

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



**Civic Addressing By-law
C-610-23**

Effective Date:
September 27, 2023

Part 1 Purpose

The purpose of this By-law is to provide guidelines for the assignment of civic addresses and the display of civic numbers.

Part 2 Definitions

- 2.1 **“Building”** means a structure used or intended to be used to support or shelter any use or occupancy and includes an incomplete building once the footings have been constructed, except:
- 2.1.1 a structure the use of which is accessory to the use of another structure on the same lot and;
 - 2.1.2 a structure which, if it were now being built for the first time, would not require a Building Permit to authorize its construction;
- 2.2 **“Building Official”** means the Building Official designated by the Municipality of the District of Yarmouth;
- 2.3 **“Chief Administrative Officer (CAO)”** means the Chief Administrative Officer for the Municipality of the District of Yarmouth;
- 2.4 **“Civic address”** means an address that uniquely identifies a building or lot by a combination of civic numbers, street or road names and community names;
- 2.5 **“Civic Addressing Coordinator”** Any employee or employees designated by the CAO may act as its Civic Addressing Coordinator;
- 2.6 **“Civic number”** means the number assigned to a lot or building through this By-law;
- 2.7 **“Municipality”** means the Municipality of the District of Yarmouth;
- 2.8 **“Nova Scotia Civic Address File (NSCAF)”** means a database maintained by the Province of Nova Scotia that stores civic numbers, street names, community names and other details for all addressable locations in Nova Scotia;

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- 2.9 **"Owner"** has the same meaning as the owner of property in the *Municipal Government Act* or successor legislation from time to time;
- 2.10 **"Private road"** means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a street as defined in this By-law and which typically serves as a principal vehicular access to three or more civic address locations;
- 2.11 **"Street"** means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Municipality or any other municipality including a public highway;

Part 3 Assignment of Civic Address

- 3.1 The Civic Addressing Coordinator shall be responsible for the assigning of civic addresses to lots or buildings and shall keep or supervise the keeping of a property information record or system identifying all civic addresses assigned by the Municipality through the Nova Scotia Civic Address File (NSCAF).
- 3.2 The Civic Addressing Coordinator may assign civic addresses to lots or buildings for which subdivision approval, or a development or building permit is sought or obtained. The Civic Addressing Coordinator is not obliged to assign civic numbers to undeveloped lots (e.g., recreational vehicle lot), however, they may do so if they determine, that the level of human activity on the lot is deemed adequate. More than one civic number may be assigned to a lot if deemed appropriate by the Civic Addressing Coordinator.
- 3.3 The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering sequences or irregularities and to ensure an adequate supply of civic numbers for existing and future development. Changes to existing civic numbers shall be communicated to the Delivery Service Officer at Canada Post.
- 3.4 In the case where a demolition permit is issued for a structure with an associated civic address, the Civic Addressing Coordinator will determine if the civic address should be retired or if it should remain based on conversations with the permit applicant.



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Part 4 Signage

- 4.1 An owner shall not post or permit to be posted a number which is not assigned to the lot or building and recorded in the NSCAF.
- 4.2 The owner of a lot and/or building with an assigned civic address(s) shall keep posted and maintain on the lot and/or building, the assigned civic number(s) in the following manner:
 - 4.2.1 civic numbers shall be posted in a location which is not obstructed when viewed from the closest place on the traveled portion of the street or private road upon which the lot and/or building is accessed from and from all points at least 15 meters (49 feet) in either direction from that place. An intervening tree trunk or a vertical pole or post shall not alone be considered an obstruction for purposes of this subsection;
 - 4.2.2 civic numbers shall be double sided and face perpendicular the street or private road upon which the lot and/or building is accessed from and which forms part of the civic address for the lot and/or building;
 - 4.2.3 civic numbers shall be in Arabic numerals;
 - 4.2.4 the bottom of the numerals shall be a minimum of 1.2 meters (4 feet) above grade;
 - 4.2.5 the numerals shall be white in color against a blue reflective background;
 - 4.2.6 the dimensions of the numerals shall not be less than 7.5 cm (3 inches) in height and 2.5 cm (1 inch) in width.
- 4.3 The owner of the property is permitted to post additional signs displaying the assigned civic number provided that the assigned civic number is also posted pursuant to this By-law and that the additional or duplicate posting does not hinder the viewing of the civic number signage pursuant to this By-law. No person shall post or permit to be posted a number that could reasonably be confused with the civic number as determined by the Civic Addressing Coordinator.

