



## **TOWN OF OKOTOKS ADMINISTRATIVE GUIDELINES**

**Title: Assigning or Revising Addresses for Parcels and Structures**

**Number: A 10-02**

**Approval Date: June 28, 2010**

**Review Date:**

**Revised Date:**

**Originating/Lead Business Centre: Planning Services**

**Reference: Policy 10-02 Assigning or Revising Addresses for Parcels and Structures**

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### **Purpose:**

To establish the methodology and system the Town of Okotoks will use to create and revise addresses for registered parcels of land and structures within the Town of Okotoks consistent with the Addressing Bylaw and the Roadway, Parks, Neighbourhoods & Facilities Naming Policy.

### **Scope:**

These Guidelines apply to the addresses of all registered parcels of land (whether vacant or occupied by a structure) and structures in the Town of Okotoks. These Guidelines must be consistent with the Addressing Bylaw.

### **Authority:**

The Planning Services Team is responsible for the creation and periodic review of these Guidelines and assigning a member of Planning Services responsibility for ensuring that addresses are assigned/revised in compliance with the Assigning or Revising Addresses for Parcels and Structures policy, guidelines and procedures.

## **Defintions:**

*Highway:* Road or way open to the public as a right of way for the purpose of passing and repassing including:

- a road or road allowance surveyed under the Surveys Act or any other Act and;
- a public roadway provided in a subdivision under the Municipal Government Act or any other Act, but does not include a lane.

*Multi-Building Complex:* A development where there is more than one multi-unit building on a single parcel of land, such as in the case of a retail shopping area or office park.

*Studio Suite:* A self-contained dwelling unit on a site that is accessory to the principal dwelling unit on the site, which for the purposes of assigning an address has been approved by the Town of Okotoks.

## **Standard Operating Guidelines:**

### ***Numbering Principles***

#### 1. When to Assign or Revise Addresses

Addresses must be assigned or revised by the Town of Okotoks, as required, following:

- a) approval of a Subdivision Application;
- b) approval of a Development Permit;
- c) annexation of lands into the Town of Okotoks;
- d) approval of a Change of Address Application; or
- e) a request from a utility agency or Emergency Services.

#### 2. Consecutive Numbering

Numbers assigned to properties are to be consecutive, even if the highway changes direction or is on a diagonal. The act of assigning numbers to parcels is, in effect, the act of indicating the incremental distance of a property from the origin, or end, or the highway along that highway. Only one origin and one destination should exist for numbers along a highway. If numbers are out-of-sequence, interpreting an address description is impaired.

#### 3. Even/Odd (Parity)

Even numbered integers are assigned to property on the east and north sides of the highways throughout the town. This principle should also be adhered

to if the highway changes direction; numbers should not "jump" across the roadway because the roadway changes direction. Even and odd integers should "pair-off" across the highway as closely as possible (e.g. "16" should be opposite "15" or "17").

#### 4. Uniform Numbering Intervals

Property numbering intervals should be uniform based on highway frontage. This includes uniform intervals within blocks and between blocks.

The numbering interval used should be the smallest that will ever be needed for future division (not necessarily subdivision) of the property. Similarly, the numbering system should also accommodate possible growth and development in the area.

Applying the same unit intervals on all highways will not always be possible, particularly when roadways change direction or when located in low-density rural areas. Where properties are narrow, the frontage interval may need to be smaller. Similarly, it may be difficult to accommodate town-housing if the frontage interval is large.

### ***Numbering Different Types of Structures***

#### 5. Numbering Semi-Detached Structures

Separate numbers should be assigned to the entrances of a semi-detached structure (side by side), for an upstairs unit that has an outside entrance (up and down), and for semi-detached with one unit accessible from the rear (front and back style). In situations where the entrance door is not visible from the roadway, additional signage may be necessary to give directional advice.

When numbering a semi-detached building (two units in one building) assign a number for one side as you would for a single dwelling/building and divide the interval used by 2. Subtract this value from the number assigned to derive the additional number needed. (E.g. if interval is '4' and number assigned for one-half of duplex is 319, the second half will be:  $4 \div 2 = 2$ .  $319 - 2 = 317$ ).

#### 6. Numbering Rear Structures or Entrances

For parcels with a rear structure or a structure with a rear entrance requiring a separate address, an alpha qualifier or unit number can be used. Fractions or decimals are not permitted. This approach should not be used if there is more than one rear structure or rear entrance.

