



Town of Olds

704P
Town of Olds Civic Addressing Procedure

Prepared By: Planning and Development
 Responsibility:
 Effective Date: Upon Adoption
 References:
 Administrative Policy 3001
 Function: Administrative

APPROVALS:
 CAO: *[Signature]*
 Date signed by CAO: *Apr 18/18*
 Leadership Approval Date: November 21, 2017

Related Policy:
 Town of Olds Civic Addressing Council Policy
 704C

PURPOSE

A comprehensive and cohesive addressing system creates a base organizational system for the municipality. It enhances the ease with which property records may be accessed. Further, it facilitates municipal, emergency services, and public access to the physical lands.

Therefore, the Town of Olds desires to maintain a civic address system to identify buildings, properties, units, open spaces, roadways, and amenities within the Town:

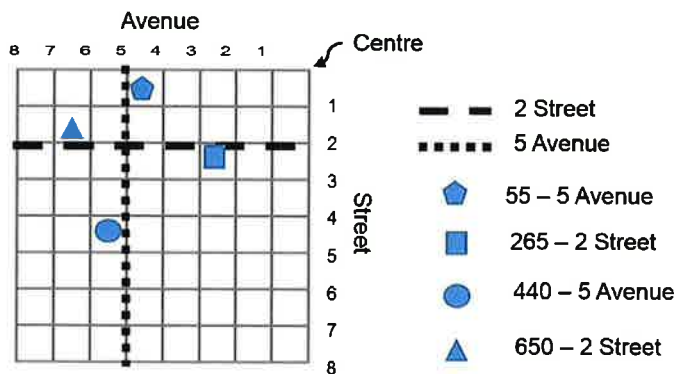
To form a comprehensive and perpetual civic addressing system to identify buildings, properties, units, open spaces, roadways, and amenities, within the Town;

To ensure all buildings, properties, units, open spaces, roadways, and other amenities, have a formalized civic address that conforms, to the closest extent possible, with this policy.

ACTION STEPS

For the purpose of addressing and road naming, the Town is generally divided in an equally spaced 8 x 8 grid pattern within each quarter section.

Figure 1: Example 8 x 8 grid and sample addresses



Sample Addresses:

(0)55 – 5 Avenue:

- East side = odd number
- Between center and 1 Avenue = (0)
- Middle of the block = ~50

265 – 2 Street:

- South side = odd number
- Between 2 Avenue and 3 Avenue = 2
- Closer to west end of block = >50

The grid overlay for the Town of Olds is attached to this policy as Schedule A – Town of Olds Street and Avenue Location Guide. Schedule A is the guide for determining the future numbering of new roads within the Town of Olds.

History:

The Village of Olds was established Tuesday May 26, 1896 and consisted of the N ½ of 32-032-1-5. All the roads at that time were constructed at right angles to the railway line. Road numbering worked outwards from the rail line beginning with Railway Avenue along the west side of the rail line and Railway Avenue East on the east side of the rail line. The avenues continued outward, increasing from First Avenue West and East respectively. The future Highway 27 functioned as a Centre Street, any streets created to the north being X Street North.

The street numbers were changed in the early 70's renumbering Highway 27 to 46 Street, and Highway 2A to 46 Avenue. While the Town is not officially on a quadrant system, the road numbering layout could be considered to be in the south west section of such a system. The 'Centre Avenue – Centre Street' intersection would theoretically be located within Mountain View County just south of what would be Township Road 333, and just west of Highway 2 (Queen Elizabeth II Highway) Range Road 10.

Road Identification:

- Road numbering shall be assigned with the aim of being as close as possible to the layout provided in Schedule A.
- Name designations for roads are generally discouraged, with preference given to the numerical road numbering system.
- Where a road is given a name designation, the signage shall, where it is coherent to do so, also include the corresponding numerical designation.
- Where a road is curvilinear, a name designation is generally preferred over a numerical designation.
- Extensions of collector and arterial roadways into new development areas should generally retain the existing roadway identification.

