



Policy Type:	300 Transportation
Policy Title:	22 Civic Addressing Policy
Authority:	
Resolution #182-19	Amended Resolution #209-19

**Purpose:**

- The purpose of this policy is to set guidelines for the processes and procedures of civic addressing throughout the Rural Municipality of Beaver River No. 622 (``the RM``).

**Definitions:**

“**Applicant**” shall mean any person who is a registered owner of the property.

“**Civic Addressing**” Is a standardized system of identifying and locating properties.

“**The Office**” Means the office of the RM of Beaver River No. 622.

“**Signage**” Means civic addressing sign, posts and hardware.

**Scope:**

- All civic addressing shall be conducted in accordance with this policy.

**Objective:**

- To enact a uniform system of numbering driveways and approaches available to all homeowners in the RM.
- To encourage public safety by assisting emergency responders such as police, fire and ambulance in finding a home or business quickly.
- Provides an easy method for other parties such as service and delivery companies to locate a property.

**Policy:**

1. Civic addressing is NOT mandatory, however, it is a highly recommended voluntary program.
2. Each individual homeowner with a residence within the RM shall be responsible to complete the “Application for Assignment of Civic Addressing” form as attached (Schedule “A”). Should there be more than one family dwelling per driveway or approach, each separate homeowner shall be responsible to complete the “Application for Assignment of Civic Addressing” form as different addresses will be assigned to each home.
3. A member of the office staff shall then, within 30 days of the application, provide each applicant with a civic address.
4. All signage order arrangements may be made as per ONE of the following options:
  - OPTION 1: Applicant orders signage personally through any vendor of their choosing in accordance with “Sign Specifications” listed;
  - OPTION 2: Applicant orders signage and remits payment through the RM office. A cheque must be written to the vendor as arranged by the RM in accordance with



“Sign Specifications” listed. When signage is complete, the applicant will be contacted by RM staff for pickup at the RM office.

5. RM office staff shall ensure that the numbering system is properly maintained, keep a record of all civic address numbers assigned under this policy and forward all records to Sask911.

### **Sign Specifications:**

- Any civic addressing signs installed on a property after the adoption date of this policy shall abide by the following standardized specifications:
  - Rectangular in shape and a minimum of 12” x 24”.
  - Civic number shall be in Swiss 721 BT text.
  - Color of the numerals shall be white and reflective or illuminated.
  - The height of the civic numerals shall not be less than 4.5”. Additional text may be smaller.
  - The color of the background upon which the numbers are displayed will be blue.

### **Existing Signs:**

- Any civic addressing signs posted on a property on or prior to the adoption date of this policy is hereby exempt from the restrictions above and may continue to be used as it stands,
- It is the responsibility of each individual homeowner(s) with existing signage on their property to ensure their civic addressing number listed is correct.

### **Sign Installation Guidelines:**

1. Sign installation is the homeowner’s responsibility.
2. Sign shall be posted in a location that is not obstructed from view when viewed from the closest place on the travelled portion of the municipal road from which the principal residence or lot is accessed.
3. Sign should be installed on or inside the property line at a 90 degree angle to homeowner’s driveway/approach, parallel to the public road.
4. If possible, signs should be positioned on the shoulder of the driveway/approach, roughly 6 feet off of driveway/approach to minimize conflict with large vehicles.
5. Sign should be a minimum of 1.2 meters above the natural ground level to ensure it can be easily seen from the public roadway.
6. Caution should always be exercised with any sign installation to avoid contact with underground utilities (if installing posts). Please contact Saskatchewan First call before proceeding at 1(866) 828-4888.
7. It is the responsibility of the homeowner to ensure their signage remains legible and visible from the public roadway frontage.



**Schedule "A"**  
**Application for Assignment of Civic Addressing**

Date: \_\_\_\_\_

Name: \_\_\_\_\_


Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Legal Land Description: \_\_\_\_\_

Please provide a simple drawing showing the location of your approach/driveway onto your property. Addresses are assigned based on the access to where human activity is located (ie. house and/or barnyard). Where you would want a first responder to easily find in an emergency.

This drawing will make it much easier to find the exact location on a satellite map and ensure the correct address is assigned.





For office use only:	Latitude/Longitude of approach/driveway: _____ Civic Address: _____
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I understand that a civic address shall be assigned to the property illustrated above within 30 days of application date.

Please check ONE of the following:

- Option 1: I will be ordering my signage myself
- Option 2: I would like the RM to order my signage for me

If Option 2 selected, please remit cheque in the amount of \$ \_\_\_\_\_

Payable to: \_\_\_\_\_ (all signage will be ordered on a monthly basis)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of RM Official