

	ADMINISTRATIVE POLICY	Policy No: 7,011CM
		Approved By: City Manager
		Effective Date: November 4, 2014
		Department: Planning and Infrastructure

CITY ADDRESSING POLICY

POLICY STATEMENT

The process of selecting names for City of Spruce Grove development areas and streets, as well as the addressing of sites, provides ease of identification and wayfinding for the public when looking for an address.

The naming of City of Spruce Grove amenities by corporate sponsors who have purchased naming rights for a specified period shall be the subject of individual contractual agreements and are not covered by this Policy.

1. PURPOSE

To standardize the system of naming streets in the City of Spruce Grove and create consistency in addressing to avoid public confusion.

2. DEFINITIONS

- 2.1 **“Addressing Technician”**: means a development officer, planning technician or other staff person tasked with implementation of this policy.
- 2.2 **“Arterial”**: means a street defined in the City’s Transportation Master Plan as an arterial roadway.
- 2.3 **“Collector”**: means a street defined in the City’s Transportation Master Plan as a collector roadway.
- 2.4 **“Crescent”**: means a street that intersects another street at both ends, resembling a crescent shape (See Figure 1).

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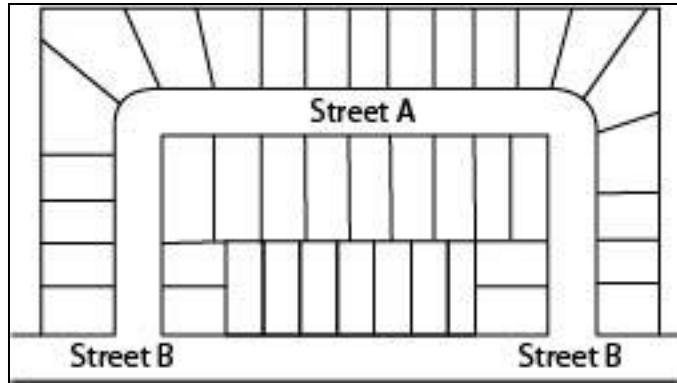


Figure 1: Example of a Crescent.

2.5 **“Cul-de-sac”**: means a street where the only entrance also serves as the exit (See Figure 2).

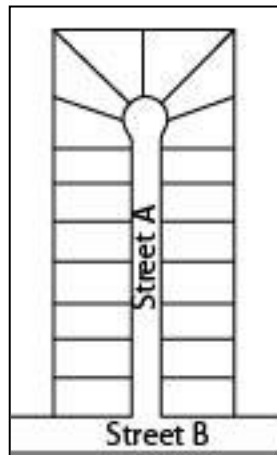


Figure 2: Example of a Cul-de-sac Street.

2.6 **“Development Area”**: means an Area Structure Plan, a servicing design concept, or a Subdivision.

2.7 **“Eyebrow”**: means a rounded expansion of a street beyond the required curb line to provide additional frontage for development (See Figure 3).

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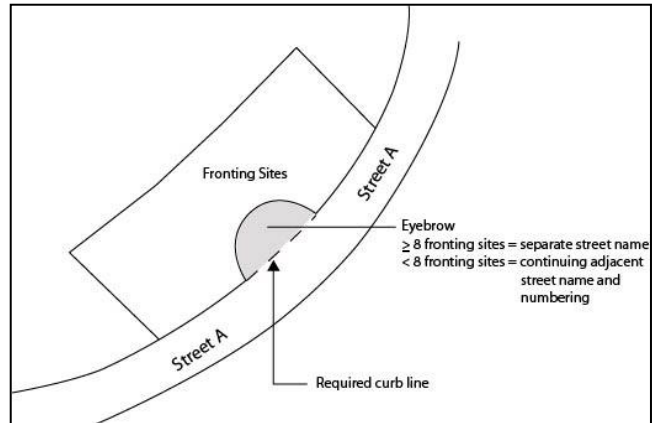


Figure 3: Example of an Eyebrow.

2.8 **“Infill Development”**: means a site that is part of a registered plan that is proposed for further subdivision (See Figure 4).

