



Approved by Council: July 17, 2023

ASSIGNING OF CIVIC ADDRESSES

BACKGROUND

The Town of Redcliff requires an established process to maintain a civic address system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town of Redcliff. This is to ensure a uniformity of addresses so that emergency vehicles will be directed to a correct location, should a situation demand they attend.

This uniformity will also ensure that all utility service providers indicate the same street (civic) address on their plans.

POLICY

- (1) Civic addresses will be assigned by the Legislation and Development Director in consultation with the Accounting Technician.
- (2) The centre of the Town of Redcliff is considered to be the intersection of Main Street (north/south) and Broadway Avenue (east/west).
- (3) Addresses shall contain a designation as to the quadrant of the Town 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 centre of the Town of Redcliff they are located (ex. Aquatic Centre is 238 Main Street South).
- (4) The Accounting Technician 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) Where a multi-unit residential or commercial/industrial 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 (ex. #4, 310 - Mitchell Street S.E.).
- (6) Where a parcel with a multi-unit dwelling has been subdivided, where possible the address shall increase by a numeric value of only 2 with one of the addresses retaining the original address number assigned to the location.
- (7) Where a street is made longer than would be normal by an 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 centre of Redcliff.
- (8) The civic address will:
 - (a) Be numbered increasing from the centre of the Town of Redcliff;
 - (b) Start at the end of the block which is closest to the centre of the Town of Redcliff;
 - (c) For a property located on the right-hand side of the street, based on facing away from the centre of Redcliff, be an even number which shall commence at 2 and increase by a numeric value of 2 for approximately every 7.62 m of frontage of property;
 - (d) For a property located on the left-hand side of the street, based on facing away from the centre of Redcliff, shall be an odd number and shall commence at 1 and increase by a numeric value of 2 for approximately 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 centre of Redcliff, the even numbered locations shall be on the right and the odd numbered locations shall be on the left;
 - (b) On a curved street, the numbering shall increase by a numeric value of 4 on the outside of the curve, and the address numbering on the inside of the curve shall start and end with the appropriate even or odd number corresponding to the other side of the curved road with the numbers in between increasing in an increment that is a factor of two in order to keep the address numbers on opposite sides of the street relative to each other.
- (10) Where a corner lot is developed with the front entrance of a building facing the avenue, consideration will be given to assigning an address with an “avenue” address.