Corporate Policy

Title: Civic Addressing Guidelines	Number:
	PW-017
Objective: To outline the guidelines used to assign civic addresses within the R.M. of Corman Park	
Authority: Bylaw# 32/24	

1. Wherever feasible, the Rural Municipality of Corman Park (hereafter referred to as "the Municipality") follows the guidelines for Rural Addressing found in the Civic Addressing and Road Naming Information Guide published by the Saskatchewan Public Safety Agency.

2. **Rural Addressing**

    These guidelines generally apply to all roads except for Internal Subdivision Roads and where an alternate addressing system has been adopted by the Municipality.

    2.1 Civic Numbers

    a) The road is divided into 40m lot intervals starting at the most southern and eastern location

    b) Even numbers are assigned on the West or South side of the road

    c) Odd numbers are assigned on the East or North side of the road

    d) Civic Numbers generally increase in a northerly and westerly direction

    e) If there is single access to multiple properties, a unit number or letter (sub-address; depending on the circumstances) can be included to describe the address

   **2.1.1** Addresses along Township and Range Roads

    Civic numbers for properties with access along numbered Township and Range Roads, use the Township Grid Numbering System in combination with a 40 metres lot number to provide a consistent and sequential civic number throughout the province, using the principles described above.

    Each section on either side of a one-mile segment of road, is subdivided into approximately 40 lots with each being 40 metres wide and of an indeterminate depth. The lots are numbered from 1 to 80 with the numbers increasing in a northerly direction on Range Roads and in a westerly direction on Township Roads. Even numbers for properties on the south or

west side of a road and odd numbers for the opposite. Lot numbers may exceed 80 if there are diversions in the road that increases its length within the section.

For properties with access along Township Roads, their civic numbers are a combination of the Range Road number to the east of the access location, (regardless of if the Range Road exists or has a different assigned road name) and the lot number by which the access is located along the section. For example, the address 313464 Township Road 281, the civic number is 3134 (Range Road number to the east) and lot number 64 (access location) is appended at the end. See Figure 2.1.1.

Figure 2.1.1: Township **28** Range **13** West of the **Third** Meridian
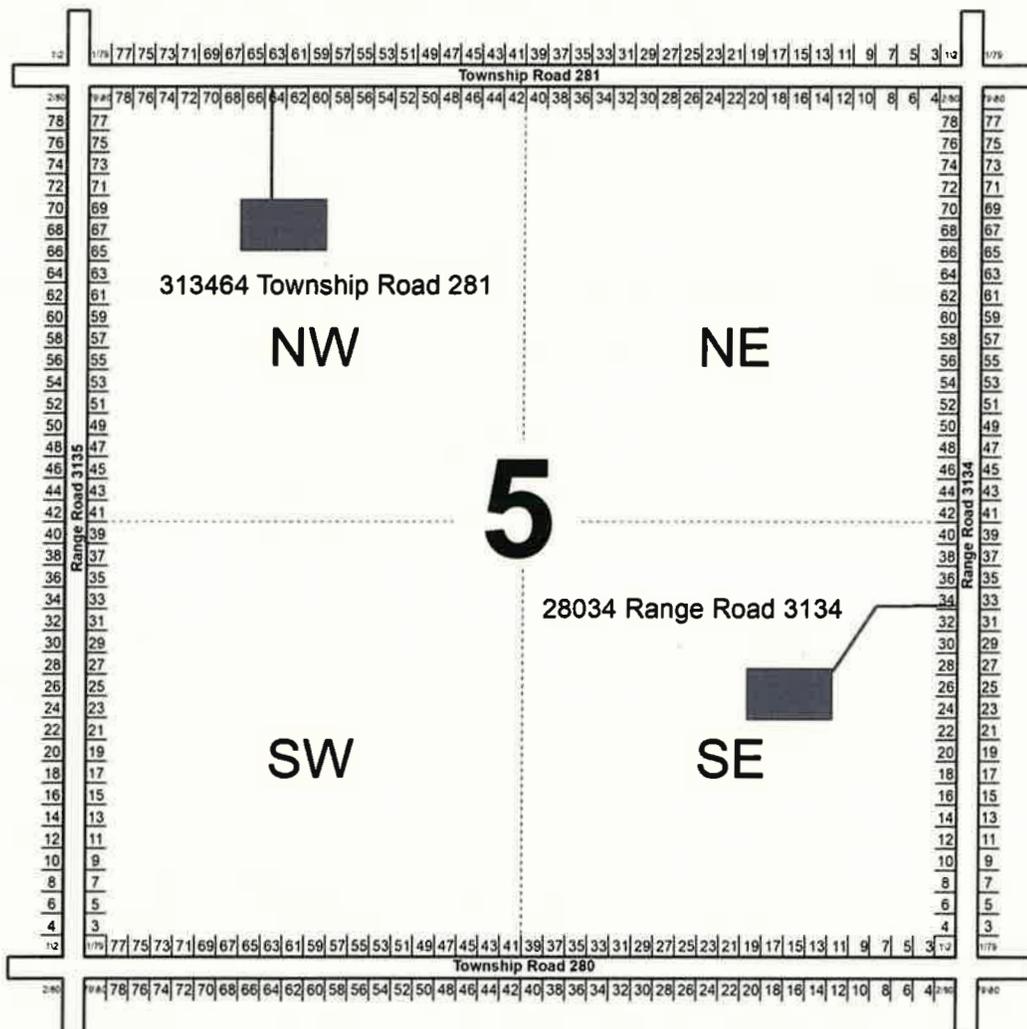
For properties with access along Range Roads, their civic numbers are a combination of the Township Road number to the south of the access location (regardless if the Township Road exists or has a different assigned road name), and the lot number by which the access is located along the section. For example, the address 28034 Range Road 3134,

