

## POLICY AND PROCEDURES MANUAL

**Number:**

**Section: Planning**

**Date: September 30, 2005**

**TOPIC:** CIVIC NUMBERING

**PREAMBLE:** There is a need for improved and consistent civic numbering of dwellings and buildings throughout the city to permit easy identification of buildings by the public, business clients and emergency services.

Section 199 of the City of Mount Pearl Act states:

*The Council may name and mark all roads within the City and may provide for the numbering of all buildings thereon.*

This section provides Council with the statutory authority to place civic numbers on buildings.

While the City assigns civic numbers under this section and has required existing building owners to place civic numbers on their buildings, policy direction is required to determine where and how these civic numbers are to be displayed.

**POLICY:**

1. It is the policy of the City of Mount Pearl to require new and existing building owners to place civic numbers on their buildings.
2. The Civic Numbering Policy will ensure that these civic numbers are placed on buildings in a conspicuous location and displayed in a visually suitable manner.
3. Unless otherwise determined by Council, the owner of a property shall keep posted on the building the civic number of the property as assigned by the City.
4. The civic number shall be assigned by the Planning Department at the time of a development application approval. The Civic

Numbering Guidelines shall be attached to the Development Permit.

5. Where the building is comprised of multi tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by the posting and display of a suite or tenant number.
6. Where it is determined by the City that the assigned civic number cannot be easily read when viewed from the closest place on the traveled portion of the street or private road upon which the property is situated or from which it has access, the civic number shall be posted on the structure or facility and shall also be posted on the ground sign or at the end of the access driveway.
7. The civic number shall be posted in accordance with the Civic Numbering Guidelines (See Appendix A).
8. The City may by written notice to an owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a street or road as a result of new development projects.
9. The City will provide a nominal reimbursement for costs or hardships that may be incurred by any property owner due to the reassignment of any civic number and this reimbursement shall be in accordance with the City's Civic Renumbering policy.

**RELATED  
FORMS AND  
SECTIONS:**

Appendix A – Civic Numbering Guidelines

**PROCEDURES:**

1. Upon the receipt of a development application, the Planning Department will locate the property and determine the appropriate civic number to assign to the building.
2. The Planning Department will assign a civic number to a building as a condition of the Development Permit.
3. The Civic Numbering Guidelines will be attached to the Development Permit.

4. The Engineering Department will ensure that the civic number is posted on the building in accordance with the guidelines prior to the issuance of an occupancy permit.
5. Periodic inspections of buildings throughout the city by city staff will be undertaken to ensure compliance with the civic numbering policy. Those existing buildings that are not in compliance shall be notified in writing and requested to bring their buildings into compliance with the City's civic numbering policy.

**APPROVED BY COUNCIL: Council – September 20, 2005 (05-09-694)**

**Effective date September 20, 2005**

## **APPENDIX A- CIVIC NUMBERING GUIDELINES**

The civic number shall be posted in the following manner:

1. The civic number shall be in Arabic numerals only;
2. The civic number shall be displayed in a horizontal orientation;
3. The colour of the numerals shall clearly contrast with the background upon which the numbers are displayed;
4. The minimum height of numerals on residential properties shall be 100 mm (4 inches);
5. The bottom of the numerals on residential properties shall be a minimum of 1.2 m (48 inches) above grade;
6. The minimum height of numerals on non residential properties shall be 250 mm (10 inches);
7. The bottom of the numerals on non residential properties shall be a minimum of 2.13 m (84 inches) above grade;
8. The civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the street or private road;
9. The civic number shall be displayed on the side of the building that faces towards the street or private road upon which the property is addressed; and
10. The civic number shall be displayed in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the street or private road upon which the property is situated or from which it has access.