

THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:		Procedure No.:	
Departments:	Building & Development	Approval Date:	January 21, 2008
Division:	Development	Approved By:	CR22/2008
		Effective Date:	January 21, 2008
Subject:	Municipal Address Assignment & Address Change Policy	Policy Ref.:	
		<i>Pages:</i>	Replaces:
			Date:

A. PURPOSE

1. The purpose of the policy is to avoid inconsistency and confusion in finding properties, in order to protect the health and welfare of the public and for efficient delivery of goods and services, including mail, by providing operational principles for maintaining a municipal address numbering system.
2. This policy is consistent with the objectives of the Street Name Assignment and Name Change Policy.

B. SCOPE

1. This policy applies to the assignment of all new municipal address/unit numbers or change of existing address/unit numbers within the City of Windsor, in consultation with the adjacent municipalities of the Town of Lakeshore, the Town of LaSalle and the Town of Tecumseh.

C. RESPONSIBILITY

1. The Building & Development Department, Development Division is responsible for the assignment of municipal addressing for all structures and properties in the City of Windsor. An address number assigned by the Building & Development Department is considered the official Municipal Address Number, regardless of any other address number assigned by any other outside agency or City Department.

D. MUNICIPAL ADDRESS ASSIGNMENT & ADDRESS CHANGE

1. POLICY

- 1.1 In order to avoid confusion in locating properties to protect the health and welfare of the public and for efficient delivery of goods and services, including mail, municipal address numbers shall be assigned in accordance with the following principles.

2. General Policies

- a) That the Detroit River shall be deemed the Starting Point (zero) for the purpose of municipal addressing on streets running north and south. Where possible, municipal addresses on the streets running north and south shall be numbered using a numbering system starting at 0 and increasing by 100 with each block, southerly and outwardly from the Detroit River towards the City of Windsor boundary.
- b) That Ouellette Avenue shall be deemed the East-West Directional Starting Point (zero) for the purpose of municipal addressing on streets running east and west. Where possible, municipal addresses on the streets running east and west, shall be using a numbering system starting at 0 and increasing by 100 with each block, from Ouellette Avenue outwardly in both an easterly and westerly direction towards the City of Windsor boundary.
- c) That a municipal address may be assigned to a structure/legal lot of record, except where otherwise permitted in this policy.
- d) That the east and north sides of a street shall be assigned “EVEN” address numbers and the west and south sides of a street shall be assigned “ODD” address numbers.
- e) That an area with an established municipal address numbering pattern shall continue to use that numbering pattern.
- f) That Cul-de-sacs shall be addressed with the lowest address numbers starting at the intersection; except that addressing shall be continuous when a “Court” and “Street” have the same name and intersect with each other.
- g) That a municipal address, whenever possible, shall be assigned to the street where access to the property is gained or where the main entrance to a building is located. Alternatively, a municipal address may be assigned to the legal lot frontage determined by the zoning by-law for corner lots.
- h) That more than one municipal address may be assigned for multiple buildings on a property if there are address numbers available in the hundred-block address range to accommodate them without requiring changes to adjacent property addresses. Otherwise one municipal address shall be assigned per property and each building on the property will be assigned a Building Number (i.e. Bldg. 100), with Unit Numbers being assigned, if required, representing the level or story of each unit within each building and a unit number.
- i) That only whole numbers are to be used in the assignment of a separate Building Number for each building on a property.
- j) It is not the policy to avoid any particular address number for any reason (i.e. 13, 44, 69, 666), nor is it the policy to assign “rounded-off” municipal address numbers (i.e. 50, 400, 555, and 1000).

- k) That municipal addresses will not be assigned to vacant or severed lands until such time as an application for a building permit has been submitted or the conditions of the approved severance application have been completely fulfilled. In cases where the approval of a consent application creates a situation where the original address now falls out of sequence from the newly created lots, it will have to be renumbered.
- l) That address numbers need only be displayed at the time of construction of a structure.