the civic number is 280 (Township Road number to the south) and lot number 34 (access location) is appended at the end. See Figure 2.2.1.

On the rare occasion whereby, there are two access points within the same lot interval on the same side of the road, or there are multiple properties that share an access point, an alpha character (A, B, etc.) can be appended to the end of the civic number.

Table 2.1.1A and Table 2.1.1B can be used as a measurement reference to determine lot numbers along the section mile.

Table 2.1.1A: Township Road 40m Lot Assignment Number

Distance from East boundary of Section (m)	North side Lot Number	South side Lot Number	Distance from East boundary of Section (m)	North side Lot Number	South side Lot Number
0-40	01	02	801-840	41	42
41-80	03	04	841-880	43	44
81-120	05	06	881-920	45	46
121-160	07	08	921-960	47	48
161-200	09	10	961-1000	49	50
201-240	11	12	1001-1040	51	52
241-280	13	14	1041-1080	53	54
281-320	15	16	1081-1120	55	56
321-360	17	18	1121-1160	57	58
361-400	19	20	1161-1200	59	60
401-440	21	22	1201-1240	61	62
441-480	23	24	1241-1280	63	64
481-520	25	26	1281-1320	65	66
521-560	27	28	1321-1360	67	68
561-600	29	30	1361-1400	69	70
601-640	31	32	1401-1440	71	72
641-680	33	34	1441-1480	73	74
681-720	35	36	1481-1520	75	76
721-760	37	38	1521-1560	77	78
761-800	39	40	1561-1600	79	80

Table 2.1.1B: Range Road 40m Lot Assignment Number

Distance from South boundary of Section (m)	East side Lot Number	West side Lot Number	Distance from South boundary of Section (m)	East side Lot Number	West side Lot Number
0-40	01	02	801-840	41	42
41-80	03	04	841-880	43	44
81-120	05	06	881-920	45	46
121-160	07	08	921-960	47	48
161-200	09	10	961-1000	49	50
201-240	11	12	1001-1040	51	52
241-280	13	14	1041-1080	53	54
281-320	15	16	1081-1120	55	56
321-360	17	18	1121-1160	57	58
361-400	19	20	1161-1200	59	60
401-440	21	22	1201-1240	61	62
441-480	23	24	1241-1280	63	64
481-520	25	26	1281-1320	65	66
521-560	27	28	1321-1360	67	68
561-600	29	30	1361-1400	69	70
601-640	31	32	1401-1440	71	72
641-680	33	34	1441-1480	73	74
681-720	35	36	1481-1520	75	76
721-760	37	38	1521-1560	77	78
761-800	39	40	1561-1600	79	80