Roadway identification utilizing names shall be assigned, having due regard to avoiding possible confusion, as follows:

- Roadway names shall be of local or regional significance or, where appropriate, be named for some natural feature or landmark.
- Roadway theme names should generally be drawn from themes that will remain relevant over time. Theme names drawn from fads or trends are generally discouraged.
- Roadway theme names shall be distinct from those used for roadway names elsewhere in the municipality, by not sharing similar syllables or plural forms.
- Roadway names may not be duplicated.

Authority over road name selection:

- As designated by Council, the Municipal Planning Commission shall have the authority regarding road naming approval.
- The Municipal Planning Commission may reject, amend, or substitute names, as it deems appropriate.
- Responsibility to bring road name applications before the Municipal Planning Commission is assigned to the Planning and Development Department. Within Planning and Development, the Development Officer shall be responsible for this task unless it is otherwise assigned by the Director of Operations.

- Where a road naming request is related to a subdivision application, the Development Officer, or other assigned staff, shall be responsible for bringing the road naming application before the Municipal Planning Commission after subdivision approval.
- Where a road naming request is not related to a subdivision application, the Development Officer, or other assigned staff, may use their discretion in regards to the appropriate timing for presenting the application to the Municipal Planning Commission.
- Where an Area Structure Plan or other statutory plan is proposed, it may be appropriate to grant an initial review of the proposed road name list. These names will be subject to final approval at the time of subdivision approval.

Authority over addressing:

- As designated by Council, the Planning and Development Department shall have the authority over addressing.
- Within Planning and Development, the Development Officer shall be responsible for this task unless otherwise assigned by the Director of Operations.
- Where an addressing request is related to a subdivision or development permit application, the Development Officer, or assigned staff, shall determine the address(es) at the time of subdivision or development approval.
 - The Development Officer, or assigned staff member, shall determine all addressing in consultation with Emergency Services, as directed under Schedule C.
- Once the addressing has been assigned, the Development Officer or assigned staff, shall notify the departments and agencies as per attached Schedule C.
- Where addressing is not related to a subdivision application, the Development Officer, or other assigned staff, may use their discretion in regards to the appropriate timing for following the same above process.

Schedules:

Schedule A – Town of Olds Street and Avenue Location Guide

- Schedule A shall be maintained and updated by the Engineering Technician, unless otherwise assigned by the Director of Operations.
- Changes to established road designations will require the approval of the Director of Operations, in consultation with other departments as deemed required.

Schedule B – Town of Olds Road Nomenclature Guide

- Schedule B may be amended and/or updated from time to time at the discretion of the Development officer, or assigned staff, with consultation from the Director of Operations.

Schedule C – Town of Olds Addressing Circulation and Consultation List

- Schedule C may be amended and/or updated from time to time at the discretion of the Development officer, or assigned staff, with consultation from the Director of Operations.

Schedule D – Canada Post Addressing Guidelines (Excerpt)

- Schedule D should be amended and/or updated at such time that Canada Post shall update their documents, and may be done so by any staff member assigned by the Chief Operating Officer.

Civic Addresses:

- All parcels within the Town shall be assigned a civic address, regardless of size or function. This includes:
 - All titled parcels
 - All parcels created for development.
 - Parcels to be used as a green space or utility right-of-way, even where they are a linear parcel.
 - Where it aids in functionality, single titles in two or more physically separate parts, may be assigned two or more civic addresses.

The following are the preferred methods of addressing within the Town. However, where a preferred method may cause confusion or be an inadequate solution, alternative proposals may be accepted in consultation with Emergency Services, and those required under Schedule C.