3. Policies for New Development (See Figures 1 to 4):

- a) Single family dwellings – That a municipal address be assigned to each dwelling in accordance with the City's street address numbering system.
- b) Semi-detached dwellings – That a municipal address be assigned to each of the two dwelling units in accordance with the City's street address numbering system.
- c) Street Townhomes – That a municipal address be assigned to each townhome dwelling in accordance with the City's street address numbering system.
- d) Fourplex Street Townhomes – That a municipal address be assigned to each townhome dwelling consecutively based on the location of the driveway frontage in accordance with the City's street address numbering system.
- e) Condominium Townhomes – That wherever possible, one municipal address shall be assigned to each townhome dwelling on each Condominium property (Block), in accordance with the City's street address numbering system. Where multiple buildings, housing townhome dwellings are involved, one municipal address may be assigned to each building on each Condominium property (Block), with unit numbers being assigned to each townhome dwelling unit within each building.
 - i. Alternatively, if there are no addresses available to accommodate individual addressing of townhomes on a Condominium property (Block), without requiring changes to adjacent property addresses, then one municipal address shall be assigned per Condominium property (Block) and each townhome dwelling shall be assigned a Unit Number.
 - ii. If there are no addresses available to accommodate individual addressing of townhomes or multiple buildings housing townhome dwellings on a Condominium property (Block), without requiring changes to adjacent property addresses, then one municipal address shall be assigned per Condominium property (Block) and each building shall be assigned a Building Number (i.e. Bldg. 100), with unit numbers being assigned, representing each townhome dwelling unit within each building.
- f) Condominiums – Commercial or Industrial – That wherever possible, one municipal address shall be assigned to each commercial / industrial unit or building on each Condominium property (Block), in accordance with the City's street address numbering system. Where multiple commercial or industrial buildings are involved, one municipal address may be assigned to each building on each Condominium property (Block), with

unit numbers being assigned, if required, representing the level or story of each unit within each building and a unit number [refer to item 3 k) - Unit Addressing].

- Alternatively, if there are no addresses available to accommodate multiple commercial or industrial buildings on a Condominium property (Block), without requiring changes to adjacent property addresses, then one municipal address shall be assigned per Condominium property (Block) and each building shall be assigned a Building Number (i.e. Bldg. 100), with unit numbers being assigned, if required, representing the level or story of each unit within each building and a unit number [refer to item 3 k) - Unit Addressing].
- g) Residential Apartment Buildings (including Condominiums) – That one municipal address be assigned per each apartment/condominium building and individual unit numbers be assigned as required, representing the level or story of each unit within the building and a unit number [refer to item 3 k) - Unit Addressing].
- h) Commercial, Industrial, and Institutional Sites – That one municipal address be assigned per property, unless additional addresses are required to be assigned to multiple buildings on a property to avoid confusion. For individual units within buildings, unit numbers shall be assigned, if required, representing the level or story of each unit within each building and a unit number [refer to item 3 k) - Unit Addressing].
- Alternatively, if there are no addresses available to accommodate multiple buildings on a property, without requiring changes to adjacent property addresses, then one municipal address shall be assigned per property and each building on the property shall be assigned a Building Number (i.e. Bldg. 100), with unit numbers being assigned, if required, representing the level or story of each unit within each building and a unit number [refer to item 3 k) - Unit Addressing].
- i) City Parkland – That parkland properties, structures/facilities and features may be assigned a municipal address based on the location, street access or parking areas, for reference purposes, in the event of an emergency situation.
- j) Utilities – That addresses may be assigned to utility facilities for reference purposes in the event of an emergency situation.
- k) Unit Addressing – That all units within any building shall be assigned a unique number which represents the level or story of each unit within the building and a unit number.
- All Residential units shall be identified as Apartments (i.e. Apt. 101)
 - All commercial/industrial, office or other unit types shall be identified as Units, Suites, etc. (Unit 101; Suite 203)
 - Wherever possible units numbers are to be incremented by a multiple of 5

Examples:

- a) Fewer than 99 units per floor: assign numbers starting at the primary entrance and continuing clockwise as follows:
- i.) Single Story: 1-99
 - ii.) Multi-story: 1-199, 201-299, etc.