2.1.2 Addresses along Provincial Numbered Highways

Civic numbers for properties which access provincial highways and rural numbered roads are calculated using 40m lot intervals for the full length of the road, starting from the eastern/southern location, in relation to the south or east boundary of the province. A 15% variance is also incorporated to account for any directional changes or additions to the road. If a highway or rural numbered road diverts or becomes a secondary road to a primary road, the lot intervals within this portion is still taken into consideration. For example, portion of Highway 21 (secondary) follows Highway 44 (primary). The civic addresses assigned is calculated by the full length, including the overlap. *The civic number does not use the Township Grid Numbering System.*

How to calculate a new Highway or Numbered rural road address:

a) Locate the closest existing addressed property along the same highway or grid road and note its civic number. Number A

b) Using mapping software, calculate in meters the distance from the approach of the property you are adding to the existing property's approach. Number B

c) Divide the value calculated, Number B, by 40m lots, then multiply by 2 (as you can have two civic addresses on either side of the road at any point along the road). Number C

d) Using the new calculated value, Number C, add or subtract that value from the civic number of the existing addressed property, Number A. If the new property is south or east of the existing property, you would subtract (Number A - Number C = Number D). If the new property is north or west of the existing property you would add (Number A + Number C = Number D).

e) The final resultant number would become the civic number for your new property. Number D.

2.1.3 Addresses along rural Named Roads

Civic numbers for properties which access named roads are determined based on its location in any municipality, regardless to its relation to the provincial boundary. The civic numbers are calculated using 40m lot intervals, starting from the most southerly/eastern part of the road and increasing in a northerly or westerly direction for the full length of the road. *The civic number does not use the Township Grid Numbering System.*

To calculate:

a) Measure the distance in meters starting from the most southerly or easterly location on the road, to the address you want to add

b) Divide the value by 40m (for 40m lots)

c) Multiply by 2 (you can have 2 addresses on either side at any given point)

d) Determine if it should be an odd or even number dependent on which side of the road the property resides. Odd for north or east side, even for south or west side

e) Civic numbers increase as you go north or west along a road.

For example, if your address was 1000m from the start of the road "Johnson Road" on the south side the civic number calculation would be 1000m/40mx2=50 Johnson Rd. If the property was on the north side, it would be 49 Johnson Rd.

2.2 Unit Numbers

In certain circumstances more than one property structure will be served by the same access road. This would occur, for example, in a subdivision or in a building with multiple tenants or units. In these circumstances unit numbers or "sub-addresses" need to be added to the address to uniquely identify each property.

3. Multi-Parcel Addressing

These guidelines generally apply to the Internal Subdivision Roads within multi-parcel subdivisions, developments, and hamlets except where an alternate addressing system has been adopted by the Municipality.

In cases where an alternate addressing system has been adopted for a Multi-Parcel Subdivision, the addressing should be internally consistent, and any new addresses assigned in these areas should reflect the existing addressing system.

