THE CORPORATION OF LOYALIST TOWNSHIP

BY-LAW NO. 2020-070

A BY-LAW TO DIRECT THE ORDERLY ADDRESSING OF BUILDINGS AND PROPERTIES AND APPRPORIATE NAMING OF ROADS WITHIN LOYALIST TOWNSHIP

WHEREAS Subsection 11(1) of the Municipal Act, S.O. 2001, as amended, authorizes Council to provide any service or thing that the municipality considers necessary or desirable for the public;

AND WHEREAS Subsection 11(2) of the Municipal Act, S.O. 2001, as amended, authorizes a municipality to pass a by-law governing conditions for the health, safety and well-being of persons;

AND WHEREAS Subsection 11(3) of the Municipal Act, S.O. 2001, as amended, provides that a municipality may pass by-laws for highways;

AND WHEREAS Sections 27 and 48 of the Municipal Act, S.O. 2001, as amended, state that a municipality has the authority to pass by-laws over highways that is has jurisdiction and can name or change the name of private roads after providing notice;

AND WHEREAS Subsection 61(1) of the Municipal Act, 2001, as amended, permits municipalities to enter upon lands lying along a highway to install and maintain a sign setting out the name of a highway;

AND WHEREAS Subsection 61(2) of the Municipal Act, 2001, as amended, provides that where a municipality has passed a by-law under Section 48 of the Act a municipality may enter upon land laying along a private road to install and maintain a sign setting out the name of the road;

AND WHEREAS Subsections 116(1) and 116(2) of the Municipal Act, S.O. 2001, as amended, state that a municipality may establish, maintain and operate a centralized communication system for emergency response purposes, and a municipality that has passed a by-law under subsection 116(1) may at any reasonable time enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

AND WHEREAS Section 23.2 of the Municipal Act, S.O. 2001, as amended, provides that a municipality may delegate some of its powers under the Act to an employee of the municipality;

AND WHEREAS Council is of the opinion that the act of assigning municipal address numbers to buildings and properties is a power of a minor nature;

AND WHEREAS section 227 of the Municipal Act, 2001 provides that it is the role of officers and employees of the municipality to implement Council decisions and establish practices and procedures to implement those decisions;

AND WHEREAS Section 446 of the Municipal Act, 2001 provides that where a person fails to do something that is required under a by-law, the municipality may undertake to do the thing required at the person's expense and the costs may be collected in same manner as property taxes;

AND WHEREAS the Council for The Corporation of Loyalist Township deems it necessary for the health, safety and well being of residents to assign and affix civic addresses to buildings and lots and to appropriately name roads with the limits of Loyalist Township;

NOW THEREFORE the Council of The Corporation of Loyalist Township hereby enacts as follows:

Section 1 – Definitions

1. "Building" means a structure occupying an area greater than ten (10) square metres consisting of a wall, roof and floors or combination thereof or a structural system serving the function thereof including plumbing, works, fixtures and service systems appurtenant thereto as defined in the Building Code Act, S.O. 1992, as amended.
2. "Building Permit" means a building permit issued under the Building Code Act, S.O. 1992, as amended.
3. "Civic Address" means the civic number, including the unit number where applicable, and the road name assigned to a particular building or lot.
4. "County" means the County of Lennox and Addington.
5. "Lot" includes a block, reserve, and any other delineation of land on a plan as defined in the Land Titles Act, R.S.O. 1990, as amended.
6. "Owner" means the person having the right, title, interest or equity in land or their agent.
7. "Private Road" means single or multi-lane path accessible to vehicles that is not under the jurisdiction of the Township, County or the Province.
8. "Property" means a contiguous quantity of land in the possession of, or owned by, or recorded as the property of, the same person.
9. "Road" means a common and public highway as defined under the Municipal Act, S.O. 2001, as amended, and also includes any related bridge, trestle, viaduct or other structure forming part of the highway.
10. "Township" means The Corporation of Loyalist Township
11. "Unit" means an independently used space within a building (for example a store within a shopping mall or an apartment unit in a residential complex).

