



TOWN OF KENTVILLE BY-LAW CHAPTER 89 CIVIC NUMBERING

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

1. This bylaw shall be known as Chapter 89 and may be cited as "The Civic Numbering Bylaw".
2. The purpose of this bylaw is 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, by-laws, 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 name on private roads or which may specify standards in respect of the positioning of civic numbers or street names

DEFINITIONS

4. 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 Addressing Coordinator" means the Development Officer for the Town;
 - c. "Civic Number" means the number assigned to a lot or building by the Civic Addressing Coordinator;
 - d. "Council" means the Council of the Town;
 - e. "Owner" means the person or persons assessed for the property;
 - f. "Private Road" means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which serve as principal vehicle access to three or more dwellings or buildings, and which is owned by a person or persons other than the Town of Kentville of the Province of Nova Scotia
 - g. "Street" means any street or road owned and maintained by the Town;
 - h. "Town" means the Town of Kentville.

GENERAL PROVISIONS

5. 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
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- number on the building or property in the manner provided in this bylaw.
6. 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.
 5. The Civic Addressing Coordinator shall be responsible for the further assigning of civic numbers to lots or buildings and shall keep the 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 address to a lot.
 6. The Civic Addressing Coordinator may, by written notice of 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.
 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. 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:
 - a. 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 the lot or building is situated, and shall face toward the street or private road from which it is numbered;
 - b. civic numbers shall be in standard numeric format;
 - c. the bottom of the civic numbers shall be a minimum of 1.2m above grade;
 - d. the civic address shall be a minimum of 100mm in height where posted distance is less than 15 m 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;
 - e. the colour of the civic numbers shall clearly contrast with the colour of the building or post or material upon which the numbers are displayed; and
 - f. where view of the 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.
 9. 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:

- a. provide to the Civic Addressing Coordinator the name assigned to the private road;
 - b. erect an identifying sign and sign post at the intersection of the private road and the street, as approved by the Traffic authority of the Town.
10. 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 By-Law, with or without conditions, when:
- a. compliance with the standards is not reasonably possible, having regard to the physical features of the site or otherwise; or
 - b. compliance would not as effectively meet the objectives of this By-Law 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.

11. In the event of contravention of this By-Law, in addition to any prosecution or other remedy, the Town may:
- a. 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;
 - b. serve notice upon an owner, which notice shall be deemed to have been sufficiently served if posted on the owner's building, lot or property;
 - c. 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 cost 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.
12. Any persons who violates any provision of this By-Law is guilty of an offence punishable on summary conviction by a fine of not less than \$100 and not more that \$500 and to imprisonment of not more than a month in default of payment thereof.

MAINTENANCE

13. The owner of the property having a civic number shall maintain said civic number in good repair.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:	October 31, 2011
Date of advertisement of Notice of Intent to Consider:	November 8, 2011
Date of second reading:	November 28, 2011
*Date of advertisement of Passage of By-Law:	December 6, 2011
Date of mailing to Minister a certified copy of By-Law:	December 6, 2011

I certify that this Civic Numbering Bylaw – Chapter 89 was adopted by Council and published as indicated above.



CAO Mark Phillips

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