



CITY OF PRINCE RUPERT

CIVIC ADDRESS BYLAW NO. 3537, 2024

A bylaw regulating the orderly civic addressing of properties and appropriate naming of streets
within the City of Prince Rupert

WHEREAS section 39 of the Community Charter provides that a Council may assign names and numbers to a highway, assign numbers to buildings or structures and require owners or occupiers of real property to place assigned numbers in a conspicuous place on or near the property;

AND WHEREAS the Council of the City of Prince Rupert considers it desirable that a universal and unique civic addressing system be implemented within the City of Prince Rupert;

NOW THEREFORE the Council of the City of Prince Rupert, in open meeting assembled, enacts as follows:

1. That the Schedule "A" – Civic Addressing Bylaw, attached to and forming part of this bylaw comes into force upon final consideration and adoption.
2. That this Bylaw may be cited a "CIVIC ADDRESS BYLAW NO. 3537, 2024"

READ FOR A FIRST TIME this 22nd day of May, 2024.

READ FOR A SECOND TIME this 22nd day of May, 2024.

READ FOR A THIRD TIME this 22nd day of May, 2024.

READ A FOURTH & FINAL TIME this 27th day of May, 2024.

This Bylaw was adopted by Council.

To view the signed original,
contact City Hall Administration at
(250) 627 0934 or email
cityhall@princerupert.ca

MAYOR

CORPORATE OFFICER

CIVIC ADDRESSING BYLAW

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1. TITLE

This Bylaw may be cited as **“CIVIC ADDRESS BYLAW NO. 3537, 2024”**

2. INTERPRETATION

In this bylaw:

“CIVIC ADDRESS” means the address number, street name, and street type designated for a specific building, structure, or location by the City of Prince Rupert.

“DWELLING UNIT” means one or more rooms constituting a unit of living accommodation used or intended to be used for living and sleeping purposes and containing one kitchen

“NAMED STREET” means a street that is named and developed to MMCD Standards as outlined in the City of Prince Rupert’s Bylaws.

“ACCESSORY DWELLING UNIT” means attached or detached dwelling units that are additional and secondary to a principal residence on a residential property and are not able to be sold as a separate unit or constitute the primary land-use. For example, secondary suites or garden suites.

3. SCOPE

This Bylaw applies within the City of Prince Rupert.

4. DELEGATION

Council herein delegates the following to the City Manager, City Planner, Director of Operations, and the Building Inspector:

- a) The power to assign a civic address under this Bylaw.
- b) The power to amend a civic address under this Bylaw.

5. CIVIC ADDRESSING ASSIGNMENT

- a) Civic Addresses are assigned at the filing of an application for a building permit under the following:
 - i. Development of one or more principle or accessory dwelling units (ADU);
 - ii. Addition of dwelling unit;
 - iii. Development of a building requiring separate municipal servicing, in accordance with the City of Prince Rupert Utility Management Bylaws No. 3463 and No. 3464 as amended from time to time; and
 - iv. As required by current or emerging NG9-1-1 standards.
- b) No civic address shall be changed during the period between the filing of an application for a building permit and the issuance of an occupancy permit for that building, unless approved by a delegated authority, following guidelines in Section 6 of this bylaw.
- c) No civic address shall be changed for a lot between the time an application for a Plumbing, Sign, Driveway Access or Blasting Permit has been submitted and the time the permit is issued or denied.
- d) Civic addresses are assigned for locations without a building under the following circumstances and are exempt from Section 7: Address Display and Visibility requirement in this Bylaw:
 - i. Municipal park or greenspace that contains built structures such as swing sets or skateboard parks;
 - ii. Primary access points of Municipally owned or maintained trails; and
 - iii. As required by current or emerging NG9-1-1 standards.
- e) Civic addresses shall follow a logical, consistent pattern to enable ready access by emergency vehicles and provide for numbering of civic addresses in future subdivisions.
- f) The following guidelines shall be considered when assigning civic addressing:
 - i. Even civic address numbers are located on the east and south side of a named street, including cul-de-sacs and dead-end roads;
 - ii. Odd civic address numbers are located on the west and north side of a named street, including cul-de-sacs and dead-end roads;
 - iii. Civic address numbers increase from east to west on the West side of town (west of McBride Street), and increase from west to east on the East side of town (east of McBride Street);
 - iv. Civic address numbers will correlate to their relevant block;
 - v. In the case of diagonal or intersecting streets or irregular or diagonal blocks, address numbers shall be assigned to conform to the general numbering pattern in the Municipality, so that numbers shall conform to similar numbers on all parallel streets as far as possible; and

