

Approved by Council - December 14, 1998

ASSIGNING OF CIVIC ADDRESSES

BACKGROUND

The Town of Redcliff requires an established process to determine street addresses within the Town of Redcliff. This is to ensure a uniformity of addresses and ensure emergency vehicles will be directed to a correct location, should a situation demand they attend.

This uniformity will also ensure all utility service providers indicate the same street (civic) address on their plans as well as the civic address according to the Town of Redcliff will coincide.

POLICY

1. Civic addresses will be assigned by Municipal Secretary in consultation with the clerk responsible for taxation and assessment.
2. The center of Redcliff is considered to be intersection of Main Street (north/south) and Broadway Avenue (east/west).
3. Addresses shall contain a designation as to quadrant (ie SE, SW, NE, NW) of Redcliff in which they are located with the exception of addresses located on Broadway or Main Street which shall only indicate the direction from center of Redcliff they are located. (eg. Aquatic Centre is 238 Main Street South)
4. The Town of Redcliff Taxation Clerk shall maintain the official record of all addresses assigned, on the tax roll, and forward change/ amendments of addresses to various utility providers and other agencies requiring civic address notification.
5. When a duplex is located and where possible the address number shall increase by only 2 with one of the addresses retaining the original address number assigned to the location. When not possible the "best fit" shall be used.
6. Where a triplex, fourplex, apartment complex or commercial complex is located the basic address of the building site shall remain unchanged but each residential/commercial unit shall be numbered as subsidiary of the basic address. (example #4, 310 - Mitchell Street S.E.)

7. Where a street is made longer than would be normal, by intersecting street being closed, the address numbers shall be amended beginning at the site where there would have been the intersecting street.
 - a) The numbers of the lots where the intersecting street would have been located shall be numbered as if the intersecting street was part of the block closest to the center of Redcliff.
8. The civic address will:
 - a) start at the end of the block which is closest to the center of Redcliff;
 - b) for a residence located on the right hand side of the street, based on facing away from the center of Redcliff, shall be an even number which shall commence at 2 and increase by 2 for every 7.62 m of frontage of property.
 - c) for a residence located on the left hand side of the street, based on facing away from the center of Redcliff, shall be an odd number and shall commence at 1 and increase by 2 for every 7.62 m of frontage of property.
9. Where a subdivision includes a cul de sac, crescent or other curved type street the addresses shall be determined as follows:
 - a) commencing at the entrance to the curved street which shall be determined to be the entry closest to center of Redcliff, the even numbered locations shall be on your right and the odd numbered locations will be located on your left;
 - b) address numbering shall increase by 4 on the outer side of the street as you progress around the curved street;
 - c) address numbering on the inside portion of the street shall increase by 4 as well but if necessary an number increase may be omitted in order to keep residence numbers on opposite sides of the street relative to each other.