



TOWN OF SHELBURNE

Civic Numbering By-Law

A BYLAW RESPECTING CIVIC NUMBERING and SIGNAGE OF STREETS AND ROADS

BE IT ENACTED by the Council of the *Town of Shelburne*, under the authority of the (Municipal Government Act, S.N.S. 1998, Chapter 18), as follows:

1. This by-law shall be known as Bylaw Number (1) and may be cited as "The Civic Numbering Bylaw".

Definitions:

2. In this bylaw:

- a) **"Building"** means a building as defined from time to time by the Building Code Act (N.S.) and any regulations there under and includes the footings stage of building construction;
- b) **"Civic Number"** means the number assigned to a property by the Town of Shelburne;
- c) **"Council"** means the Council of the *Town of Shelburne*;
- d) **"Owner"** means the owner of property as defined by the Municipal Government Act;
- e) **"Private Road"** means any road or road which is not a public street;
- f) **"Public Street"** means any street or road owned and maintained by the *Town of Shelburne* in the province of Nova Scotia;
- g) **"Town"** means the *Town of Shelburne*;
- h) **"Roadway"** means that portion of a public street or private road that is improved so as to be designed or ordinarily used for the passage of vehicular traffic
- (i) **"Civic numbering Co-ordinator"** means Building Inspector or some other person appointed by Council to administer this By-Law
- (j) **"Database"** means a record of civic numbers assigned

General Provisions:

3. The owner of any property for which a civic number has already been assigned by the *Town* or any other authority shall display such civic number on the building or property in the manner provided in this bylaw.
4. The owner of any property upon which a building is located shall obtain for that property a civic number and shall display such civic number on the building or property in the manner provided in this bylaw.

Assigning of Numbers:

5. The Civic Numbering Co-ordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep or supervise the database of all civic numbers assigned by the Civic Numbering Co-ordinator. The Civic Numbering Co-ordinator may assign civic numbers to lots or buildings for which subdivision approval or a building permit is sought or obtained. The Civic Numbering Co-ordinator is not obliged to assign civic numbers to undeveloped lots and may assign more than one civic number to a lot
6. The Civic Numbering Co-ordinator may, by written notice to an owner, change or re-assign civic numbers where reasonably necessary to avoid potentially confusing discontinuities or irregularities and to assure an adequate supply of civic numbers for existing and future development.
7. An owner shall not post or permit to be posted a number which is not assigned to the lot or building on which the number is posted
8. Any person wishing to obtain a civic number shall submit a request to the Civic Numbering Co-ordinator.

Display:

9. A civic number shall be displayed upon a building or property in the following manner:
 - (a) it shall be in Arabic numerals, e.g 159;
 - (b) the numerals shall be right side up;
 - (c) displayed on the same side of a public street or private road as the owner's building is located;
 - (d) the bottom of the numerals shall be:
 - (i) in the case of numerals displayed on a building, at least 1.2 meters (48 inches) above the ground; and

(ii) in the case of numerals displayed elsewhere on the property, at least 0.6 metres (24 inches) above the ground;

(e) the colour of each numeral shall be such as to clearly contrast with the colour of the building or post or material upon which it is located;

(f) the numerals shall be placed such that

(i) in the case of numerals displayed on a building or structure, they face the private road or public street from which the main driveway access to the property is obtained and only if said building or structure is sufficiently close to said private road or public street and the numerals are sufficiently reflective such that the numerals are clearly visible from said private road or public street by operators of vehicles including emergency vehicles, both by day and by night; and

(ii) in the case of numerals displayed elsewhere on the property only if the numerals are placed so as to be perpendicular to, and sufficiently close to, said private road or public street and sufficiently reflective such that the numerals are clearly visible from said private road or public street by operators of vehicles including emergency vehicles, both by day and by night.

Private Road Signs:

10. This section applies in the case of a private road which is not identified by signs and a signpost in accordance with the requirements of this bylaw or the name of which is not consistent with a name assigned to it by the operational policy of the Town regarding Names of Streets and Private Roads.

11. The owner or owners of any land that is a private road, and to which this section applies, shall apply to the Civic Numbering Co-ordinator, or the Town, whichever is determined to have jurisdiction by law or agreement or arrangement, for permission to erect a sign or signpost that identifies said private road by the name assigned to it by operational policy of the Town

12. Any such owner or owners shall use his / her their best efforts to obtain said permission.

13. Once permission is obtained, said owner or owners shall erect said sign or signpost in the following manner:

i) lettering of each sign to be black, 4 inches in height and on a white background;

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ii) sign(s) are to be attached securely to a 4" by 4" (10.2 cm x 10.2 cm) sign post and approximately 6 to 8 feet (1.83 m to 2.44 m) above the elevation of the shoulder of the private road;

iii) the signpost is to be placed a minimum of 7 feet (2.14 m) and maximum of 15 feet (4.58 m) from the edge of the roadway; the signpost is to be placed at the intersection of the private road with any public street and on the side of the private road opposite the usual placement of a Stop or a Yield sign;

iv) the sign is to be attached to both sides of said signpost so as to be visible from either direction of travel along the private road.

14. In the event that permission cannot be obtained, despite the best efforts of the owner(s), or in the event that the owner(s) fail to comply with this bylaw, the Town may, in addition to any other penalty provided for in this bylaw, erect the said signs and signpost by use of its own workforce or through a contractor and charge back the costs of so doing to the owner or owners by way of a lien on their property(ies) pursuant to (Section 505 of the Municipal Government Act.)

Maintenance:

15. The owner of a property having a civic number and any owner of a private road shall maintain said civic number or road sign or signpost in good repair.

Prohibitions:

16. No person shall display upon a property any number, which is not a civic number with the exception of a number, which is clearly part of a business name.

17. No person shall, after the date of coming into force of this bylaw, display a civic number on a property unless said number was obtained prior to that date or was obtained pursuant to this bylaw.

Penalties:

18. Any person found to be in violation of this bylaw shall be liable, upon conviction, to a fine of not less than Fifty Dollars (\$50.00) and not more than Five Hundred Dollars (\$500.00) and, in default of payment, to a term of imprisonment not to exceed Thirty (30) days.

19. Each day that a person commits an offence under this bylaw constitutes a separate offence.

Voluntary Payment:

20. A person who is alleged to have violated this bylaw and where the notice so provides, may pay a penalty in the amount of \$50.00 to the office of the Town provided that said payment is made within a period of fourteen (14) days following the day on which the alleged violation was committed and where the said notice so provides for a voluntary payment, said payment shall be in full satisfaction, releasing and discharging all penalties incurred by the person for said violation.

Repeal:

21. Any bylaw or portion of a bylaw of the Town, which dealt with civic numbering, is hereby repealed.

Clerk's Annotation for Official By-Law Book

Date of first reading: April 1st, 2009

Date of advertisement of Notice of Intent to Consider: April 14th, 2009

Date of second reading: May 6th, 2009

*Date of advertisement of Passage of By-Law: May 12th, 2009

Date of mailing to Minister a certified copy of the By-Law: June 30th, 2009

I certify that this Civic Numbering By-Law was adopted by Council and published as indicated above.

Clerk

June 30th, 2009
Date

* Effective Date of By-Law unless otherwise specified in the text of the By-Law*