Section 2 – Area of Application

The provisions of this By-law shall govern all civic addressing and road naming within the geographic limits of the Township. The naming of County owned roads will only occur with the written consent of the County.

Section 3 – General Provisions for Civic Addressing

1. Civic Addresses shall be assigned by the Manager of Development Services or their designate to all Properties and/or Buildings in the Township in accordance with the requirements in Schedule A of this By-law.
2. New Civic Addresses shall be assigned as part of the procedures related to the establishment of new Lots and Properties or redevelopment projects and verified as part of the Building Permit process.
3. No Building Permit shall be issued in the absence of a Civic Address, or in the case or rural Property, a Building Permit may be issued but a Civic Address will be assigned as soon as a foundation has been established.
4. The official record of a Civic Address will be those listed in the Township's geographic information system and Road register.
5. The Owner of the Property to which a Civic Address has been issued, unless otherwise notified by the Township, shall post the number in a conspicuous and visible manner in accordance with the signage conventions as set out in Schedule C of this By-law.
6. Where a Civic Address has been issued to a Property, the Owner shall be notified in writing in accordance with Section 5(2) of this By-law, and the Owner shall be allowed thirty (30) days from the date of notice to post the Civic Address number as per Schedule C of this By-law, except in circumstances where the Township will be installing the sign. If the number cannot be posted due to incomplete construction, a temporary Civic Address number must be posted, and shall not be moved until the permanent number is posted.
7. Every Building requires a posted Civic Address, either temporary or permanent, as per the requirements set out in Schedule C of this by-law.
8. Once a permanent number or number blade is posted, the Owner shall maintain the number or number blade in a visible and good condition. Where a number blade is no longer in a visible condition or requires relocation, the Owner shall inform the

Township and request replacement or relocation. The Township will assume the cost for number blade replacement or relocation if it is damaged beyond the control of the owner, there is a need to adjust the location if due to a Township initiative, the blade is damaged by a reported collision, it is stolen, or other similar circumstance at the discretion of the Public Works Manager. If the need for the replacement or relocation of the number blade is due to negligent actions or lack of maintenance on the part of the Owner, the Owner shall pay the fee as set out in the Township's miscellaneous fees and charges by-law.

9. No person shall post, or being the Owner or occupant of the Building or Property, shall allow to be posted, or remain posted, any number that is in conflict with the most recent Civic Address that has been issued by the Township.
10. Any Building or Property with an existing assigned Civic Address number may be reassigned a new number by the Manager of Development Services where there potentially confusing number discontinuities or irregularities, there are emergency service requirements or there are other Township initiatives. Where this occurs, the Manager of Development Services will provide written notice of the Civic Address numbering change to the Owner and occupants of the affected Property. In cases where it is found that the renumbering of a Building, Unit or Property would pose undue hardship on a number of residents or businesses, the Manager of Development Services at their discretion, in consultation with emergency service providers and the County may allow the existing Civic Address to remain, provided that the existing address follows a clear numbering sequence and complies with the requirements for emergency service. It is the responsibility of the Owner to ensure that the new Civic Address number or signage is installed and visible from the Road.
11. Where a Civic Address is changed by the Township at the request of the Owner, the Owner shall pay the fee as set out in the Township's miscellaneous fees and charges by-law.
12. Applicable fees pertaining to the assignment or reassignment of a Civic Address or naming or renaming of a Road or Private Road are described in the Township's miscellaneous fees and charges by-law.

Section 4 – Road Naming

1. Road names shall be issued by the Township in accordance with Schedule B of this By-law.
2. New Road and Private Road names shall be assigned as part of the procedures related to the establishment of Roads and Private Roads and verified as part of the Building Permit approval process.
3. The application of proposed Road names shall be subject to the approval of the Township, in consultation with the County.
4. The official record of Road and Private Road names shall be those Road names listed in the Township's Road register as maintained by the Township.
5. Where a Road or Private Road name is changed (renamed) by the Township at the request of a Property Owner, the Property Owner shall pay the fees as set out in the Township's miscellaneous fees and charges by-law, as well as the cost of the administration and installing the new signage.
6. Renaming of Roads and Private Roads is subject to the approval of Township Council in accordance with requirements of the Municipal Act, S.O. 2001, as amended and the requirements set out in Schedule B of this by-law.