- Addressing shall be assigned having due regard for avoiding confusion, as follows:
 - Address numbers:
 - Even numbers shall generally be assigned to the north and west sides of a roadway, excepting on curvilinear roads.
 - Odd numbers shall generally be assigned to the south and east sides of a roadway, excepting on curvilinear roads.
 - On curvilinear roads, address numbers should generally increase from north to south and/or from east to west, as is most functional. Odd and even numbers shall be assigned to separate road sides, but east/west and north/south does not have to be taken into consideration.
 - Avoidance or inclusion of certain numbers is not a required consideration in assigning addressing.
 - Numbering for addresses should generally increase by more than one unit at a time. This is to accommodate odd/even numbering, and possible future subdivisions and/or additional address requirements.
 - The assigned number shall generally relate to the location within a particular block. E.g.: Using 50 at the centre of a block, 12 at the lower end, and 79 closer to the upper end.
 - Secondary suites shall be assigned the same address number as the parcel on which it is located, and a letter suffix. E.g.: 250B – 4 Street
 - Change of Address Requests:

It is the general policy of the Town to refrain from address changes once an address has been assigned. Exceptions may be considered where an address change:

 - would fix anomalies or inconsistencies,
 - would accommodate additional parcel creation within an existing space, and/or

- is in recognition of reassigning an address number where there is a negative cultural association by the requestor.

- Addressing Multi-Unit Buildings:

- Attached residential units, where each unit, within the building structure, has a separate direct exterior access and is on a separate title, may choose between:
 - Using the primary addressing policy above, where each unit is addressed as if it were a detached residential building, or
 - Assigning a number to each unit within the building, just as with an apartment.
- Multi-unit buildings shall be assigned an address as per the primary addressing policies above. Within each building, separate units shall be assigned:

- Internal unit numbering:

As is most intuitive, use:

- Number in a clockwise manner, commencing from the main entrance to the building or respective floor, or
- Number by increasing even and odd numbers on each side of the hallway as if it were a road.

- Condominiums:

Where bare land or traditional condominium projects exist, the house numbers may be the same as the unit number assigned by Alberta Land Titles, insofar as the numbering does not cause confusion where more than one Land Titles plan may have been approved.

- Multi-story Buildings:

Unit numbering shall adhere to the following schedule to the extent that it is applicable:

- Basement units – numbered B1 to B99
- Main or first floor units – numbered 100 to 199
- Succeeding floors – numbered in accordance with (b) above, except that the first number for each unit will be respective to the floor number.

- Cul-de-Sac

- In a cul-de-sac with eight units or less, house numbers shall be assigned starting with 100 and continuing numerically in a clockwise manner commencing from the entrance to the cul-de-sac. (e.g. 100, 101, 102, 103 and so forth)
- In a cul-de-sac with more than eight units, house numbers shall be assigned as follows: Even house numbers are assigned to the north and/or west sides of a roadway and odd house numbers are assigned to the south and/or east sides of a roadway.

- Cul-de-sac addressing must accommodate addressing for green spaces, and potential re-subdivision.
- Curvilinear roads:
 - Where a road is curvilinear, or is difficult to uniformly be identified as a street or avenue, it should become a named road rather than a numerically designated road. Accordingly, the addressing shall be a running number series.
 - The road shall first be evaluated based on the ultimate potential build out of the road to determine its end points.
 - Building numbers should generally increase from north to south and/or from east to west, as is most functional.
 - Where addressing is proposed on a section of the curvilinear road that is not at its anticipated end at full build out, the numbering shall leave adequate addressing for those extensions.
 - Building identification numbers may have regard for cross roads, but it is not required where it may cause confusion.

- Insufficient Numbers:

The following are the preferred methods of addressing insufficient numbering. However, where the preferred method may cause confusion or be an inadequate solution, alternative proposals may be accepted in consultation with Emergency Services.

- Where there are insufficient available addressing numbers for the identification of a parcel that has been subdivided for additional attached residential units, (e.g., duplex units, town homes), further unit identification shall generally be assigned alphabetically from left to right as viewed from the street. (e.g. 581-A is the unit on the left side of the parcel and 581-B is the unit on the right side of the parcel).
 - Note: This is the same system used for secondary suites

