

## Schedule B

### **Civic Addressing Requirements for Posting of Number Blade(s) and Signpost(s) Policy**

1. Civic addresses are required to identify properties and structures located along streets so that services can be provided to homes and businesses in an efficient manner. A civic address shall consist of a numeral followed by a street name. (example 1233 Prince St).
2. Number Blade(s) and Signpost(s) are available only through the Township office and shall be posted in accordance with the requirements of this By-law.
3. The number blade(s) shall be displayed in numeral form (i.e. 12) and not in written form (i.e. Twelve).
4. The Owner(s) and Occupant(s) are responsible for ensuring that the number blade(s) and sign post(s) are installed, maintained and visible at all times and clear of any snow, foliage or other obstructions that may block visibility of the numbers.
5. All streets in the Township, except in the village of Lansdowne, Ivy Lea Road, Islands and Water Only Access Properties are subject to the following:
  - 5.1 The assigned number blade(s) shall be affixed to a sign post(s) and shall be installed to display the number blade at a height of generally not less than 1.2 metres (4 feet) and not greater than 1.9 metres (6 feet) above grade.
  - 5.2 The number blade(s) shall be placed on the sign post(s) and erected perpendicular to the street to face oncoming traffic and so as to be clearly visible from both directions on the travelled portion of the street, clear from any obstructions.
  - 5.3 The sign post(s) shall be located at the driveway entrance, placed on the property line and placed at a distance not to exceed 1 metre (3 feet) from either side of the driveway, or as otherwise approved by the Township. Where there is more than one driveway entrance, the owner(s) must consult with the Township to ensure that the number blade(s) and signpost(s) are located at the appropriate driveway entrance.
  - 5.4 Where more than one number blade is posted on a sign post at the driveway or water access identifying more than one structure at the location, the number blade(s) shall be posted in the order that the structures are located on the driveway or from the water access point. The owner(s) shall also provide and post the assigned number at the appropriate location on the structure in a location that is prominently visible at all times.

- 5.5 All civic addresses on private roads shall be clearly defined. Where there is a fork in the road on a private road, the owners shall clearly define which numbers lead in each direction and ensure that numbers are clearly marked on each section. Where necessary staff may rename a portion of a private road to avoid confusion for emergency services and the cost will be incurred by the owner(s) on the road.
6. Village of Lansdowne and Ivy Lea Road
- 6.1 Where a structure is located less than 15 metres (50 feet) from the street, the number blade(s) shall be affixed on the house, parallel to the street, near the front door, posted to be prominently visible from the road and easily seen at night.
- 6.2 Where a structure on the property is located 15 metres (50 feet) or more from the street, the number blade(s) shall be posted as per Section 5 of Schedule B to this By-law Policy.
7. Island Properties and Water Access Only Properties
- 7.1 The number blade(s) and sign post(s) shall be permanently affixed on the island or water access only property so that it is clearly visible at all times from the end of the dock or if the property does not have a dock, the number blade(s) and sign post(s) shall be posted at the main water access/landing point to the property.
- 7.2 Where there is more than one cottage on a property and the owner(s) share a dock or main access landing point, the assigned number blade(s) to each of the cottages shall be affixed to a common post as described in Section 5 of Schedule B to this By-law and each owner shall also provide and post the assigned number at the appropriate location on the structures, posted in a manner so as to be prominently visible at all times.