Section 5 – Enforcement

1. In those instances where:
   a. The posted Civic Address is not in accordance with the Civic Address issued for the Property;
   b. The correct Civic Address number is posted but not in a conspicuous or visible manner and/or not in accordance with the conventions set out in Schedule C of this By-law; or

c. A number blade installed in conformance with Schedule C of this by-law has not be maintained in a visible condition or has been removed or relocated without prior authorization of the Township;

the Owner shall be notified, in accordance with the provisions of Section 5(2) below, and the Owner shall be allowed fourteen (14 days) from the date of notice to comply with the notice.

2. Notice shall be delivered:
   a. By personal service;
   b. By prepaid registered mail to the last known address of the person to whom notice is to be given or to the person's agent for service; and/or
   c. If service cannot be effected by methods a. or b. above, by affixing the notice in a conspicuous and visible manner upon the Property.
3. Any person who contravenes the provisions of this By-law is guilty of an offence and upon conviction, is subject to a fine as provided in the Provincial Offences Act, to a maximum of five thousand dollars ($5,000) and to any other applicable penalties.
4. In addition to the penalty prescribed in Section 5(3) above, if the Owner fails to comply, or fails to allow compliance, with the notice pursuant to Section 5(1) of this By-law, the Township shall have the right to enter the Property and post the Civic Address number, as assigned to the Building or the Property, and charge the Owner with the expense of same and said expense may be added to the tax roll and collected in the same manner as taxes.

Section 6 – Administration

1. The Manager of Development Services or designate is responsible for the administration of this By-law, and subject to the provisions if this By-law, is delegated authority to carry out any one, or more, of the following:
   a. Assign Civic Address numbers;
   b. Maintain the Road Register; and
   c. Assign Road Names for new developments.
2. The Civic Addressing, Road Naming and Signage Conventions set out in Schedules A, B and C respectively are hereby declared to implement part of this By-law.
3. If any section, clause or provision of this By-law or parts thereof are found, for any reason, by a court of competent jurisdiction to be invalid or beyond the power of Council to enact, such section, clause, or provision or parts thereof, shall be deemed to be severable and all other sections, clauses or provisions of this By-law shall be deemed to be separate and independently therefrom and continue if full force and effect until repealed unless and until similarly found invalid.
4. This By-law shall come into force and take effect immediately upon the passing thereof and hereby repeals by-law 2009-98.

ENACTED AND PASSED THIS 23rd DAY OF NOVEMBER 2020.

MAYOR

CLERK

Schedule A

Civic Addressing Conventions

Section 1 - General Conventions

1. The primary purpose of a Civic Address is to identify a Property and Building located along a Road or Private Road so that services can be provided to dwellings and businesses in an efficient and safe manner. A Civic Address shall consist of a civic number followed by a Road or Private Road name and the Road or Private Road portion of the Civic Address shall normally consist of the name of the Road or Private Road where the principal vehicular access is situated.

2. No Civic Address numbers shall use a zero (0) as a leading number or use alpha characters, except in accordance with the provisions below.

3. Civic addresses shall be written in the form of Unit-Civic Number-Road Name (for example 1-102 Anywhere Drive which means Unit 1 at 102 Anywhere Drive).