Horizontal

581-A	581-B	581-C
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Vertical

581-A	581-C	581-E
581-B	581-D	581-F

OR

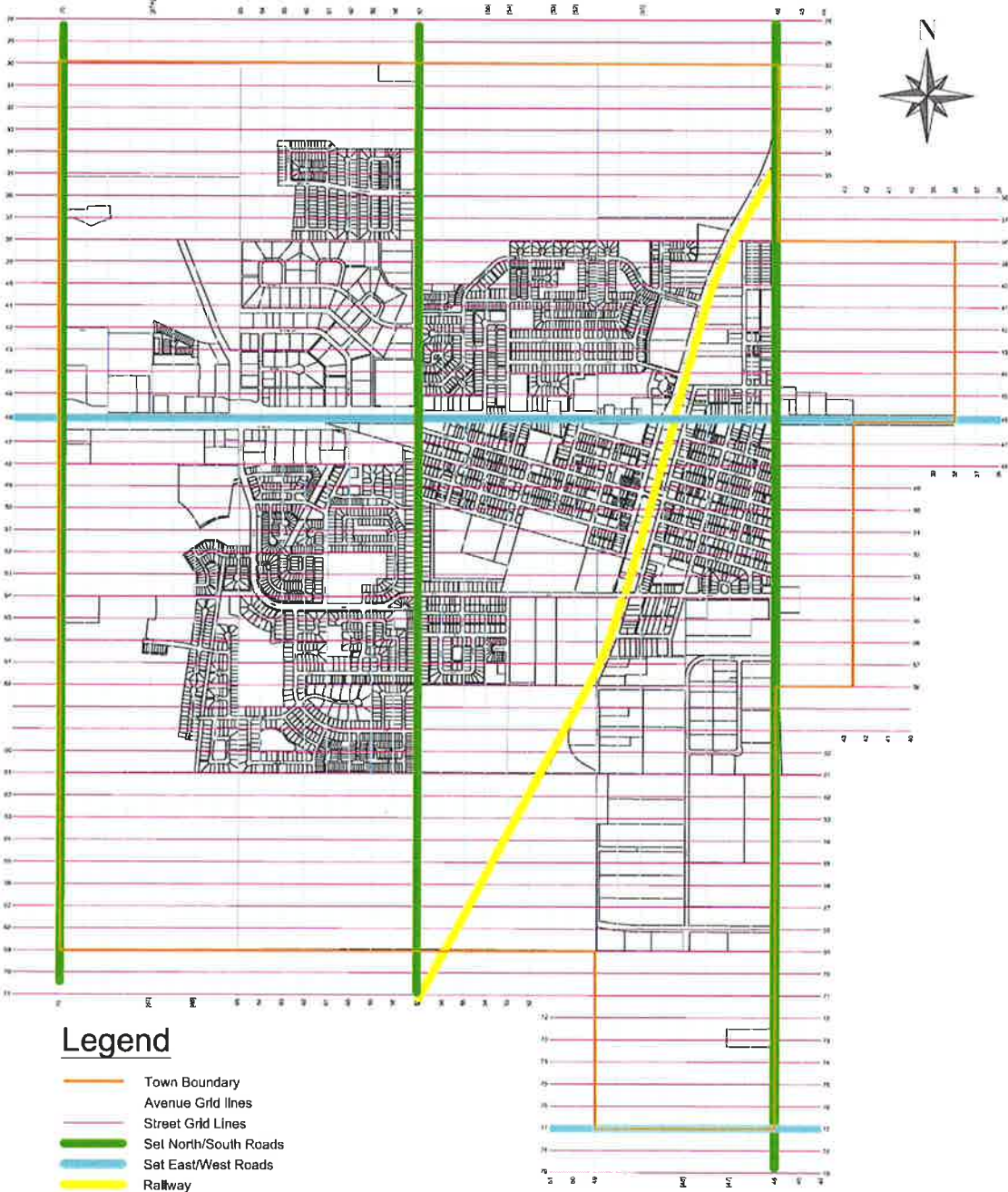
Unit identification may be assigned sequentially beginning with “A” from the side of the property adjacent to the lower numbered adjacent address, and proceeding alphabetically until reaching the adjacent higher numbered address.