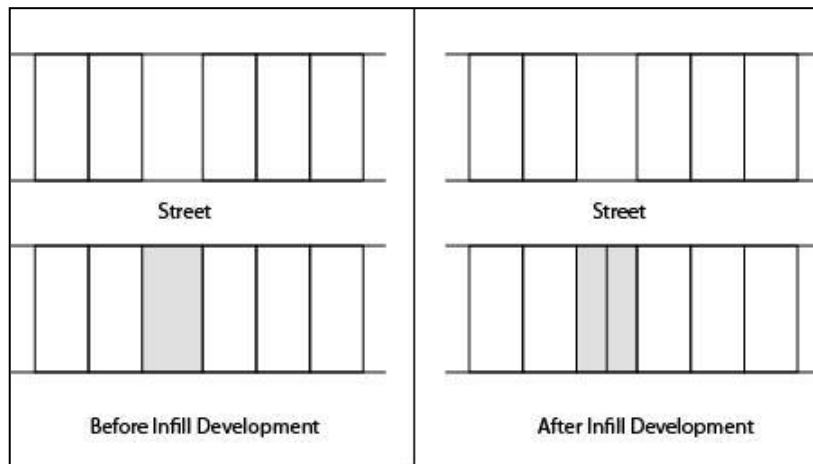


Figure 4: Example of an Infill Development.

2.9 **“Loop”**: means a street that begins and ends on itself and the only entrances and exits are from streets that intersect at a T intersection (See Figure 5).

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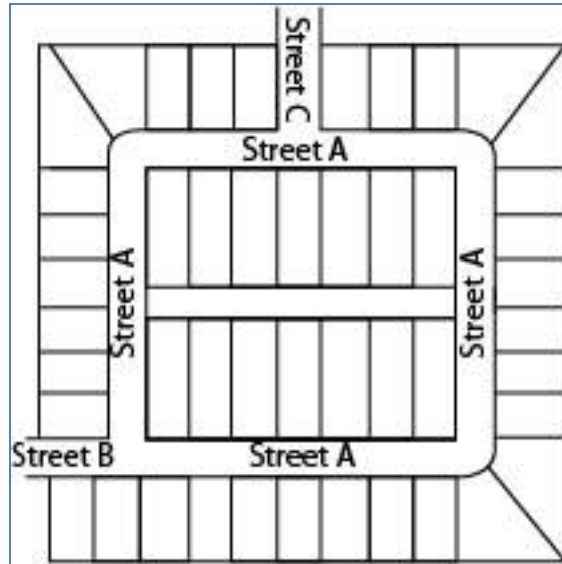


Figure 5: Example of a Loop.

- 2.10 **“Street”**: means land shown as a road on a plan of survey that has been filed or registered in the Land Titles Office or used as a public road, excluding rear access lanes and alleys.
- 2.11 **“Suite”**: means a number assigned to an area of a building that is owned, rented or leased to different tenants within the same site.

3. RESPONSIBILITIES

- 3.1 Applicants shall follow all steps outlined in this policy regarding the naming of streets and addressing of sites within their development. They will also submit all necessary documents and ensure all maps submitted to the City have consistent naming on all streets.
- 3.2 Addressing Technicians review the submitted list of intended street names for development applications and ensure street naming follows this policy.
- 3.3 Addressing Technicians receive the approved names for each street within a development application and update the City’s database. The addressing technician also ensures the addressing of sites is consistent with the guidelines laid out in this policy.

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3.4 General Manager of Planning and Infrastructure shall approve the naming of streets and addressing of sites for development applications, with consideration given to the recommendations given by the Addressing Technician.

