

# Town of Truro – Bylaws

**Subject:** Civic Addressing  
**Bylaw Number:** B160-009  
**Approval Date:** December 4, 2006  
**Departments:** Planning & Development

## Title

1. This Bylaw is entitled the “Civic Addressing Bylaw”.
2. The objectives of this Bylaw are to adopt a system for assigning civic numbers to buildings and properties, to require property owners to post their civic numbers on their properties and to comply with any changes to their civic numbers.
3. Nothing in this Bylaw shall be construed as authorizing non-compliance with any laws, regulations, Bylaws, lawful orders or directives pursuant to any other statute, regulation or statutory or regulatory authority that may require the posting of civic numbering on structures or properties or the posting of street names on private roads or which may specify standards in respect of civic numbers or street names.
4. In this Bylaw:
  - (1) “Civic Addressing Coordinator” means the Planning Technician for the Town unless some other person has been appointed by the Chief Administrative Officer to administer this Bylaw;
  - (2) “Civic number” means the number assigned to a lot or building by this Bylaw or by the Civic Addressing Coordinator;
  - (3) “Owner” means the person or persons assessed for a property;
  - (4) “Private road” means any street, road, lane, bridge, or other thoroughfare accessible to motor vehicles which serves as a principal vehicular access to three or more dwellings or buildings, and which is owned by a person or persons other than the Town or the Province of Nova Scotia;
  - (5) “Street” means any public street, highway, road, lane, bridge, or thoroughfare accessible to vehicular traffic owned by the Province of Nova Scotia, the Town or any other municipality, including a public highway;
  - (6) “Town” means Town of Truro.

5. A civic number that was posted on a lot or building or that was customarily in use as a mailing address for a lot or building on the date of first reading of this Bylaw is hereby assigned to that lot or building until and unless the Civic Addressing Coordinator, by written notice to an owner, otherwise directs.
6. The Civic Addressing Coordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep or supervise the keeping of a property information record or system identifying all civic numbers assigned by the Town. The Civic Addressing Coordinator may assign civic numbers 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, and may assign more than one civic number to a lot.
7. The Civic Addressing Coordinator may, by written notice to an owner, change or reassign civic numbers where reasonably necessary to avoid potentially confusing numbering discontinuities or irregularities and to assure an adequate supply of civic numbers for existing and future development.
8. 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.
9. The owner of a lot on which a building is located shall keep posted on the lot or building the assigned civic number in the following manner.
  - (1) Civic numbers shall be posted in a location which is not obstructed when viewed from the traveled portion of the street or private road upon which lot or building is situated, and shall face toward the street or private road from which it is numbered;
  - (2) Civic numbers shall be in standard numeric format;
  - (3) The bottom of civic numbers shall be a minimum of 1.2m above grade;
  - (4) Civic numbers shall be a minimum of 100mm in height where the posted distance is less than 15m from the street or private road, and a minimum of 150mm in height where the posted distance is 15m or more from the street or private road;
  - (5) The colour of the civic numbers shall clearly contrast with the background upon which the numbers are displayed; and
  - (6) Where the view of a civic number would be obstructed if it were posted on the building, or would not be easily read when viewed from the traveled portion of the street or private road, the civic number shall be posted at the end of the access driveway, on the owner's property, and on either side of a free standing post.

10. The owner(s) of a private road which intersects a street and which is not signed in accordance with Town standards shall take the following steps:
  - (1) Obtain from the Civic Addressing Coordinator the name assigned to the private road by the Town, and if no name has been assigned, request the Town to assign a name;
  - (2) Request to the Civic Addressing Coordinator that the Town erect an identifying sign and a signpost at the intersection of the private road and the street in accordance with Town standards.
  
11. 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 this Bylaw, with or without conditions, when:
  - (1) Compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
  - (2) Compliance would not as effectively meet the objectives of this Bylaw as an alternative approach.

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.

12. In the event of contravention of this Bylaw, in addition to any prosecution or other remedy, the Town may:
  - (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;
  - (2) Serve the notice upon an owner, which notice shall be deemed to have been sufficiently served if posted on the owner's building, lot or property;
  - (3) If the remedial action has not been undertaken or completed within 14 days, the Town may enter upon the private property of an owner and undertake the remedial work, and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment, as a first lien on the property affected.
  
13. Any person who violates any provision of this Bylaw is guilty of an offence punishable on summary conviction by a fine of not less than \$100 and not more than \$500 and to imprisonment of not more than one month in default of payment thereof.
  
14. The effective date of this Bylaw is December 16, 2006.