- Where there are insufficient available addressing numbers for the identification of a parcel that has been subdivided for detached residential units the municipality may consider, in order:
 1. The system as presented above applying to attached residential units.

2. Other system, as may be acceptable to the municipality and Emergency Services, which does not involve the re-addressing of adjacent and/or area parcels.
 3. The re-addressing of adjacent and/or area parcels.
- Where there are insufficient available addressing numbers for all other development forms, the addressing may consider, in order:
1. Follow the residential addressing policy above.
 2. Determine another system, as may be acceptable to the municipality and Emergency Services, which does not involve the re-addressing of adjacent and/or area parcels.
 3. The re-addressing of adjacent and/or area parcels.

Schedule A – Town of Olds Street and Avenue Location Guide

Schedule A
The Town of Olds Street and Avenue Location Guide



- Legend**
-  Town Boundary
 -  Avenue Grid Lines
 -  Street Grid Lines
 -  Set North/South Roads
 -  Set East/West Roads
 -  Railway
 - 46 Defined Street Number
 - [67] Undefined Street Number

Schedule B – Town of Olds Road Nomenclature Guide

Road styles and general guidelines for when to use them:

Road Type	Abbreviation	Notes on Use:
Avenue	Ave.	<ul style="list-style-type: none"> - Avenues shall dominantly run north-south. - Highway 2A/Range Road 14 is set as 46 Avenue. - Range Road 15 is set as 57 Avenue. - Range Road 20 is set as 70 Avenue.
Street	St.	<ul style="list-style-type: none"> - Streets shall dominantly run east-west. - Highway 27/Township Road 330 is set as 46 Street. - Where Township Road 331 would be, any future Town designated road would be set as 30 Street. - Where Township Road 324 passes through the Town, it is recognized as being equivalent to 77 Street.
Alley	Al.	
Bay	Ba.	
Boulevard	Blvd.	
Cape	Ca.	
Centre	Ce.	
Circle	Cir.	
Close	Cl.	
Common	Cm.	
Court	Cor.	
Cove	Cv.	
Crescent	Cr.	
Drive	Dr.	
Gardens	Gard.	
Gate	Gt.	
Green	Gr.	
Grove	Gro.	
Heath	He.	
Heights	Hgt.	
Highway	Hwy.	
Hill	Hl.	
Island	Is.	
Landing	Ld.	
Lane	La.	
Link	Li.	
Manor	Man.	
Mews	Mew.	
Mount	Mon.	
Parade	Prd.	
Park	Pk.	
Parkway	PW.	
Passage	Pas.	
Path	Pth.	
Place	Pl.	
Plaza	Plz.	
Point	Pt.	
Rise	Rs.	
Road	Rd.	
Row	Rw.	
Square	Sq.	
Terrace	Ter.	
Trail	Tr.	
View	Vw.	
Villas	Vi.	
Walk	Wk.	
Walkway	Ww.	
Way	Wy.	

Schedule C – Town of Olds Addressing Circulation and Consultation List

The Development Officer, or assigned staff member, shall determine all future addressing in consultation with Emergency Services.

Once the addressing has been assigned, the Development Officer, or assigned staff, notify the departments and agencies as per Schedule C.

Circulation List:

Subject Parcel:

- Applicant
- Owner

Municipal Consultants and Staff:

- PCPS Community Planning Services
- Emergency Services
- Core Services
- Diamond Updates
- Mapping Updates
- Public Works
- Engineering Technician
- Update – Roll files
- Update – Development and Building Permit Files
- Update – Subdivision Files
- Update – Land Use Amendment Files

Agencies:

- Alberta Health Services
- Alberta 1 Call
- Canada Post – Olds
- Canada Post – Calgary
- RCMP
- ATCO
- Fortis Alberta
- Telus
- Telus – 911 Addressing

Schedule D – Canada Post Addressing Guidelines (Excerpt)