- b) Greater than 99 units per floor: assign numbers starting at the primary entrance and continuing clockwise as follows:
 - i.) Single Story: 1-999
 - ii.) Multi-story: 1001-1999, 2001-2999, etc.

4. New & Additional Municipal Address Assignment and Address Changes

- 4.1. The assignment of new municipal address/unit numbers or additional address/unit numbers on an existing property, as well as the change of existing address/unit numbers, requires the submission of and an “Application to Create or Change a Municipal Address/Unit Number” and associated fee, to the Building & Development Department, Development Division, for approval.
- 4.2. The Application should include appropriate mapping, illustrating the location of the property subject to the addressing request, and a building floor plan if units are involved, as well as a non-refundable processing fee payable to the City of Windsor.

E. ADDRESS SIGN REQUIREMENTS

1. Standard Address Display Requirements:

1.1 Requirements For Residential Development With Less Than Three Units Per Lot: (See Figure 1)

- i. All addresses shall be conspicuously placed, in a colour contrasting with the background, attached to the building or on a mailbox or a free-standing sign.
- ii. All numbers must be clearly visible to traffic in either direction from the street to which each unit is addressed.
- iii. Size requirements - address displays located no farther than 25 feet from the curb line shall have numbers not less than three inches in height. If the only address display for a unit is farther than 25 feet from the curb line, the numbers shall be not less than six inches in height.

1.2 Requirements For Commercial Or Industrial Development With Less Than Three Units: (See Figure 2 and Figure 3)

- i. All addresses shall be conspicuously placed, in a colour contrasting with the background, on a free-standing sign or attached to the building.
- ii. All numbers must be clearly visible to traffic in either direction from the street to which each unit is addressed. Buildings with parking and access areas provided at their side or rear shall have additional numbers displayed on the building that are visible from any and all such parking and access areas.
- iii. Size requirements - address displays located no farther than 100 feet from the curb line of the street shall have numbers of not less than eight inches in height. Address signs set back greater than 100 feet shall have numbers of not less than 12 inches in height.

1.3 Duty To Procure & Display Numbers:

For new Residential, Commercial or Industrial developments with less than three units, it shall be the duty of the developer to procure and display the address numbers and signs required by this policy at the time of construction.

2. **Address Display Requirements in Residential, Commercial, Industrial & Institutional Complexes:** (See Figure 2 & Figure 4)

2.1 Preferred Address System Display

- i. Single General Display - All individual building addresses or the range of those building addresses (e.g. 5300- 5360) within a given development, shall be conspicuously placed, in a colour contrasting with the background, on a free-standing sign or attached to an appropriately located building.
- ii. Individual Display
 - a) All building numbers must be clearly visible to traffic traveling in either direction from the primary street to which each building is addressed.
 - b) The building address shall be conspicuously placed, in a contrasting colour with the background, on a free-standing sign or attached to the building.

2.2 Alternate Address System Display - The General Address for a development shall be conspicuously placed, in a colour contrasting with the background, on a free-standing sign or attached to an appropriately located building. The Range of Unit Addresses within each building shall be conspicuously placed, in a contrasting colour with the background, on a free-standing sign or attached to the building. The Unit Address Ranges must be clearly visible from the street, which serves as access to the building.

2.3 Directional Signs

- i. The placement of directional signs will be required if the orientation of buildings within a development obscures any buildings from the primary street, to which the development is addressed.
- ii. A directional sign shall be required at each access point to the primary street to which a development is addressed and from parking and access areas, for any obscured buildings.
- iii. Each directional sign shall carry the appropriate address(es) or Range of Addresses and a directional arrow or other location instructions as minimal direction information.

