BY-LAW NO. 167 - 03

OF THE

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law of the Corporation of the City of Cambridge to provide for the assigning of municipal addresses to buildings along highways, for affixing numbers to the buildings and naming highways in the City and to repeal By-law 218-98.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, S.130 provides that a municipality may regulate matters not specifically provided for by this Act or any other Act for purposes related to health, safety and well-being of the inhabitants of the municipality.

AND WHEREAS the Municipal Act, 2001, S.O.2001, c.25, S.11(1) and 47, provides that a municipality may pass by-laws respecting highways and naming or changing the name of a highway.

AND WHEREAS the Council of the Corporation of the City of Cambridge deems the numbering of buildings and lots along any highway, beach, park, reserve or any other property in the municipality that is considered necessary to be numbered by the Council and affixing of numbers to buildings to be in the interest of public safety and the well-being of the inhabitants of the municipality.

AND WHEREAS the Council of the Corporation of the City of Cambridge deems it necessary to name or rename highways in the municipality in the interest of public safety and the well-being of the inhabitants of the municipality.

AND WHEREAS the Council for the Corporation of the City of Cambridge deems it necessary to adopt a Municipal Addressing System for emergency response purposes and for other purposes and provide authority to administration for its implementation.

NOW, THEREFORE, THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF CAMBRIDGE enacts as follows:

Definitions

1. In this by-law,

   a) "address" means the combination of the assigned numeric civic address (i.e. 200) and street name inclusive of the post suffix and direction. (i.e. Water St. N.);

   b) "Chief Building Official" means the chief official appointed by Council to enforce the Building Code Act or his/her designate;

   c) "City" means the Corporation of the City of Cambridge;

   d) "Council" means the council of the Corporation of the City of Cambridge;

   e) "Dwelling" means a residential building designed for occupancy by one or more families or households;

f) "Highway" means a common or public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for, or used by, the general public for the passage of vehicles;

g) "Number" means the number assigned by the City to a dwelling or property located on a roadway, either before or after the coming into effect of this by-law, which is primarily used to designate and locate such a dwelling or property along such a roadway;

h) "Owner" includes the registered owner, condominium corporation, assessed owner, occupant, tenant, person for the time being managing or receiving the rent for the property whether on his/her own account or as any agent or trustee or on account of any other person;

i) "Principal address" means the commonly used entrance facing the highway.

j) "Property" means a location and may include a building or an occupancy unit.

Assignment of Address

2. That the Chief Building Official shall maintain a system for assigning addresses to dwellings or any other property within the City that in the opinion of the Chief Building Official it is necessary to number.

3. That the Chief Building Official will assign an address to each building to be built at the time of issuance of a building permit.

4. That the Chief Building Official may renumber existing buildings at any time and give notice by first class letter mail of the renumber to the owner of the property as identified in the latest property assessment roll.

5. That all properties that contain a residence or place of business or permanent structure (vacant or occupied) will have an address. Vacant lots within a developed area will also have an address. All facilities (e.g. pools, community centers, pumping station, hydro stations, parks, etc.) for private or public use will also have an address.

6. That the City reserves the right to name any street which is felt to be of sufficient significance to warrant direct Municipal control in establishing reference names reflected in the historical and cultural development of the City or in adherence to the Municipality's street naming policies.

7. That the Chief Building Official keep a record of municipal addresses assigned to properties.

8. That all addresses are assigned exclusively by the municipality in accordance with the Municipal Act, 2001, S.O. 2001, c.25, S.130.

Standards for Addresses

9. That occupancy unit identifiers must be approved by the city (as part of "site plan" approval).

10. That addresses start at numbers 3 and 4. Starting addresses may be higher if the size of lot may allow future development.

11. That significant address jumps/gaps are acceptable, but are considered to be a last alternative to renaming a portion of a highway.

12. That addresses must consistently increase in the same direction along all sections of a highway having the same name.

13. That highways that run parallel or in a similar direction should have addresses increasing in the same direction.

14. Any highway that part of the name uses the cardinal points of the compass (i.e. East, West, North, South); duplicate numbers cannot be used (i.e. 4222 Main West, 4222 Main East).

15. That odd numbers are on one side and even numbers are on the other side consistently along all sections of a highway having the same name.

16. That parks are addressed in the following priority:

    (a) Entrance to parking facility
    (b) Principal entrance
    (c) Longest frontage of street

17. That corner lots are assigned an address based on the shortest street frontage. An alternate address is reserved for the flanking street and could become the actual address once the direction of the structure has been determined.

18. That properties other than corner lots are assigned only one address based on the principal entrance to a facility.

19. That individual buildings may be assigned an address based on the principal entrance to the building.

Posting of Addresses

20. Address signs located no farther than 100 feet (30.48 meters) from the curb line of the highway shall have numbers not less than 4 inches (10.16 centimeters) in height.