Section 2 - Conventions for Assigning New (or reassigning) Civic Address Numbers

1. In the case of a Property with more than one frontage, the Property shall be numbered on the Road on which the full vehicular access is situated or on the Road on which the principal access is situated.
2. Odd Civic Address numbers will be allocated to a Building or Property on the north or east side of a Road, while even Civic Address numbers will be issued to a Building or Property on the south or west side of a Road.
3. Consecutive Civic Address numbers shall be generated for every 7.5 metres of Road frontage, that is every 7.5 metres a new number is assigned. Where a Property has a lesser frontage of 7.5 metres, a Civic Address number will be assigned as a "best fit" and the 7.5 metre interval shall not apply in that instance. However, Properties on Amherst Island are set at every metre (1.0) of Road frontage.
4. A Civic Address number for a Building in a rural area will be determined by measuring the Road frontage to either the east or south wall of a Building, unless the Building is greater than 30 metres from the Road, where the Civic Address number will be assigned by the location of the driveway.
5. At municipal boundary lines, the Township shall continue sequentially with the Civic Address numbers generated by the adjoining municipality along the Road from the municipal boundary line. Odd/even conventions will also be respected.
6. Where a Road is situated along a boundary shared with an adjoining municipality, the Township will cooperate with that municipality to have a common numbering system, and either the Township or the other municipality's Civic Address numbering conventions will be followed, depending upon what is agreed upon by the two municipalities.
7. Odd and even Civic Address numbers shall never be transposed because of change in direction.
8. For crescent and U-looped Roads, or when a Road changes direction, the predominant direction determines which side of the Road receives odd or even numbers.
9. For curved Roads or Roads with sharp turns, allowances are to be made in the numbering sequence to compensate for the greater number of Properties on the outside of the curve.
10. For cul-de-sacs and small courts, the change from odd to even numbering occurs at a point as close to the centre line of the Road as possible at the limit of the turning circle.
11. Civic Address numbering shall accommodate future growth; therefore, will include sufficient spacing in the Civic Address numbering range to accommodate street extensions and infill development.

12. In the case of one and two unit residential buildings on corner Lots as defined in the Zoning by-law, or when sharp curves occur in a Road, the Civic Address number shall be allocated to the shorter of the lot lines which abut the Road. All other buildings located on a corner lot will receive a number based upon the Road from which the principal or vehicular access is obtained.
13. The assignment of alpha characters may be permitted as part of a Civic Address if it is found that no additional numbers are available that would be consistent with the existing numbering system in the Road and address changes would impose an undue hardship.
14. The use of a Civic Address number that does not follow the conventions in this by-law may be used in exceptional circumstances to address an existing local address range issue, but only in consultation with the Township's Emergency Services Department.
15. Any Owner of an un-developed Property which has not been assigned a Civic Address may apply for a Civic Address. The Owner shall be made aware that if the Property is developed at a later date, and the entrance or Building is at a different location, the Civic Address may have to be changed if Civic Address conventions cannot be met and the cost for the new Civic Address will be borne by the Owner.
16. In addition to Property with a Building, a Property without a Building shall also be assigned a Civic Address in the following categories:
    a. Parks and conservation areas;
    b. Beaches;
    c. Water access points/boat ramps;
    d. Sports fields
    e. Cemeteries
    f. Licensed pits and quarries
    g. Landfill sites
    h. Public places where the public may congregate for any reason
    i. Private and public utility installations such as electrical substations, pumping stations, telecommunication towers, etc.
    j. Other locations where the Manager of Development Services or Fire Chief believes it is in the public interest for safety reasons to do so.
17. For a Property identified in Clause 16 above or where the Building is remote from the road, if the Property is large or the activity is occurring in a location well removed from the road, the Manager of Development Services or Fire Chief may require the posting of supplementary Civic Address signage to their satisfaction in addition to the requirements stated in Schedule "C" of this by-law.
18. Where a Property in Clause 16 has multiple access points, the Property will be assigned a Civic Address based on the most prominent or main entrance, or where it is difficult to ascertain which entrance is the most predominant, then the Property will be assigned a Civic Address based on other criteria developed by the Manager of Development Services after consulting with the Fire Chief.

