

Appendix 'A'

Street Addressing Criteria

The assignment of addresses follows a set of Council adopted criteria to ensure that a coherent and consistent addressing system is maintained. The following is the list of adopted criteria to be administered by the Director of Planning and Urban Design or designate:

1. Numbers are assigned in ascending order from south to north and from west to east. In cases where a dead end street begins at the north or east end, numbering proceeds south or west respectively.
2. Numbers on a street commence at 1,2, or 3 depending on the orientation of corner lots.
3. All numbers are included in the addressing of a street.
4. Even numbers are assigned to properties fronting the north and west sides of streets and odd numbers to properties fronting the south and east sides.
5. Should a street change direction, the predominant direction of the street determines which side of a street gets odd or even numbers.
6. Odd and even numbering should not be transposed along a street, regardless of changes in direction.
7. Numbers for properties that are on opposite sides of the street should be consecutive, wherever possible. This may require gapping for curved portions along a street (See criteria 9).
8. Numbers along the same side of the street should be consecutive wherever possible.
9. Adjustments are made for curved streets and at inside corner locations. In this regard numbers are skipped on the side of the street which has a greater frontage.
10. Half numbers (eg. 93 1/2) and numbers with a suffix (eg. 93A) are generally not permitted. However, when additional lots are created through consent and a whole number is not available for the new lot, a suffixed number may be assigned. A residential unit above a commercial property is also provided a suffix. These situations are relatively rare.
11. Corner lots are initially assigned a number for the abutting street that contains the longer lot frontage at the subdivision registration stage. A second number is

temporarily left in reserve for the other frontage. The final number used for that lot will depend on a verification of the street the house will face.

12. In the case of small courts, the buildings are numbered in a clockwise direction using a single run of numbers, usually even.
13. In the case of U - loop streets which involve a reversing of direction in numbering, it is policy for the numbering to start from the intersection closest to, or located on, the more important connecting street.
14. On long cul-de-sac streets the change from odd to even numbering occurs at a point as close as possible to the centre line of the street at the limit of the turning circle.
15. Street numbering on private roads must follow the Town's street numbering procedures.
16. Certain street configurations such as cul-de-sacs on short connector streets, and other anomalies, are assessed on an individual basis.
17. Draft street numbers are assigned to a plan of subdivision after the Director of Planning has granted draft approval by stamping and signing copies of the draft plan of subdivision. These numbers may be subject to change. Final street numbers are confirmed upon receipt of a registered plan of subdivision from the York Region Land Registry.
18. Where a residential lot frontage is larger than 60 feet (18.288 metres), numbers are assigned at intervals of four (eg. 2, 6, 10).
19. Rural residential and non-residential lots are given one municipal address number for every 17.55 feet (5.35 metres) of lot frontage. Only one address number is given to each separated building on a lot.
20. The actual number given to a rural residential or non-residential building is subject to its location along the lot frontage.
21. The street address number for a non-residential building on a corner lot is assigned according to the lot frontage on which the main entrance to the building is located. Where the main entrance faces the corner, the address number will be assigned to the more prominent street. If both streets are of similar prominence, addressing may be assigned along either of the streets, at the discretion of Planning Department staff.
22. Multiple occupancy buildings are assigned a single municipal address number. Individual units within such buildings are not assigned separate addresses by the

Town, but are required to be given numerical identification by the owner in sequential order and including all numbers.

23. When assigning addresses along a street, one address number is reserved for each 9 metre length of intersecting street right-of-way in order to ensure addressing on both sides of the street are consecutive.
24. Adequate address numbers will be reserved along segments of future streets that span vacant lands between two or more plans of subdivision by assigning one address for every 19.68 feet (6 metres) of lot frontage. Where actual development results in the availability of more address numbers than are required, the extra numbers will be set aside by breaking the consecutive numbering along the street at points where intersecting roads break the lotting patterns.