21. Address signs located greater than 100 feet (30.48 meters) from the curb line of the highway shall have numbers not less than 12 inches (30.48 centimeters) in height.

22. That the owner of any property within the City of Cambridge, shall upon receipt of the addressing or readdressing of the property shall immediately affix the assigned address number at the principal entrance of the building on the property.

23. That during construction phase, temporary civic address must be posted on the site and be in accordance with the permanent address posting standard.

24. That the address number shall be permanently affixed to the building front and may also be posted on a separate structure in front of the building such as a mailbox, post, wall or fence.

25. That if any access point to any building has an address from a street not of the same name, then the posted sign must include the civic number, the highway name and the unit number (where applicable).

26. That numbers be posted in Arabic numerals.

27. That all multiple building development, including residential, commercial and industrial but excluding apartments and street fronting (linear) townhouses, shall prominently display a multiple unit identification (MUI) sign at one side on each entrance to a public thoroughfare, prior to the occupancy of any units.

28. That in the event the dwelling or property owner fails to post the building number as assigned by the Chief Building Official or his/her designate, the municipal staff may enter upon the property and post the building number in accordance with this by-law and the cost shall be paid by the owner and may be collected in a like manner as taxes.

Posting of Names for Highways

29. The Commissioner of Transportation and Public Works or designate shall ensure that the name of every highway in the municipality is affixed at each highway intersection.

30. The highway name shall be erected on public property, except where it is not possible, in which case it can be erected on private property.

Prohibitions.

31. No Person shall:

    (a) obstruct or deface an address sign;
    (b) fail to maintain an address sign;
    (c) remove an address sign other than as may be strictly necessary for the repair or replacement of the sign.

32. No Owner shall:

    (a) fail to post or erect a number sign;
    (b) post a number other than the number assigned;
    (c) post or install a number sign other than in accordance with provisions of this by-law;
    (d) cause or permit the construction of a building until an address has been assigned to the building and a number sign has been posted on the property.

Timing of Address Assignment

33. That addresses shall be assigned to individual properties created by plan of subdivision following registration except for those "lotless blocks" to be further divided.

34. That addresses shall be assigned to properties created by part lot control within a plan of subdivision at the time of registration of the part lot control by-law.

35. That addresses shall be assigned to properties created by consent following the stamping of the deed.

Address Changes

36. That an address of any location may be changed by the City under the following inclusive circumstances:

    a) Where the existing property, building or occupancy unit does not conform to the requirements provided in this by-law, the Chief Building Official or designate may provide a change of address notice to the owner and occupant of the building.
    b) If a building or property is redeveloped, address changes may be necessary to conform to this by-law.

37. That an address of any location may be changed at the request of the property owner.

    a) Provided the requested address conforms to this by-law and does not affect properties not owned by the applicant.
    b) Payment of a $50.00 application fee.

38. That highway construction or re-alignment may also have an impact on addressing and may result in address changes for one or more properties.

39. That an address change request based on personal numerical preferences may not be accepted.

Street Names

40. That the Street Naming Committee established by the City shall review proposed street names.

41. That streets created by plan of subdivision or otherwise shall be approved by the Street Naming Committee in consultation with the owner/developer and circulated by the owner/developer to the Region of Waterloo prior to review by the Street Naming Committee.

42. That plans of subdivision shall utilize a minimum of 50% of the names from the War Veteran's list maintained by the City, and the remaining 50% of the names from the historical list of names or an area theme or the owner/developers own preference for proposed streets within a plan of subdivision

43. That street naming signs bearing a war veteran's name shall be decorated with a poppy.

Street Name Changes

44. That the Street Naming Committee shall review requests for street name changes.

45. That proposed names be submitted to the Region of Waterloo for their review.

46. That affected property owners be notified in accordance with the City's notification requirements prior to a street name change by-law being enacted.

47. That all street name changes upon registration of the required by-law be circulated to the Regional Police, City of Cambridge Tax Division, City of Cambridge Fire Department and the Municipal Property Assessment Corporation.

Compensation

48. That compensation for costs incurred by the owner or the occupant for any change of an address will not be granted.

Offence

49. That any person who contravenes any provision of this by-law is, upon conviction, guilty of an offence and is liable to any penalty as provided for by the Provincial Offences Act.

Short Title

50. This by-law may be cited as the "Municipal Addressing By-law".

By-law Repeal

52. That City of Cambridge By-law 218-98 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME.

ENACTED AND PASSED, THIS 15TH DAY OF SEPTEMBER, A.D., 2003.

MAYOR

CLERK