Section 3 – Commercial Plazas and Malls and other Commercial Property

1. In the case of all commercial plazas and malls involving a single Building, the Building will be assigned only one Civic Address number and Unit identifiers which form part of the Civic Address shall be used to denote Units within the Building.
2. Where there are multiple Buildings on one Property, each Building shall be assigned a Civic Address number and signage shall be provided indicating the range of numbers in the Civic Address
3. Unit identifiers will be initially assigned sequential numbers for each establishment in a commercial plaza or mall. Letters of the alphabet shall be used when Units are further subdivided.
4. Unit numbers will only be assigned by the Township and shall not be altered unless authorized by the Manager of Development Services or designate.
5. In the case or commercial or industrial condominium projects situated on a Private Road, each establishment shall be assigned a Civic Address number along the Private Road that it faces.

Section 4 – Multiple Unit Housing

1. Ground oriented semi-detached and townhouse Units and other forms of multi-Unit ground oriented residential Units with external doorway access fronting on a Road will have one civic number assigned to each Unit. Where a semi-detached or townhouse Unit also contains an accessory dwelling Unit, each Unit will be given Unit identifiers consistent with the commercial plazas and malls protocol.
2. Ground oriented townhouse or other forms of ground oriented multi-residential development which are served by Private Roads, each Private Road will be assigned its own name and the Units be assigned Civic addresses individually sequentially using the Township's odd/even convention along each Private Road. Signs indicating the Private Road name and the range of addresses will be posted at locations to the satisfaction of the Township.
3. For Building oriented housing forms with access to the Units from internal doorways (eg. apartment buildings or fourplexes), a Civic Address shall be assigned in the same manner as commercial plazas and malls for Units, and if multi floored (beyond two floors), Units on each floor should be numbered as Basement (B1, B2); First Floor (101, 102, 103, etc.); Second Floor (201, 202, 203, etc.), Third Floor (301, 302, 303, etc.) and each subsequent floor should follow this convention.
4. For mobile home or trailer parks, the Property will be assigned a Civic Address number and each mobile home or trailer site shall be assigned a site/Unit number to the satisfaction of the Township.

Section 5 – Multiple Industrial Buildings

Where multiple industrial Buildings are located on one Property, each principal industrial Building shall have one Civic Address number, and where the location of any address within the complex is not apparent with the adjacent Road where access is obtained, the range of Civic Address numbers and directions to each shall be displayed to the satisfaction of the Township. Units within an industrial complex shall be treated in the same manner as those in a commercial plaza.

Schedule B

Road Naming Conventions

Section 1 – Road Naming Suffixes and Definitions

Road Type	Road Name Suffix	Description
Avenue	Ave	A thoroughfare several blocks in length.
Boulevard	Blvd	A thoroughfare, often with a median reflecting the boulevard character implied in the name. Boulevards are usually arterial or collector roads or are civically important routes.
Circle	Cir	A short thoroughfare that returns onto itself.
Court	Crt	A thoroughfare that dead ends or forms a cul-de-sac.
Crescent	Cr	A short thoroughfare that typically begins and ends on the same street.
Drive	Dr	A thoroughfare usually greater than 300 metres in length.
Gate	Gate	A short thoroughfare providing an entrance to a subdivision.
Lane	Lane	A private road that is typically short with minimal traffic.
Place	Pl	A private road that typically serves a rental or condominium development or a short public thoroughfare that dead ends or forms a cul-de-sac.
Road	Rd	A major thoroughfare that is typically used in rural locations or identifying collector or arterial roads.
Street	St	A thoroughfare typically several blocks in length and serving local areas.
Terrace	Terr	A short thoroughfare, usually only a block in length and may end in a cul-de-sac.
Trail	Trail	A short thoroughfare, only a few blocks in length.
Way	Way	A narrow thoroughfare, very local in nature.

