shall be assigned, where possible, as if the rental complex was subdivided property.
- 5.1.4.5. In assigning addresses to **duplexes** each unit should be assigned a letter 'A' or 'B' in relation to the increase of the street numbers. For example: If a duplex is built between 1001 and 1005 11th Avenue, then the unit closest to 1001 shall be given the address 1003A 11th Avenue, and the unit closest to 1005 11th Avenue shall be given the address 1003B 11th Avenue.
- 5.1.4.6. In assigning addresses to **row houses** or **triplexes**, whether or not they have been legally subdivided, each unit shall be assigned a number as if each unit was on its own parcel of land. Where there are not enough numbers to row houses the provisions of Section 5.1.4.5 shall be applied.
- 5.1.4.7. In assigning addresses to **stacked row houses**, the whole building should be assigned an address according Section 5.1.2. The units on the lower floor shall be assigned unit numbers 101 and 102 in relation to the increase of the street numbers; and the units above shall be assigned the unit numbers 201 and 202 in relation to the increase of the street numbers. For example: If a stacked row house development is built between 1001 and 1005 11th Avenue the units closest to 1001 would be given the unit numbers 101 and 201 and the units closest to 1005 would be given the unit numbers 102 and 202.
- 5.1.4.8. In assigning addresses to **fourplexes** each unit shall be assigned, clockwise from the front and in relation to the increase of the street numbers, a number from 101, 102, 103, 104; or a letter from A-B. For example if a fourplex was built between 1001 and 1005 11th Avenue the unit in the front and closest to 1001 would be assigned the unit number 101 or letter A, the unit behind that would be assigned number 102 or letter B, the unit in the back and closest to 1005 would be assigned number 104 or letter C and the final unit would be assigned number 105 or letter D.
- 5.1.4.9. In assigning addresses to **secondary suites** the suite shall be assigned a letter of 'B' in addition to the address of the parcel of land on which it is located. The principal dwelling shall retain its original address. For example: if a secondary suite was approved by a Development Officer for 1001 11th Avenue the secondary suite would be given the address 1001B 11th Avenue and the principal dwelling remains 1001 11th Avenue.

6. NOTICE OF ADDRESS

- 6.1. Unless a shorter notice period is agreed to by the owner of the property, the Addressing Officer shall give the owner of a property at least Sixty (60) Days notice in writing of any number to be assigned to the property including any revisions thereof.

6.1.1 Such notice may be given:

- 6.1.1.1. By delivering the notice personally to the owner; or
6.1.1.2. By sending the notice to the owner by ordinary mail at the address for such owner shown on the Tax Roll.

- 6.1.2 Notwithstanding Subsection (1), the owner of a property who has been given notice pursuant to Subsection (1), may, at any time within the Thirty (30) Days immediately following the giving of such notice, request the Addressing Officer to extend the effective date for the assigning of or revision of a number to his property by a further period not exceeding One Hundred and Twenty (120) days by filing a written request with the Addressing Officer, who shall extend the effective date in accordance with such request.

- 6.2. Following the Notice period the Addressing Officer shall send a notice of the new address to all applicable utility companies and Canada Post.

7. DISPLAY OF ADDRESS

- 7.1. The address assigned pursuant to this bylaw shall be affixed to a building or such other structure as may be addressed by the Development Officer, in a conspicuous place no

higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings.

- 7.2. The owner of a property on which a structure has been erected which has access to a lane shall, in addition to complying with Section 7.3, cause the number assigned to the property pursuant to this Bylaw to be displayed, at all times, at a location plainly visible from the lane.

7.2.1 All buildings within the City comply with this section of the bylaw within 1 year following its adoption.

- 7.3. The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Curbline	Minimum Character Size (non-illuminated)	Minimum Character Size (internally illuminated)
0 - 15 m (0 - 49.2 ft.)	10 cm (4 in.)	7.5 cm (3 in.)
15 - 20 m (49.2 - 65.6 ft.)	15 cm (6 in.)	10 cm (4 in.)
Greater than 20 m (65.6 ft.)	20 cm (8 in.)	15 cm (6 in.)

- 7.4. Notwithstanding Section 7.1 above, where the building is set back from the property line 10 m or more or has landscaping obscuring visibility of the building, a sign or signs within the property lines displaying the address of the building or buildings on the site in addition to an address affixed to the building may be erected. This sign may not contain any advertising message.

- 7.5. Display of the address on more than one face of the building is encouraged.

- 7.6. No person shall display, or permit the displaying of, any address number on a property other than the number currently assigned pursuant to this Bylaw.

- 7.7. All owners of developments consisting of more than one building and using an internal roadway access system shall be responsible for the construction, erection and maintenance of directional signs indicating the location of internal buildings and units to the satisfaction of the Development Officer.

- 7.8. An owner shall ensure that all addresses assigned pursuant to this Bylaw are posted and maintained in a legible form within the terms of this bylaw.

- 7.9. No owner of a building bearing an incorrect address shall continue to use the same, if notified in accordance with Section 9.

- 7.10. No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with the Bylaw, except during demolition of the building.