3.1 Civic Numbers

The assignment of civic numbers is best based on a measurement system. Under such a system the road is divided into 15 metre segments and can be applied in a similar manner to Rural Addressing. Numbering will be based on approach locations (if available) or from the central point of the frontage of the parcel.

a) Numbering should increase from the established starting point of a road. This would preferably be the easternmost or southernmost end of a road. (Depending on the phasing of the development the starting point can vary).

b) Odd and even civic numbers should be on opposite sides of a road. Generally, all buildings on the east side of a road would be assigned an odd number and those on the west side would be assigned an even number. Similarly, all buildings on the south side of a road would be assigned an even number and those on the north side would be assigned an odd number.

c) The numbering process should begin from the starting point of the Internal Subdivision Road that serves as the main access to the subdivision.

d) Numbering should begin with the first 15m lot interval being numbered either 101 or 102 depending on the side of the road.

e) Numbering should commence with the next succeeding hundred whenever there is a cross intersection, or a road intersects with itself. Where a new road begins at the cross intersection then the road that continues will commence with the next succeeding hundred and the new road will commence with the succeeding hundred after that. The intent is that each road or road segment will have its own block number to help differentiate between the different areas of a subdivision. See Figure 3.1A and Figure 3.1B
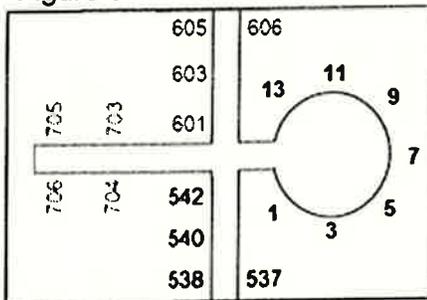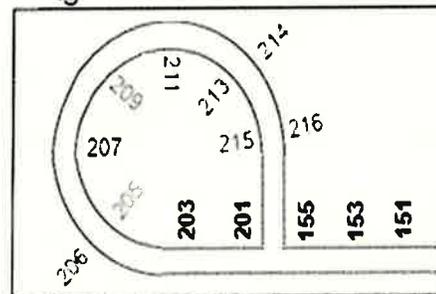
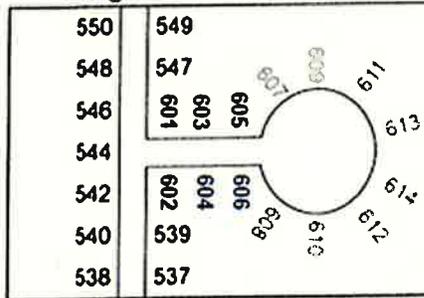Figure 3.1A: Cross Intersection

Figure 3.1B: Self-Intersection

f) When a new road branches off from an Internal Subdivision Road the numbering along the new road should commence from the next succeeding hundred. If multiple roads branch off the same road within the same hundred, then the first branching road shall begin numbering from the next succeeding hundred and the second branching road shall begin numbering from the next succeeding hundred from the road that branched before it. See Figure 3.1C.

Figure 3.1C: Branching Roads
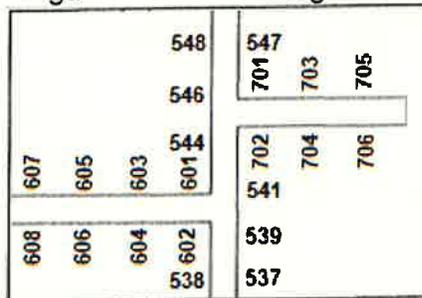
g) Large Cul-de-Sacs / Dead-End Road (homes are along road and terminal) shall be treated as a new road when branching from an Internal Subdivision Road. The point where the odd and even numbers meet should be positioned to be at the furthest point from the intersection of the cul-de-sac and the road that it connects to. See Figure 4.1D. If there are buildings in the centre of the cul-de-sac, a rare occurrence, the cul-de-sac should be numbered as a circular road. See Figure 3.1D

Figure 3.1D: Large Cul-de-Sacs / Dead End Roads

550	549
548	547
546	601 603 605
544	
542	602 604 606
540	539
538	537

*(circular road labels: 607, 609, 611, 613, 614, 612, 610, 608)*

h) Circular roads should be numbered separately from the rest of the civic numbering. The civic numbering should start at the lowest numbered intersection and the odd and even numbers assigned so that they are on the same side as they were when entering the circular road from the lowest numbered intersection. See Figure 4.1E.