Section 2 - Conventions for Assigning New Names or Renaming a Road

1. All Roads and Private Roads accessible to vehicles shall be named.
2. Names shall include a maximum of twenty (20) characters (including spaces and a single suffix type).
3. Road names should continue across intersections and be applied to road extensions.
4. Road or Private Road names that start with silent letters (e.g. knight, heirloom or herb) shall not be permitted.
5. The use of symbols (e.g.: !, %, #, @, * and &) shall not be permitted.
6. Names that duplicate existing names, are spelled differently but south the same (e.g. Smith and Smyth or Berry and Barrie) or are phonetically similar (e.g. Perry and Barrie), or are easily confused with any Road or Private Road name used or reserved for use in the Township or the County shall not be permitted.
7. Names that are difficult to pronounce (such as anemone) or spell shall not be permitted.
8. The use of apostrophes and hyphens shall be avoided.
9. The use of alpha characters in front of names, such as N, S, E and W shall be avoided.
10. Names that lend themselves to inappropriate short forms or modification (eg. Saint could be short formed to St) and names that are excessively long or complex shall not be permitted.
11. Names that attempt to differentiate by use of differing suffixes shall not be permitted, such as William Street and William Avenue.

12. Names incorporating first and last names of individuals shall be avoided except in cases where an honour is conferred, such as in the recognition of an exceptional individual or celebrity.
13. Names used for living individuals are to be avoided.
14. Names that are discriminatory, offensive or derogatory shall not be permitted.
15. Names that could be construed as advertising a product, business, commercial enterprise or religious institution shall not be permitted.
16. Names shall not insinuate any current political affiliation.

Section 3 – Road Naming process

Subdivisions and Condominiums

New draft plans of subdivision and condominium shall be submitted to the Township by the developer with the proposed new Roads or Private Roads demarcated as Street "A", Street "B", etc. Following the approval of the draft plan of subdivision or condominium by the Township, the developer shall formally submit in writing the proposed names of the new Roads or Private Roads to the Township for review and approval. The names proposed shall follow the themes noted below, including the appropriate suffixes listed in the table at the beginning of Schedule B.

Prior to the formal approval Road and Private Road names, the names proposed will be circulated to the County for comment about the suitability of the proposed names.

Once the Township has formally approved the Road or Private Road names and provided written confirmation to the developer, the names shall be shown on the final plan of subdivision to be submitted to the Township for approval and registration, and Township will add the names to the Road registry.

Civic Address numbers will be assigned to the Lots established by the approved draft plan of subdivision prior to final registration of the plan. The Owner shall be advised that the assigned Civic Addresses are tentative until the final registration has occurred. For a Lot with more than one frontage on a Road or Private Road, the Lot will be assigned a number based on the Road frontage where primary vehicular access is to be provided.

Historical Names

In order to contribute to a sense of place, continuity, and belonging to new developments, Township staff will, wherever possible, suggest at least one Road name within each new plan of subdivision that relates to the people, places, events or things of that local area, such as local history, geography, flora, fauna, accomplishments, etc.

Commemorative Street Names

Names may be proposed by any member of the public, including, but limited to, individuals, organizations, elected officials and staff. Road and Private Road names suggestions shall be submitted to the Clerk using the appropriate application form. Commemorative Road names must comply with one of the following categories:

- Names that recognize individuals, families or businesses that have made a significant historic contribution to the Township
- Names that recognize local history such as events, land uses, cultural landscapes (aboriginal, pioneer, United Empire Loyalists, etc.) relative to the Township and/or the County
- Names that recognize prominent elected officials of the Township
- Names that acknowledge the Township's heritage resources, including heritage buildings, structures, sites, natural features, local geography and landscapes.
- Names that commemorate war veterans from the Township
- Names that recognize local citizens and organizations who have had substantial international standing in their chosen discipline or who have made a significant contribution to the community at a provincial or national level.

Except names proposed by Township staff, Road names proposed in this category shall be approved by Council. For proposed historical names, the Loyalist Township Heritage Committee may be consulted. The Committee may also be requested to provide a list of suitable historical names for the Road registry.

Once such names have been approved by the Township, they shall be reserved and included in the Township's Road registry.

Themed Names

Neighbourhoods or developments should have a defined theme and all new non-historic and non-commemorative Road names within a particular neighbourhood shall comply with that theme.