4. NEW DEVELOPMENT AND STREET NAMING PROCESS

- 4.1 When development is occurring on previously undeveloped land, the developer will provide a plan of subdivision so that addresses may be assigned consistent with this policy.
- 4.2 All new development area names will typically begin with a letter of the alphabet that is not the first letter of the name of another development area.
- 4.3 Any development area name beginning with the same letter as another development area name must not have a similar sound or have similar themes or names that might create public confusion.
- 4.4 Arterials and major collectors will be named by the General Manager of Planning and Infrastructure.
- 4.5 In new development areas, the developer will submit a list of street names, which will include a preferred name and an alternate name for each street. If neither the preferred name nor the alternate are acceptable, the General Manager of Planning and Infrastructure will suggest an appropriate name at their discretion.
- 4.6 All applications will be forwarded to the Town of Stony Plain and Parkland County to ensure there is no duplication of names between those municipalities and the City of Spruce Grove.
- 4.7 The City may, at its discretion, consult with any City department prior to approval of a name.
- 4.8 All new development area and street names must be approved by the General Manager of Planning and Infrastructure prior to registration of the final survey plan.

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4.9 City Council reserves the right to honorarily name or rename development areas and streets as per Policy 7,002, City Naming Policy.

5. CITY ADDRESSING GUIDELINES

5.1 Applying Street Names

5.1.1 When a name is proposed for a street, the Planning and Development Department is responsible for assigning the appropriate suffix according to the following:

- a. First order street names are applied to arterials and collectors that span more than one area of the City:

Avenue	Parkway
Highway	Street
Road	Drive
Boulevard	Trail

- b. Second order street names are applied to local streets that provide access to subdivisions and neighborhoods from arterials or collectors:

Circle	Link
Close	Loop
Common	Place
Crescent	Way
Gate	

- c. Third order street names are applied to streets that terminate as cul-de-sacs or dead ends:

Bay	Lane
Court	Manor
Cove	Mews
Dale	Park
Gardens	Point
Green	Run
Heath	Terrace
Landing	Wynd

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- 5.1.2 The definitions and suffixes are not exhaustive and the General Manager of Planning and Infrastructure may exercise discretion in the event that the above do not apply in an appropriate manner.
- 5.1.3 A street name shall not be used more than twice following this combination:
- a. Once as a first order street; and
 - b. Once within the second or third order.
- 5.1.4 Avenues will run in an east/west direction. Streets will run in a north/south direction.
- 5.1.5 Drives run in a general north/south direction, but gradually change to an east/west direction, or vice-versa. Where a drive performs a sharp right-angle turn it is under the discretion of the Addressing Technician whether a use of street or avenue designation is necessary.
- 5.1.6 The street naming and addressing of eyebrows will depend on the number of sites fronting the eyebrow. The criteria for eyebrows are as follows:
- a. Eyebrows with less than eight (8) sites shall not be given a street name and will be recognized as part of the adjoining street, continuing the numbering and naming sequence (See Figure 6a).
 - b. Eyebrows containing eight (8) or more sites shall be given an individual street name and will be considered a lesser order street (See Figure 6b).



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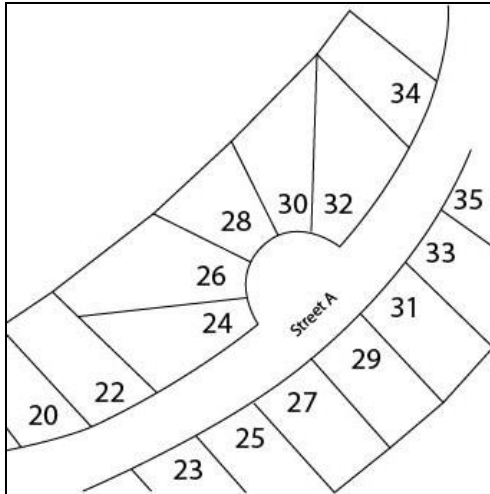


Figure 6a: An Eyebrow Street with fewer than 8 sites fronting it.

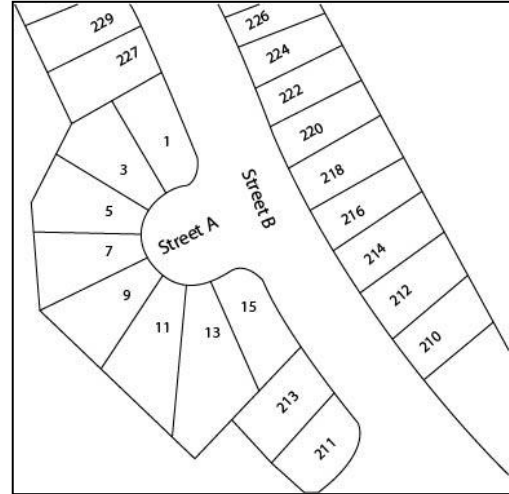


Figure 6b: An Eyebrow Street with 8 or more sites fronting it.