2.4 Additional Signs

Buildings having parking and access areas provided at their side or rear may be required to have additional numbers displayed on the building which must be visible from any and all such parking and access areas.

2.5 Number Size Requirements

- i. General address & building address signs located no farther than 100' from the curb line of the street shall have numbers of not less than eight inches in height. Address signs set back greater than 100' shall have numbers of not less than 12 inches in height.
- ii. "Directional Signs" shall have numbers of not less than 6 inches in height.
- iii. "Additional Signs" shall have numbers of not less than 6 inches in height.
- iv. Unit numbers shall be permanently displayed near the appropriate entrance, having numbers a minimum of 3 inches in height.

2.6 Duty To Procure & Display Numbers

For Residential, commercial, Industrial or Institutional Complex developments, it shall be the duty of the developer to procure and display the address numbers and signs required by this policy.

- 2.7 All address numbers and signs must be illuminated at night either individually or by street lights, security lights, etc., Individual lights shall be full cut-off type lights.

F. NOTIFICATION

1. The City shall notify all internal departments, agencies/bodies and adjacent municipalities contained in the attached distribution list (Attachment No. 1), of the assignment of a new municipal address numbers or change of an existing municipal address numbers.

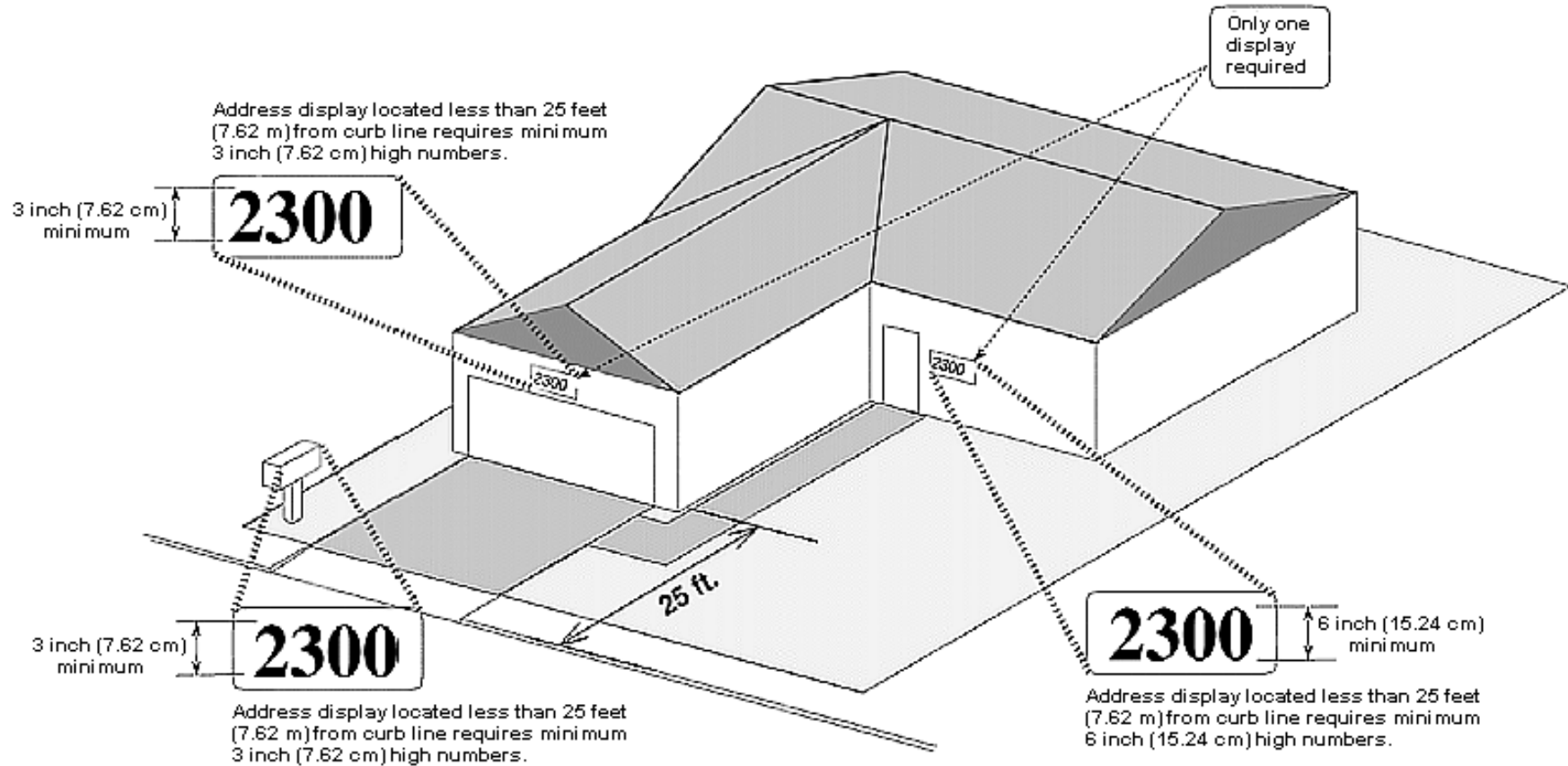
G. RECORDS, FORMS AND ATTACHMENTS

1. Records pertaining to the assignment of municipal address numbers and changes to existing addresses will be retained according to the Records Retention By-law 12599, as amended.

Figure 1

Address Display Requirements Single Detached Residential

Building & Development Department
Public Works
350 City Hall Square West
Windsor, Ontario N9A 6S1
Telephone: (519) 255 - 6267
Facsimile: (519) 255 - 6680



Requirements:

- Street Address must be displayed on both sides of a mailbox, if there is one on the lot, and on at least one location on the residence.
- Place the Address Number so it is visible from the street in both directions.
- Contrast the colour of the Address Numbers with the colour of the background.
- Illuminate the Address Number directly or indirectly so it is visible at night. Porch or street lights are acceptable if adequate.
- Place Address clear of landscaping.