Symbols and Abbreviations Recognized by Canada Post

4.1 Street Types

Table 1: Street Types

Street Types	Abbreviation	Street Types	Abbreviation	Street Types	Abbreviation
Abbey	ABBHEY	Farm	FARM	Pines	PINES
Acres	ACRES	Field	FIELD	Place (English)	PL
Allée	ALLÉE	Forest	FOREST	Place (French)	PLACE
Alley	ALLEY	Freeway	FWY	Plateau	PLAT
Autoroute	AUT	Front	FRONT	Plaza	PLAZA
Avenue (English)	AVE	Gardens	GDNS	Point	PT
Avenue (French)	AV	Gate	GATE	Pointe	POINTE
Bay	BAY	Glade	GLADE	Port	PORT
Beach	BEACH	Glen	GLEN	Private	PVT
Bend	BEND	Green	GREEN	Promenade	PROM
Boulevard (English)	BLVD	Grounds	GRNDS	Quai	QUAI
Boulevard (French)	BOUL	Grove	GROVE	Quay	QUAY
By-pass	BYPASS	Harbour	HARBR	Ramp	RAMP
Byway	BYWAY	Heath	HEATH	Rang	RANG
Campus	CAMPUS	Heights	HTS	Range	RG
Cape	CAPE	Highlands	HGHLDS	Ridge	RIDGE
Carré	CAR	Highway	HWY	Rise	RISE
Carrefour	CARREF	Hill	HILL	Road	RD
Centre (English)	CTR	Hollow	HOLLOW	Rond-point	RDPT
Centre (French)	C	Île	ÎLE	Route	RTE
Cercle	CERCLE	Impasse	IMP	Row	ROW
Chase	CHASE	Inlet	INLET	Rue	RUE
Chemin	CH	Island	ISLAND	Ruelle	RLE
Circle	CIR	Key	KEY	Run	RUN
Circuit	CIRCT	Knoll	KNOLL	Sentier	SENT
Close	CLOSE	Landing	LANDNG	Square	SQ
Common	COMMON	Lane	LANE	Street	ST
Concession	CONC	Limits	LMTS	Subdivision	SUBDIV
Corners	CRNRS	Line	LINE	Terrace	TERR
Côte	CÔTE	Link	LINK	Terrasse	TSSE
Cour	COUR	Lookout	LKOUT	Thicket	THICK
Cours	COURS	Loop	LOOP	Towers	TOWERS
Court	CRT	Mall	MALL	Townline	TLINE
Cove	COVE	Manor	MANOR	Trail	TRAIL

Crescent	CRES	Maze	MAZE	Turnabout	TRNABT
Croissant	CROIS	Meadow	MEADOW	Vale	VALE
Crossing	CROSS	Mews	MEWS	Via	VIA
Cul-de-sac	CDS	Montée	MONTÉE	View	VIEW
Dale	DALE	Moor	MOOR	Village	VILLGE
Dell	DELL	Mount	MOUNT	Villas	VILLAS
Diversion	DIVERS	Mountain	MTN	Vista	VISTA
Downs	DOWNS	Orchard	ORCH	Voie	VOIE
Drive	DR	Parade	PARADE	Walk	WALK
Échangeur	ÉCH	Parc	PARC	Way	WAY
End	END	Park	PK	Wharf	WHARF
Esplanade	ESPL	Parkway	PKY	Wood	WOOD
Estates	ESTATE	Passage	PASS	Wynd	WYND

Table 2: Street directions

Street Direction – English	Abbreviation	Street Direction – French	Abbreviation
East	E	Est	E
North	N	Nord	N
Northeast	NE	Nord-Est	NE
Northwest	NW	Nord-Ouest	NO
South	S	Sud	S
Southeast	SE	Sud-Est	SE
Southwest	SW	Sud-Ouest	SO
West	W	Ouest	O

The following are the most technologically efficient unit designators. In some cases, because of individual preference or other considerations, a mailer may use other unit designators.

Table 3: Unit designators

Unit Designator – English	Abbreviation	Unit Designator – French	Abbreviation
Apartment	APT	Appartement	APP
Suite	SUITE	Bureau	BUREAU
Unit	UNIT	Unité	UNITÉ