5.1.7 A private street shall be given a street name under the following conditions:

- a. The street services three or more sites that front onto it; and,
- b. There is a joint access agreement between all property owners.

5.2 Site and Building Numbering

5.2.1 All properties will be addressed, except City-owned properties having any dimension less than five (5) meters.

5.2.2 All properties, as far as is practicable, will be pre-addressed after subdivision registration and prior to development.

5.2.3 An overall addressing grid will be established in keeping with the specifications of the City addressing system. The address numbering sequence utilized will increase or decrease at the rate of one hundred (100) per quarter section of land in either north/south or east/west directions.

5.2.4 With regards to the context of built form on a street, multiple hundred address series may be used within a quarter section

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under the recommendation of the Addressing Technician and the approval of the General Manager of Planning and Infrastructure.

5.2.5 Municipal address numbering will be as follows:

- a. Number sequences will increase traveling north and east;
- b. Odd numbers will be on the south and west sides of streets;
- c. Even numbers will be on the north and east sides of streets;
- d. Cul-de-sac and eyebrow numbering will start from the main entrance and increase in number by two for each property in a counter-clockwise direction. A cul-de-sac pointing to the south or west will have odd number addresses; a cul-de-sac pointing to the north or east will have even number addresses (See Figure 7);

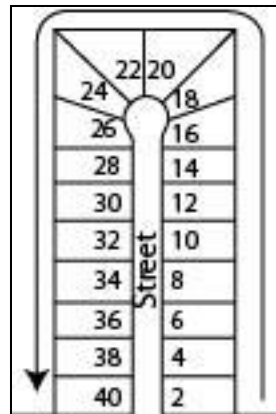


Figure7: An example of a north pointing cul-de-sac Street addressing sequencing.

- e. Crescent street numbering will start from the most southerly or westerly entrance and increase in number. Where crescent street numbering conflicts with the provisions in clauses 5.2.5(b) and 5.2.5(c), the provisions in this clause shall take precedence. (See Figure 8);



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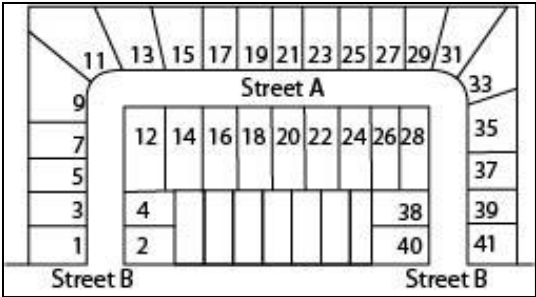


Figure 8: An example of a north pointing crescent street addressing sequence.

- f. Corner sites or sites with multiple frontages will be assigned a preliminary address for each frontage. The address used for municipal purposes will be determined based on the orientation of the front door at the time of a development permit application. In the case where development of the site does not include a building, such as a park, the address shall be assigned at the discretion of the Addressing Technician based upon the location of a vehicular access, main pedestrian access, or the location of activity areas;
- g. A private road that services one or two sites shall be addressed using the name of the public street where the private road is accessed;
- h. Infill development shall follow an alphanumeric addressing sequence incorporating the primary address of the previous site (See Figure 9);

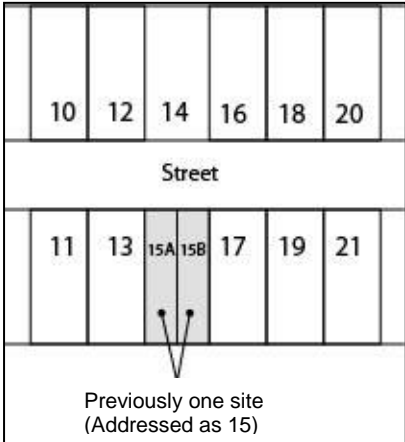


Figure 9: An example of infill development addressing.