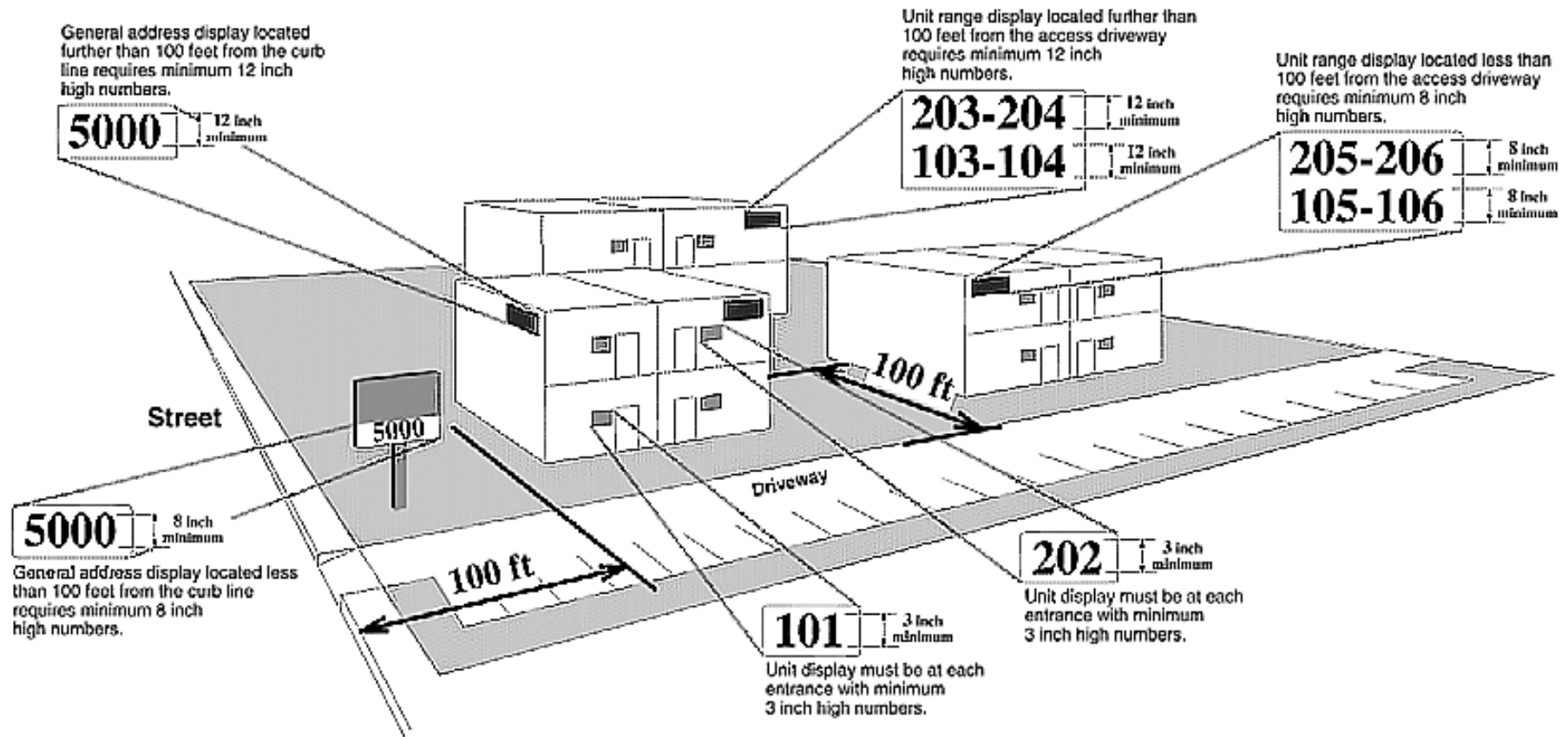
Addresses are assigned by the Development Division of the Building & Development Department, Public Works.

Figure 2

**Address Display Requirements
Multiple-Family Complex**

Preferred System

Building & Development Department
Public Works
350 City Hall Square West
Windsor, Ontario N9A 6S1
Telephone: (519) 255 - 6267
Facsimile: (519) 255 - 6680



Requirements:

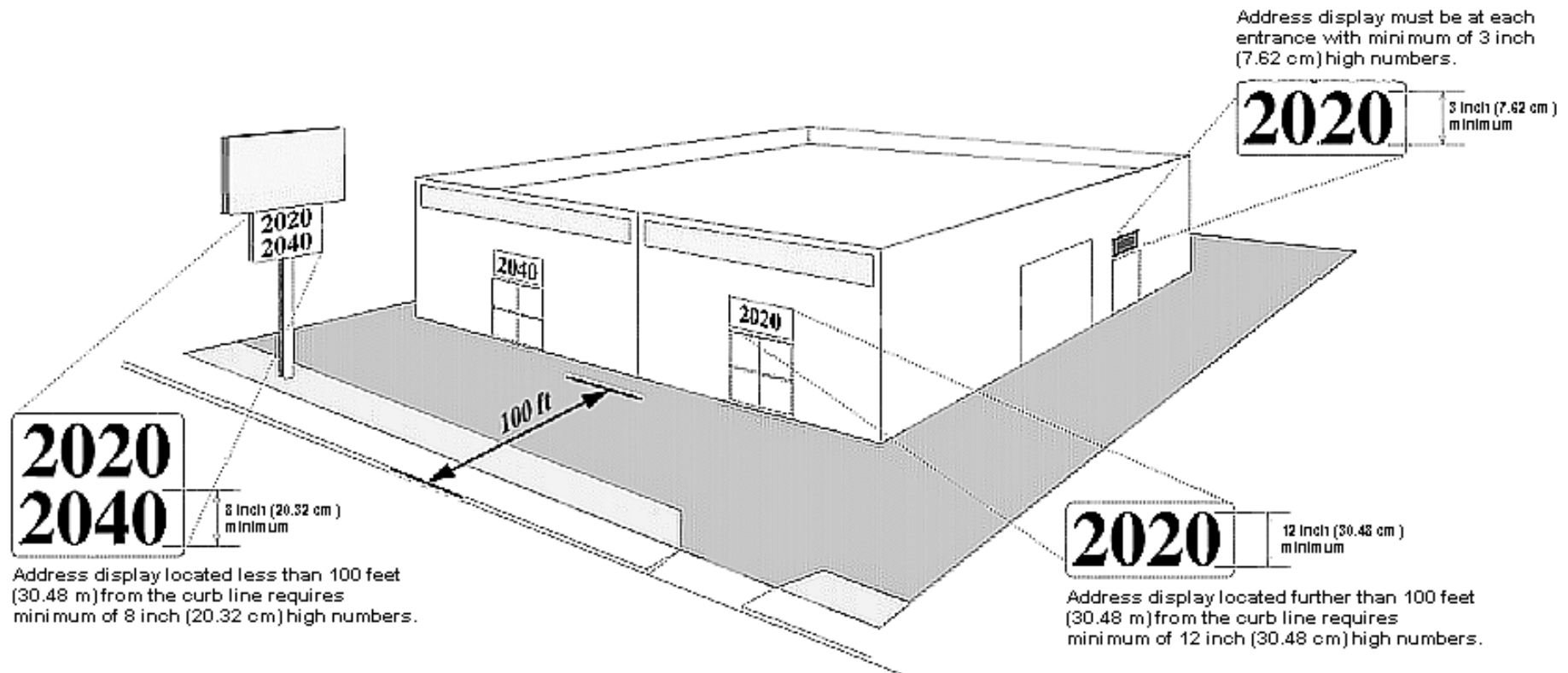
- Street Address Number must be displayed on a freestanding sign, if there is one, and on at least one location on each building.
- Place the Street Address Number so it is visible from the street in both directions.
- Place a Unit Number Range display so it is visible from access driveways/parking areas.
- Unit Numbers must be displayed at the entrance to each unit.
- Contrast the colour of the Street Address Numbers, if on buildings, and Unit Numbers with the colour of the background.
- Illuminate the Street Address Number and Unit Numbers directly or indirectly so it is visible at night.
- Place Address clear of landscaping.

Addresses are assigned by the Development Division of the Building & Development Department, Public Works.

Figure 3

Address Display Requirements Commercial Building

Building & Development Department
Public Works
350 City Hall Square West
Windsor, Ontario N9A 6S1
Telephone: (519) 255 - 6267
Facsimile: (519) 255 - 6680



Requirements:

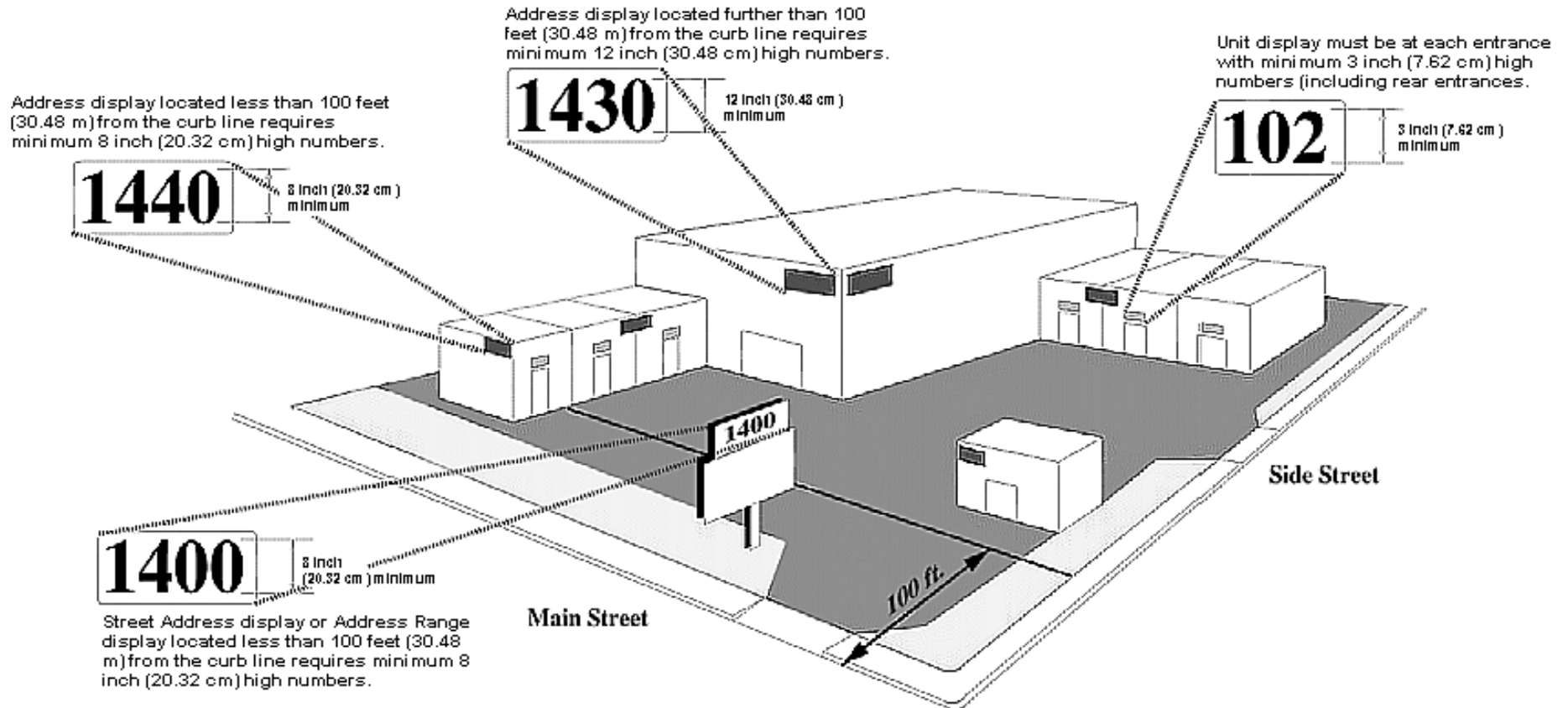
- Street Address Numbers must be displayed on a freestanding sign, if there is one, and on at least one location on the building and at the entrance to each unit within the building.
- Place the Address Number(s) so they are visible from the street in both directions.
- Contrast the colour of the Address Numbers with the colour of the background.
- Illuminate the Address Numbers directly or indirectly so it is visible at night.
- Place Address clear of landscaping.

Addresses are assigned by the Development Division of the Building & Development Department, Public Works.

Figure 4

Address Display Requirements Commercial Complex

Building & Development Department
Public Works
350 City Hall Square West
Windsor, Ontario N9A 6S1
Telephone: (519) 255 - 6267
Facsimile: (519) 255 - 6680



Requirements:

- Street Address Number or Address Range must be displayed on a freestanding sign, if there is one, and on at least one location on each building.
- Place the Street Address Number so it is visible from the street in both directions.
- Place a Unit Number Range display for individual buildings, if applicable, so it is visible from access driveways/parking areas.
- Unit Numbers must be displayed at the entrance to each unit within a building.
- Contrast the colour of the Street Address Numbers, if on buildings, and Unit Numbers with the colour of the background.
- Illuminate the Street Address Number and Unit Numbers directly or indirectly so it is visible at night.
- Place Address and Unit Numbers clear of landscaping.

Addresses are assigned by the Development Division of the Building & Development Department. Public Works.