If there are rear entrances or hidden structures, a post should display the number with an appropriate arrowhead, on the path leading to the entrance. Accessory buildings to commercial or industrial sites are not assigned separate numbers unless required/requested by either the owner or a third party (e.g. Fire Department,).

7. Numbering Studio Suites

When a studio suite has been approved by the Development Authority or is located in the Residential Studio Suite District [R-1St], a separate address for the studio suite will be assigned upon request. The principal building shall retain the existing address and the studio /secondary suite is assigned the same number with an alpha qualifier.

8. Numbering for Multi-Building Complexes

Where this type of development occurs, the entire parcel shall be assigned a single distinctive street address consistent and each building, or units within a building, will be assigned a distinctive number. Addresses for multi-building complexes are to be assigned at the time of Development Permit approval.

For developments where all buildings are one floor or only require addresses for the first floor, buildings shall be assigned numbers in one hundred intervals (i.e. 100, 200, 300, etc.), with the last two digits being used for differentiating units. All Units in this form of development shall be consistent in terms of odd or even with the parent address. For example, if the parent address is 3 Fisher Street all of the units on site shall be odd numbers (i.e. 301, 303, 305, etc.).

For developments containing multi-story buildings, buildings shall be assigned numbers in one thousand intervals (i.e. 1000, 2000, 3000, etc.). The second digit will be used for the floor the unit is on and the last two digits will be used for differentiating units. For example, 2301 would refer to the second building, the third floor, and the first unit on that floor. Both even and odd numbers may be used for unit numbers for this form of development, regardless of the number of the parent address. However, odd/even parity should be used to separate units within buildings.

9. Numbering Buildings with Entrances to Multiple Streets

In some cases, buildings have multiple entrances and access to parallel roadways. Numbers should be assigned to these entrances from the series of numbers available for the roadway from which access is derived.

## ***Numbering on Different Types of Highways***

### 10. Numbering Corner Lots

The parcel address number is generally assigned to the side of the parcel having the shortest frontage. If it is later determined the building faces another highway, a new number should be assigned.

If a corner building has two entrances which both look like front entrances, consideration should be given to the highway which is most prominent and the general site layout.

### 11. Numbering on Circle and Crescent-shaped Highways

There are typically more parcels on the outside of a circle/crescent shaped roadway than on the inside. Consecutive numbers (even or odd) should be assigned in the regular manner first to the side of the highway having the greatest number of individual properties fronting along the highway, then the other. When undertaking the numbering of the side with fewer properties, attention must be given to "pairing-off" numbers across the roadway. The break in numbering to achieve this numeric correspondence is best taken at corners, reserve parcels, street intersections, laneways or tot lots.

When numbering to blockfaces of circle/crescent-shaped roadways, numbers should not "cross" the roadway to maintain even numbers on north and east blockfaces and vice versa. Rather, determine whether the blockface is predominantly north, west, etc. and maintain the allocation for the entire length of the roadway.

In numbering circle/crescent shaped highways, there must be only one start point (origin) and one end point (destination). The start point should be established at the most prominent point of entry.

### 12. Numbering on Cul-de-Sac

Cul-de-sacs should be individually named and not named with a block prefix (e.g. 100, 200, 300 Downey Place would not be acceptable). Parcels are assigned numbers starting at the right and progressing in a circular direction (i.e. numbers do not alternate between parcels on opposite sides of the cul-de-sac). The address of each individual parcel within the cul-de-sac will be based on the lead numbers as follows:

- even numbered lead numbers will have even-numbered graduating addresses (e.g. 202, 204, 206, etc.);
- odd numbered lead numbers will have odd-numbered graduating addresses (e.g. 301, 303, 305, etc.).

## ***Numbering Parcels***

### 13. Assigning Addressing for Un-subdivided Parcels

Addresses for un-subdivided parcels within the Town's boundaries are to be assigned on a temporary basis at such time as any land is annexed into the Town.

### 14. Numbering for Consolidations of Parcels

A consolidation is the combining of two or more parcels to form a larger parcel. Consolidation of parcels occurs when a building or development straddles parcel boundary lines. When this occurs, new numbers are assigned accordingly as required. Address numbers previously assigned are re-used whenever possible.

### 15. Changes to Parcel Numbering

Res. 01.C.470 Oct. 9/01

An application to change the address numbering of one or more parcels, where the changes are not subject to subdivision or development approval, shall be subject to review by Council or its designated authority. A fee shall be payable (as determined by Council in the current Fee Schedule) at time of application.