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- i. Duplexes and other developments on a single site, where multilevel buildings do not share a common entrance, shall be given the same address. Suites will be assigned numerically starting at 1 following the same numbering sequence as the fronting street (See Figure 10);

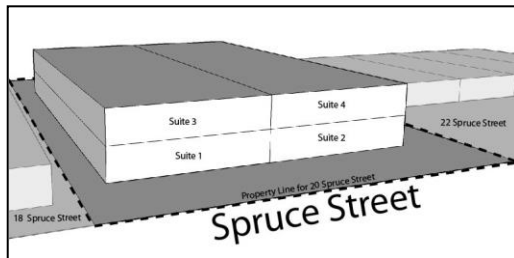


Figure 10: An example of suite sequencing for a duplex or similar development.

- j. Multiple buildings on a single site shall receive singular addressing and each individual building on the site will be identified by a different 100 series (See Figure 11). If applicable, suites within these buildings shall follow the sequencing laid out within clause 5.1.6(k);

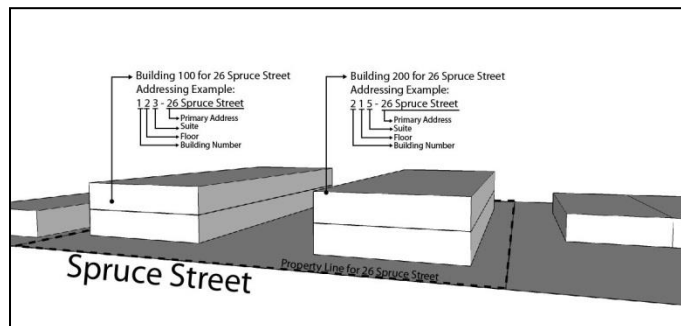


Figure 11: An example of identifying multiple buildings on a single site.

- k. Multi-tenant buildings shall receive singular addressing with each internal occupancy space assigned an additional suite number, which indicates site sequencing as well as floor elevation, if necessary (See Figure 11 and Figure 12);



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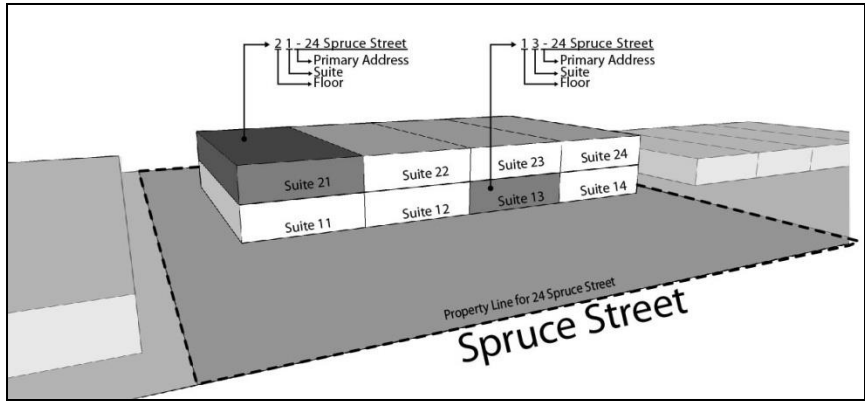


Figure 12: An example of addressing multiple tenants within a single building.

- I. Loop roads and any other roadways that cannot be brought into conformity with the above regulations will be addressed from a starting point, chosen by the Addressing Technician, in the most consistent manner possible.
- 5.2.6 In circumstances where this policy cannot be met, an exception may be approved by the General Manager of Planning and Infrastructure. Requests for an exception shall include statements detailing why the exception is required.
- 5.2.7 Consolidated parcels will be addressed at the discretion of the Addressing Technician.
- 5.2.8 Changes to existing municipal addressing shall be made in writing to the General Manager of Planning and Infrastructure, outlining the justification for any address changes and shall include the corresponding fee identified in the Development Fees Bylaw.
- 5.2.9 Existing addressing in the City of Spruce Grove that contradicts this policy shall be continued where it is not practicable or possible to alter the numbering scheme.

APPROVAL

City Manager _____ Date _____