Themes shall generally be based on Canadian history, events, geography, cultural value (e.g. aboriginal groups, artists, musicians, etc.) and Canadian flora and fauna such as wildflowers, mammals and trees, and shall be approved by the Township.

Road Register

The Township shall maintain a Road register of used and reserved Road names. Any suggested Road names that have been approved for use by the Township will be included in the Road register.

Road Renaming

Any proposed Road or Private Road renaming shall follow the requirements of the Municipal Act, S.O. 2001, as amended, and be subject to Council approval.

Schedule C

Signage Conventions for Civic Addresses

Section 1 – Urban Signage Conventions

Properties and Buildings that have been assigned a Civic Address within an Urban Area of the Township, as defined in the Township's Official Plan, shall comply with the following:

1. All Civic Address numbers in the urban area shall be posted on the Building façade closest to the Road for easy identification and recognition by emergency response agencies.
2. Where the Building is equal to or greater than fifteen (15) metres from the Road right-of-way or where the Building façade is not clearly visible from the Road, the number shall be placed on a post with a number blade. The post shall measure 1.25 metres above grade and be located at the intersection of the driveway to the Building and the Road right-of-way. When no driveway exists, the number blade shall be installed at the midpoint of the Road frontage. Numbers on the number blade shall be a minimum of 10 centimetres in height.
3. Green Civic Address blades may be posted on properties located within the urban area, where the Building is located less than 15 metres from the Road if one or more of the following characteristics is met:
   a. The Building is obscured by such features as vegetation, gates, topography and/or other structures;
   b. The property is in the urban/rural fringe or at the urban boundary but displays some rural features, or has a posted speed limit in excess of 60 km/h; or
   c. At the Owner's request and cost.
4. Every Property, Building and/or unit in the Township shall have its Civic Address number posted (displayed) in plain (preferably block), legible, distinguishable numerals (e.g. 1, 2, 3). Roman numerals (e.g. I, II, III), or written form numbers (e.g. one hundred twenty-three) shall not be used as posted civic numbers.
5. Civic Address numbers shall be installed so they read horizontally.
6. Notwithstanding 2 and 3 above where green Civic Address blades are not used, Civic Address numbers shall be a minimum of 17.5 centimetres in height and shall face and be visible from the Road to which the Civic Address applies.
7. Civic Address numbers shall be set on a background of a contrasting and/or reflecting colour and be illuminated or located where it can be seen easily at night.
8. For Civic Address numbers to be displayed on stone block masonry as part of a residential dwelling façade, the developer or owner of the property must contact the Manager of Development Services or their designate prior to obtaining a building permit, to confirm that the Civic Address on the stone block masonry is correct, would be visible from the appropriate street and would comply with emergency service requirements.
9. Civic Address numbers on doors shall be avoided. Where a Civic Address number must be placed on a door, the number shall be on the most external most door (e.g. on the outside of the screen door and not on the main door where it may be difficult or impossible to read due to being shielded from view by the screen or storm door).
10. The posting of the Unit portion of a Civic Address, if applicable, shall be in plain view from the outside of the exterior door that provides access to such a Unit.
11. Civic Address numbers shall not be placed on utility poles, trees, mailboxes or fence posts.

Section 2 – Rural Signage Conventions

Properties which have been assigned a Civic Address and are located within a Rural Area of the Township as defined in the Official Plan shall comply with the following:

1. Each property and/or Building assigned a Civic Address shall be identified by a number blade installed by the Township in a manner and location approved by Manager of Development Services.
2. Number blades installed in conformance with this section shall conform to the specifications determined by Manager of Development Services or their agent and shall only be available through the Township.
3. There shall be a fee for the cost of the blade and its installation as set out in the Township's miscellaneous fees and charges by-law. Applicants for the construction of new Buildings within the scope of this section shall pay the fee for the cost of the number blade at the time of Building Permit application.
4. The number blade shall be maintained by the Owner of the Property and/or Building in a visible condition and shall not be altered or relocated without prior authorization of the Manager of Development Services or designate.