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- 4.4 In the event that a building is not located within 90 meters (300 feet) of the closest edge of the traveled portion of the principal public street or private road upon which the building is situated the civic number shall be mounted on the building and shall be visible from the approaching direction in addition to being mounted by the traveled portion of the road as required by this By-law.
- 4.5 The reflective civic number sign must be obtained through the Municipality and shall be at no cost to the owner unless the requested sign is a replacement for a previously requested free sign or an additional sign. The owner is responsible for the cost of the post if a post is required. The post does not have to be obtained through the Municipality, but shall be consistent with the regulations and visibility requirements included in this By-law. (See Schedule A). Refer to Fees Policy F-044-02 for fees.
- 4.6 The civic number shall be posted on a gatepost, signpost or other structure on the lot on which the building is situated, excluding a utility pole for electrical, telephone or other utility service, on the same side of the road, and no more than 3.5 meters (11.5 feet) from the closest edge of the traveled portion of the street or private road upon which the building or lot is principally accessed from.
- 4.7 Where a private driveway has multiple buildings with different civic numbers, each civic number must be displayed as described above in 4.1, 4.2, 4.3 & 4.4. The civic numbers must also be displayed for each individual building or lot at the private driveway entrance (See Schedule B).
- 4.8 Upon application by an owner, the Civic Addressing Coordinator may provide written authorization for signage for civic numbers to vary from the standards contained in the By-Law, with or without conditions, when:
- 4.8.1 compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
 - 4.8.2 compliance would not as effectively meet the objectives of this By-law as an alternative approach.
 - 4.8.3 An authorization under this section may be revoked or varied by the Civic Addressing Coordinator. Owners shall comply with any conditions contained within authorizations granted under this section.

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- 4.9 The Municipality and property owner shall refer to the most recent version of the Nova Scotia Civic Address Users Guide for further guidance on civic signage not addressed in this By-law.
- 4.10 The Building Official for the Municipality of Yarmouth shall not issue an occupancy permit for the property before the assigned civic number is posted for the property.

Part 5 Enforcement

- 5.1 In the event of contravention of this By-law, in addition to any prosecution or other remedy, the By-law Enforcement Officer may:
 - 5.1.1 prepare a notice in writing to an owner to undertake remedial action including but not limited to the posting or re-posting of a civic number on a building or lot or the erection of signage for a private road (in accordance with Subdivision By-law and Private Road and Rights of Way Signs policy);
 - 5.1.2 serve the notice upon an owner, by which notice shall be deemed to have been sufficiently served if posted on the owner's building or lot;
 - 5.1.3 if the remedial action has not been undertaken or completed within 30 days, the By-law Enforcement Officer may enter upon the private property of an owner and undertake the remedial work.
 - 5.1.4 Costs incurred under 5.1.3 shall be charged to the assessment account, accrue interest at a rate pursuant to the Municipality's Fees Policy, from the date of the completion of the work until the date of payment, and is a first lien on the property affected.
- 5.2 Any person who violates any provision of this By-law is guilty of an offence punishable on summary conviction by a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5000.00).

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Chief Administrative Officer's Annotation for Official By-Law Book

Date of First Reading	July 19, 2023
Date of Advertisement of Notice of Intent to Consider	September 7, 2023
Date of Second Reading	September 27, 2023
Date of Advertisement of Passage of By-law	November 2, 2023
Date of Mailing to Minister a Certified Copy of By-law	November 3, 2023

I certify that this Civic Addressing By-law C-610-23 was adopted by Council and published as indicated above.