8. CHANGE OF ADDRESS

- 8.1. Any person who requests a change in address must make application to the Planning & Development Department and pay applicable fees according to the Planning & Development Department's most recent fee schedule bylaw.

9. ENFORCEMENT

- 9.1. This Bylaw shall be enforceable, on complaint, when notice of any contravention of any provisions of this Bylaw has been sent by registered mail to the owner of the land in respect to which the contravention has occurred. Such notice shall state the following:

9.1.1 Nature of the infraction of this Bylaw.

- 9.1.2 Corrective measures required to comply with this Bylaw, and
9.1.3 The time within which such corrective measure must be performed.
- 9.2. If the corrective measures described in the notice are not completed within the specified time, the owner is guilty of an offence and the Bylaw Enforcement Officer may issue a voluntary payment violation ticket or tag for that contravention and the accused may avoid appearing in court to answer the said charge by submitting the voluntary payment as indicated in the violation ticket in the amount indicated within this section:
- 9.3. Specified penalty for the offence of non-compliance with this bylaw
- 9.3.1 Any person who contravenes any of the provisions of this Bylaw is guilty of an offence and is liable to a penalty of \$50.00
- 9.3.2 Any person who, being guilty of a first breach of this Bylaw, contravenes any of the provisions of this Bylaw a second time with the same breach within sixty (60) days is guilty of an offence and is liable to a penalty of \$200.00.
- 9.4. Each day of violation of any provision of this bylaw shall constitute a separate offence.
10. This By-Law shall take effect on the date of the final passing thereof.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 9th day of September, A.D. 2008, on motion by Councillor Rodden.

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 9th day of September, A.D. 2008, on motion by Councillor Pelechosky.

CONSENT TO THIRD AND FINAL READING granted on motion by Councillor Pelechosky.

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 9th day of September, A.D. 2008, on motion by Councillor Deputy Mayor Plain.



MAYOR



CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'A'
336-DA-08

Street Suffixes

Suffix	Abbreviation	Description
Avenue	Ave	A numerically designated east-west street.
Bay		Cul de sacs of relatively short length.
Bend	Bnd	A street near a curved part of moving body of water.
Boulevard	Blvd	A major street, separated with a median.
Bypass	Byp	A street enabling motorists to avoid a city or other heavy traffic points.
Byway	Byw	A little traveled side street.
Cape	Cpe	A cul de sac near water.
Circle	Cir	A street that completes a loop upon itself.
Circuit		A street that follows a course around a perimeter.
Close	Cl	A 'P' shaped or racquet-shaped street with only one entry from another street.
Common	Cmn	A street adjacent to a piece of land subject to common use.
Court	Crt	A cul de sac.
Cove	Cv	A cul de sac near water.
Crescent	Cres	A 'U' shaped street accessible at either end from the same street and with no other intersections with through streets.
Crossing	Xing	A street that crosses a geographic feature.
Diversion		A street that deviates from a standard or regular course.
Drive	Dr	A major street that may span more than one neighbourhood.
End		A street that lies at a terminal point of something.
Esplanade		A level, open street or pedestrian walk along a shore.
Estates	Est	A main street in a large lot residential subdivision.
Expressway	Exp, Expy, Expw, Expr	A high-speed, divided street with grade separations at important intersections with other streetways.
Extension	Ext	A street that forms a distinct continuation of another streetway.
Gate or Gateway	Gtw, Gtwy	A short street giving access to a neighbourhood from a major streetway.
Green	Grn	A street adjacent to a common or park in the centre of a neighbourhood.
Heath		A minor street or cul de sac, adjacent to or embracing an open space.
Highway	Hwy	A provincially designated street.
Hill	Hl	A minor street located on lands with a noticeable slope.
Hollow	Hllw	A street in a small valley or basin
Inlet		A cul de sac.
Landing	Lndg	A cul de sac generally located near water or located on an area overlooking a ravine or the valley.
Lane	Ln	A narrow street, often private.
Link		A street joining two cells of a neighbourhood or two points of one street to another.
Lookout		An elevated street affording a wide view for observation.
Loop		A street which forms a closed or partly open curve.
Park	Prk	A street adjacent to open space.
Place	Pl	A street with no other interesting streetways.
Plaza	Plz	A street adjacent to a public meeting place, often in a commercial district.
Promenade		A street adjacent to a public place for walking.
Point	Pt	A cul de sac generally located near water or located on an area overlooking a ravine or a valley.
Ridge	Rdg	A street near or through a range of hills and mountains.
Rise		A minor street which has a noticeable slope throughout most of its length.
Road	Rd	A major street which may span more than one neighbourhood.
Row		A street dominated by a specific kind of enterprise or occupancy.
Square	Sq	A street surrounding an open area.
Street	St	A numerically designated north-south street.
Terrace	Terr	A street adjacent to a row of houses or apartments on raised ground.
Trail	Tr	A major transportation artery spanning more than one area of the city.
View	Vw	A minor street located on lands with a noticeable slope and offers a 'view'.
Vista	Vis	A street with a distant view through an opening or along the streetway.
Walk		A pedestrian walkway.
Way		A minor street that may change direction.