

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO 673

A bylaw to establish regulations and fees for the house numbering service.

WHEREAS the Board of the Sunshine Coast Regional District established a service for house numbering by adoption of *Sunshine Coast Regional District House Numbering Extended Service Bylaw No. 1028, 1997*;

AND WHEREAS said bylaw provides for the imposition of fees and charges as a method of cost recovery for this service;

AND WHEREAS the Board deems it necessary for the safety and welfare of its citizens to have all occupied buildings in the Sunshine Coast Regional District display a number to assist with prompt identification by emergency services personnel;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. CITATION

This bylaw may be cited as "*Sunshine Coast Regional District Civic Addressing Regulations and Fees Bylaw No. 673, 2013*".

2. SCOPE

The Sunshine Coast Regional District is responsible for assigning **civic numbers** to properties and maintaining civic addressing records within the **Regional District**.

3. DEFINITIONS

For the purposes of this Bylaw, the following shall apply:

"Board" means the Board of Directors of the Sunshine Coast Regional District.

"Builder" means the person who applied for and obtained a building permit for construction of a new building.

"Civic Address" means the combination of an assigned civic number, the road name and the general service area.

"Civic Number" means the number assigned to a property in accordance with this Bylaw.

"Developer" means the person or representative who is responsible for the subdivision and development permit.

"Driveway" means a roadway access which is provided for a property.

“**General Service Area**” means a geographic area contained within a rural or municipal boundary identified for the delivery of E911 emergency services.

“**Ground Floor**” means the floor of a building at or nearest ground level.

“**Owner**” means a person or company who has title to the land or building and includes a person or company whose name appears on the assessment roll.

“**Property**” means a lot, structure or facility.

“**Regional District**” means the Sunshine Coast Regional District.

“**Strata Lot**” means a development that subdivides a building or land into separate properties for individual ownership.

“**Unit**” means a description used to distinguish a group of buildings or dwellings within the same civic number.

4. REGULATIONS

- 4.1 The **builder** and/or **owner** shall ensure that prior to any person inhabiting, occupying, or using a residential, industrial or commercial building, the assigned **civic number** is posted on or affixed to the building, signpost or fixed object on the site at a location visible from the street at all times.
- 4.2 The **civic number**, where possible, shall be displayed on the same side of the road as the **driveway** is located.
- 4.3 The **civic number** must be displayed as numbers and not text or Roman numerals.
- 4.4 The numerals used to display the **civic number** shall have a contrasting background and be clearly visible from the road both day and night.
- 4.5 Numerals used to display the **civic number** must be at least three (3) inches high.
- 4.6 Where a building is accessible by water only, the **civic number** should be easily visible from an approaching vessel such as by the dock or other mooring facility.
- 4.7 The **civic number** must be posted before an Occupancy Certificate will be issued.
- 4.8 **Strata lot** developments, in consultation with the local fire department, may be required to permanently display a site addressing schema at a location conspicuous from the public roadway. Where there is more than one main point of access, and where the **units** front onto internal private road(s), the **strata lot owner** shall:
 - (i) Affix and maintain on the front of the individual **units** the assigned **unit** number which should be clearly visible from the internal private road on which the **unit** has access and;
 - (ii) At the point of access where the internal private road(s) intersects the public street(s), the **owner** shall place a permanent **civic address** sign displaying the

range of **unit** numbers. Where there are two or more internal private roads within the development, the sign(s) shall contain a map that depicts the layout of the private internal roads and buildings along with the **unit** numbers contained in each building.

- (iii) Where possible, **strata lot** developments that consist of single residential dwellings shall be individually addressed.
- 4.9 (i) Single storey buildings shall have the **units** numbered consecutively.
- (ii) Multi storey buildings shall have the **unit** numbers correlate to the floor on which the **units** are located. **Units** on the first floor or **ground level** are to be numbered in the 100 series, units on the second floor in the 200 series and so forth. Any exceptions to this are to be approved in advance by the **Regional District** in consultation with the relevant local fire department.
- 4.10 Properties under construction shall have the **civic number** displayed on a temporary sign clearly visible from the street or access point.
- 4.11 No owner may display a **civic number** other than that assigned by the Regional District.
- 4.12 No owner may alter or renumber any **civic number** or **civic address** assigned by the Regional District.
- 4.13 No person shall conceal, destroy or deface a **civic number**.

5. CIVIC NUMBER CHANGE

- 5.1 The registered **owner** of a **property** may request a change to the **civic number**.
- 5.2 Approval for a change to an existing **civic number** may be given if the following criteria are satisfied:
- (i) The change is feasible and does not conflict with civic addressing criteria;
 - (ii) Abutting registered property owners are not affected by the **civic address** change;
 - (iii) The appropriate fee, as set out in Schedule "A" as amended from time to time, has been paid.
- 5.3 The **Regional District** may, by written notice to an owner, change or reassign a **civic number** to correct errors or inaccuracies and to ensure that an adequate supply of **civic numbers** are available for existing and future development, as well as when the level of emergency service response would be improved.

6.0 PENALTIES

- 6.1 Any person found guilty of a contravention of this bylaw is punishable in accordance with the Offense Act and will be subject to a minimum \$100.00 fine.
- 6.2 Without limiting other means of enforcement available at law, this bylaw may be enforced by means of a ticket in the form prescribed for the purpose of Section 264 of the *Community Charter*.

6.3 Each day during which an offence is continued shall be deemed to constitute a new and separate offence.

7. FEES

The fee for issuance of a **civic address** shall be as stated in Schedule "A" attached to and forming part of this Bylaw.

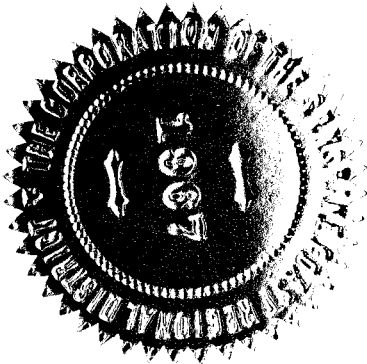
8. REPEAL

"Sunshine Coast Regional District House Numbering Fee Bylaw No. 524, 2002" and amendments thereto are hereby repealed.

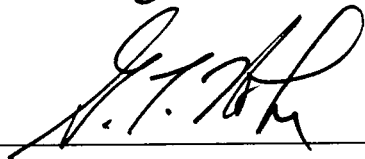
9. SEVERABILITY

If any section, sentence or clause in this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

READ A FIRST TIME	this	25 th	day of	July, 2013
READ A SECOND TIME	this	25 th	day of	July, 2013
READ A THIRD TIME	this	25 th	day of	July, 2013
ADOPTED	this	25 th	day of	July, 2013




CORPORATE OFFICER


CHAIR

SUNSHINE COAST REGIONAL DISTRICT
CIVIC ADDRESSING REGULATIONS AND FEE BYLAW NO. 673

SCHEDULE "A"

Prices are exclusive of any applicable tax.

Issuance of a single civic address for standard residential	\$175.00
Issuance of a single civic address for Commercial, Industrial, Retail or multi-tenanted unit Plus \$50 for each unit within the single civic address	\$175.00
Issuance of bulk civic addressing at time of subdivision Plus \$100 for each lot within same at time of application	\$175.00
Request to change existing civic number	\$250.00

The Regional District may waive the fee to change a civic number where:

- (i) An error or omission has been made by the Regional District when assigning numbering
- (ii) The Fire Chief recommends a change where he or she believes the level of emergency service response would be improved
- (iii) A reassignment is required to ensure that an adequate supply of civic numbers is available.