Chief Administrative Officer

November 17, 2023

Date

Date last reviewed by Council: September 27, 2023

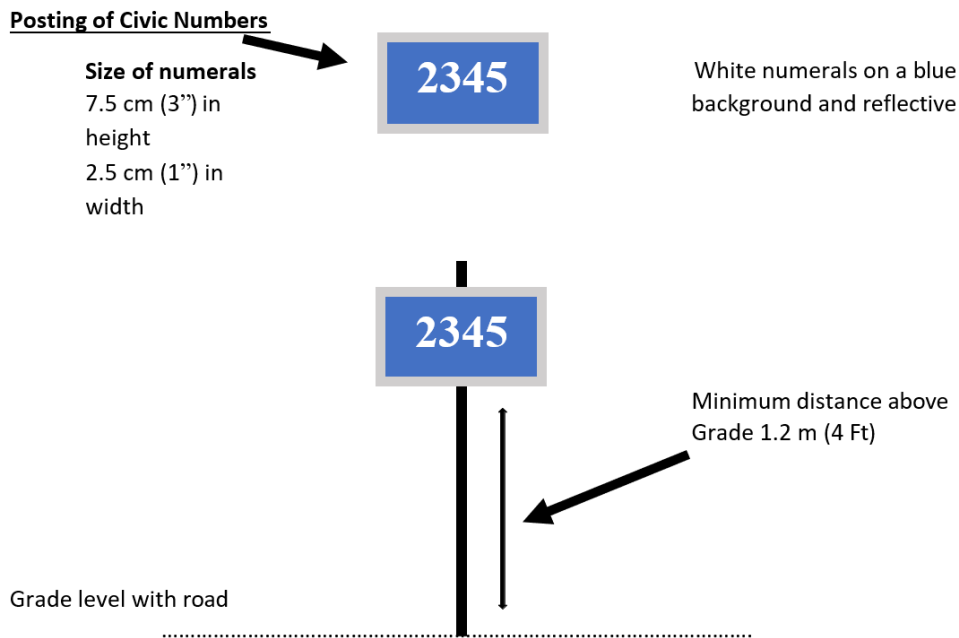
Date last amended:



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**SCHEDULE "A"
Posting of Civic Numbers**