- vi. Civic Address numbers will be assigned in increments of four, as existing addressing allows, or in increments of eight for new development, to allow for increased building density in the future.
- g) The following guidelines shall be considered when assigning civic addressing to Small Scale Residential Dwellings:
 - i. a single family dwelling is assigned a civic address based on the fronting street;
 - ii. a single family dwelling on a corner lot is addressed off the street to which the front door faces;
 - iii. for properties on which two (2) or more dwellings are permitted, each dwelling is assigned a separate civic address;
 - iv. for corner properties on which two (2) or more dwellings are permitted, each unit is addressed off the street to which the front door faces;
 - v. accessory dwelling units, including secondary suites and detached accessory dwellings are assigned an "A" or "B" suffix (i.e. 1651A, 1651B); and detached accessory units are assigned a "C" suffix (i.e. 1651C);
 - vi. an address change may be requested by the Owner or Developer for any property at the owners cost, as set out in this Bylaw.
 - vii. reuse of existing addresses is avoided where possible; and
 - viii. discretion may be used when addressing a dwelling without a clear street frontage or front door location.
- h) The following guidelines must be considered when assigning Multi-Family and Commercial/ Industrial/ Institutional Addressing:
 - i. each building on a multi family residential property is addressed separately and unit numbers are assigned for individual suites or units in each building. For multi-level buildings the unit numbers will match the floor number (i.e. 101, 201, 301 for floor 1, 2, 3);
 - ii. row houses are given separate civic addresses for each unit;
 - iii. each building on commercial/industrial/institutional property is addressed separately and unit numbers are assigned for individual suites or units in each building. To leave available numbers for future consolidations or divisions of existing units on the single site, numbers assigned are 10 numbers apart (i.e. 110, 120, 130). Consolidations or divisions are assigned new numbers in existing sequence (i.e.: 110 plus 120 result in new unit number 115. Division of unit 110 will create additional unit number 105);
 - iv. civic addresses are assigned based on building location, as many multi-family, commercial, industrial and institutional developments have shared driveways and possibly alternate access;
 - v. civic addresses for each building are off the street to which the primary driveway serves the particular building;
 - vi. where applicable, the Developer may provide unit numbers or work with the Development Services Department to determine most appropriate number assignments;

- vii. reuse of existing unit numbers and addresses are avoided where possible; and
- viii. discretion may be used when addressing a building where its frontage is in a different location from its main access.

6. CIVIC ADDRESSING CHANGES

- a. Civic address change requests must be submitted by the Owner or Developer through the Development Services Department for approval, as follows:
 - i. a written request is submitted to the Development Services Department, including:
 - a brief, but complete, explanation of the reasons for the proposed change; and
 - where the new address number and unit number(s) fit within the existing addressing framework of the street or building.
 - ii. the proposed address change is circulated to the appropriate City departments for information purposes; and
- b. Consideration will be given to changing civic addresses in the following instances:
 - i. where a residential dwelling or other building is on a corner lot and faces a different street than what it is currently addressed;
 - ii. where an owner objects to the existing civic address number for cultural reasons;
 - iii. in the case of a subdivision or redevelopment where there is a need to accommodate additional civic addresses.
- c. The applicant for a civic address change must pay the prescribed fee in this Bylaw.
- d. The City assumes no responsibility for:
 - i. the costs associated with any change to a civic address;
 - ii. the notification of any person or organization that a change of address has occurred; nor
 - iii. losses, damages or claims arising for any reason from a change of civic address.
- e. In the case where the subdivision or development of land triggers the change of a civic address for property(ies) not involved in the subdivision or development, all costs arising from the change of civic addresses shall be at the expense of the proponent.
- f. As errors in existing civic addressing are identified, they will be noted by the Development Services Department and re-aligned to follow this bylaw, as the opportunity arises, following the process set out above.

7. CIVIC ADDRESS NUMBER DISPLAY AND VISIBILITY

- a. Every Owner or Developer of a building which is assigned a civic address, including accessory dwellings, must supply and affix, or cause to be affixed, the assigned civic address number in a conspicuous place on the building or display it elsewhere on the property where it can easily be seen from the property line on the fronting street;
- b. Where an individual Building Unit entry having an exterior entry is not visible from the fronting street, the Owner or Developer must erect directional signage indicating the direction that unit is located on the building or property in a location clearly visible from the property line on the fronting street.

- c. For buildings with internal units, the Owner or Developer must place unit numbers on each unit door way or in close proximity to the door.
- d. Civic addresses must be displayed as Arabic numerals; not text or roman numerals;
- e. Civic address numbers shall be displayed with a contrasting background and be clearly visible from the property line both day and night and in all weather conditions; and
- f. Address numbers displayed shall be no less than 100 mm (4") in height.

8. NO ALTERATION WITHOUT PERMIT

- a. No person shall alter, renumber or change any civic address without first receiving permission from a delegated authority pursuant to this bylaw.

9. PENALTIES

- a. Every person who contravenes or violates any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw, commits an offence and, where the offence is a continuing one, each day the offence continues shall be a separate offence.
- b. A person found guilty of committing an offence under this bylaw is liable a ticket is issued under the City of Prince Rupert Ticket Information Bylaw as amended from time to time to pay a maximum fine established under that Bylaw.