Figure 4.1E: Circular Roads

(semi-circle labels: 11, 9, 7, 13, 5, 15, 10, 8, 3, 14, 4, 17, 16, 2, 1, 533, 531)

(bottom row labels: 553, 554, 552, 550, 548, 546, 544, 542, 540, 538, 536, 534, 532)
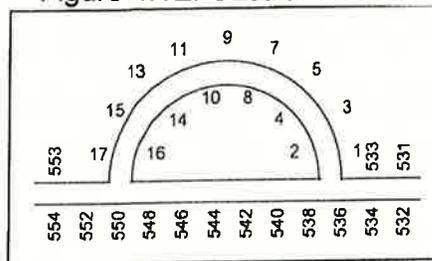
i) Small Cul-de-Sacs (all homes are at the terminal, facing the centre) should be numbered separately from the rest of the civic numbering. The civic numbering should start at the edge of the cul-de-sac where the numbering of the access road is lowest. The numbering should be odd or even to match the side of the road it is accessed from beginning from 1 or 2. See Figure 3.1F.

Figure 3.1F: Small Cul-de-Sacs

550	549
548	13 11
546	9
544	7
542	1 5
540	3
538	537
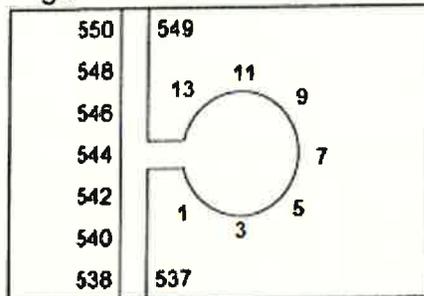
j) Parcels that are located on the corner of two roads will be addressed based on whichever road is the frontage of the parcel.

4. Urban Addressing

At such a time development occurs where the site frontage is less than 15m or the development has a grid layout the Municipality will adopt an appropriate addressing system.

5. Alternate Addressing Systems

The Municipality reserves the right to use previously established or alternate addressing systems at its discretion. These addressing systems should align with the Addressing Best Practises as outlined in the Civic Addressing and Road Naming Information Guide.

a)   The primary purpose of an address is to provide a *user-friendly* means of describing to another person a location that they are to go to, whether that other person be a visiting friend, or an ambulance or fire truck driver.

b)   Addresses should be predictable. A person who is nominally familiar with the addressing system should be able to figure out how to get from where they are to a given address. This means, for example, that numerical addresses (house number, civic numbers etc.) should increase in a predictable manner and not be randomly assigned or be assigned in a manner that requires detailed knowledge of the address designation system.

c)   Addresses must be unique. A single address should refer to a single location. Having multiple locations with the same address will only cause confusion and defeat the purpose of assigning addresses. (Note that it is possible to have multiple addresses on the same location, however.)

d)   Addresses should be static. The address for a particular location should not change over time. Doing so will only cause confusion amongst the persons using the address information. While it is not possible to guarantee that addresses will not change it is possible to design the address system to minimize the number of changes that may occur.

e)   Addresses need to be codable. That is, it must be possible to load the address into a computerized data base. This implies some regularity to the form of the address and no special cases that are not handled by the address designation system.

f)   Addresses need to be linked to locations on the ground. This means that it must be possible to assign a coordinate to the location that the address refers to and link that location to the address. This, and the previous, requirement are functions of the emergence of computer aided dispatch systems and automated vehicle location systems that are based on maps and coordinates.

g)   Addresses must be visible. It is important that roads be signed, and buildings marked with their address to let persons know what address they are currently at and determine whether it is the location they are looking for. If it is not the predictability aspect discussed above will let them determine what direction to go to get to the correct location.

Kerry Hilts, Chief Administrative Officer

Rural Municipality of Corman Park
Saskatoon, SK

Seal
No. 344

Record of Amendments:

Effective Date	Approval Date	Authority or Resolution #	Policy Replaced (if applicable)	Description of Change (brief description of changes)