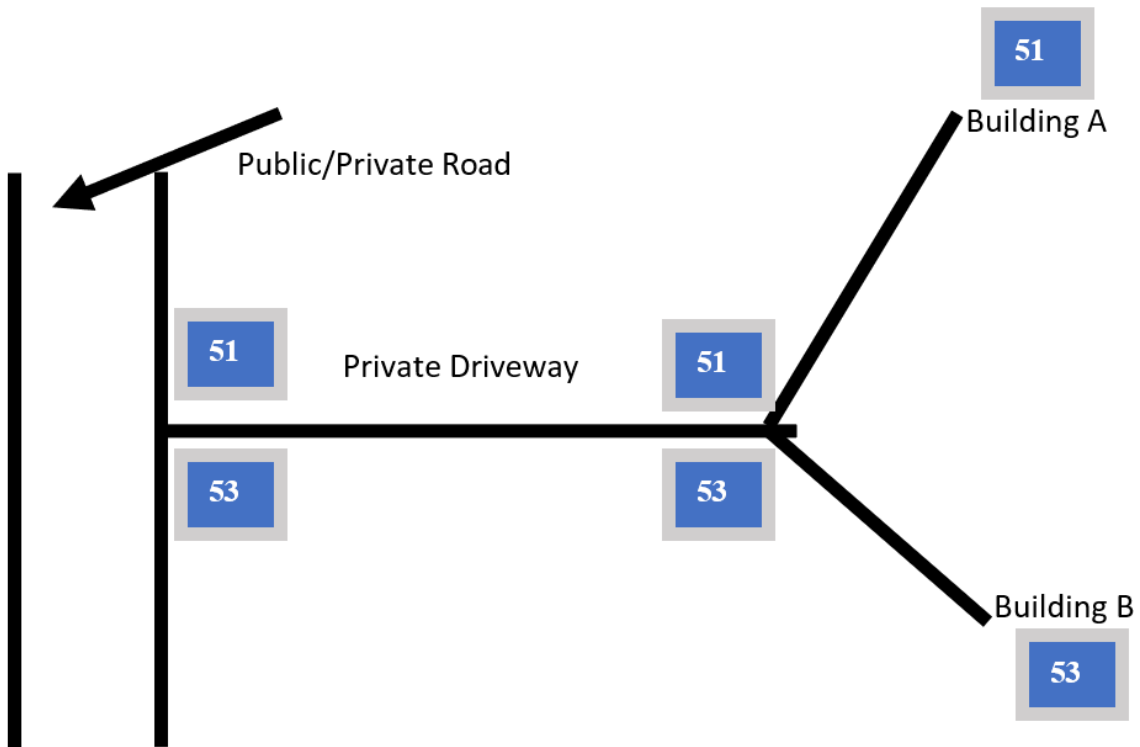
- Civic numbers shall be posted in a location and in a manner so that they can be clearly seen from the road from both directions at least 15m (49 ft) from the sign location.
- Civic numbers shall be posted on the same side of the road for which the civic number was assigned.
- Civic numbers shall be displayed horizontally using standard Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, & 9) read from left to right.
- The size of the civic numbers shall be at least 7.5cm (3 inches) in height and 2.5 cm (1 inch) in width.
- The color of the numbers shall be white on a blue background and reflective.
- The bottom of the sign shall be located at an elevation of 1.2 meters (4 ft) above grade level with the road.



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SCHEDULE "B"
Private driveways with more than 1 civic address



- All civic numbers must be displayed where the street/private road meets the private driveway
- All civic numbers must be displayed where the private driveway branches off to the individual buildings or lots
- The civic numbers may also be displayed on each building and/or lot



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**SCHEDULE "C"
Guidelines for Installing Your Sign**

The civic number shall be displayed on the same side of the road as the building or property is located.

The distance between the bottom of the numbers and the ground should be at least 1.2 meters or 4 feet.

The posted civic sign should be no more than 3.5 meters (11.5 feet) from the closest edge of the traveled portion of the road which forms part of the civic address for the building or lot.

The sign should be perpendicular to the road and be clearly visible from the roadway from both directions.

The numbers on the sign should not be less than 7.5 cm (3 inches) high and 2.5 cm (1 inch) wide.



CIVIC SIGN PROGRAM

Municipality of Yarmouth
932 Highway 1
Hebron, NS B5A 5Z5

Phone: (902)742-9691 Fax: (902)742-7557

All property owners are eligible to apply for a civic sign and/or post for any developed property in the Municipality. Initial civic signs for each Property ID (PID) are being offered free. Posts purchased with a civic sign are being offered at half price or \$23.00 HST included. Replacement cost for civic signs is \$16.50 HST included. Replacement or purchase of a post alone is \$46.00 HST included.

Your Name: _____

Check which you are applying for:

Civic Address where the sign will be placed:

INITIAL CIVIC SIGN (Free)

REPLACEMENT CIVIC SIGN \$16.50

ALUMINUM POST \$23.00 WITH SIGN

Daytime Phone: _____

Email: _____

I hereby state that I am applying for my civic address which is within the Municipality of Yarmouth and that I am the owner of the said property. **The information I have provided is true and correct to the best of my knowledge.**

Signature: _____

Date: _____

THANK YOU for your application.

All applications will be processed on a first come - first served basis. There are a limited number of signs and posts available. Should you have any questions about this program, please contact us at **902-742-9691**. **The information collected on this application will NOT be used for any purpose other than the Civic Sign Program.**