

APPENDIX 'B'

Address Change Policy

Where address change requests are submitted by land owners, the Town has a set of criteria designed to ensure that only appropriate requests are approved. The following text comprises the Council adopted address change policies:

- 1) THAT ALL REQUESTS FOR AN ADDRESS NUMBER CHANGE BE REVIEWED AND CONSIDERED BY THE PLANNING AND URBAN DESIGN DEPARTMENT, AND APPROVAL GIVEN BY THE DIRECTOR OF PLANNING AND URBAN DESIGN OR DESIGNATE, ONLY IF THE FOLLOWING CRITERIA ARE SATISFIED:
 - (A) A REQUEST FOR AN ADDRESS NUMBER CHANGE MAY BE MADE ONLY BY THE REGISTERED PROPERTY OWNER.
 - (B) IN NO CASE SHALL AN EXISTING ADDRESS NUMBER BE CHANGED SO AS TO CONFLICT WITH THE ADDRESS NUMBERING CRITERIA ADMINISTERED BY THE PLANNING AND URBAN DESIGN DEPARTMENT.
 - (C) AN ADDRESS NUMBER CHANGE WOULD BE PERMITTED WHEN:
 - AN ERROR OR OMISSION WAS MADE BY THE TOWN WHEN ASSIGNING NUMBERING TO A STREET, OR
 - THE FIRE DEPARTMENT RECOMMENDS A CHANGE WHERE IT FEELS THE LEVEL OF EMERGENCY SERVICE RESPONSE WOULD BE IMPROVED, OR
 - ABUTTING REGISTERED PROPERTY OWNERS ARE NOT AFFECTED BY AN ADDRESS CHANGE.
 - (D) WHERE AN ADDRESS CHANGE REQUEST HAS BEEN APPROVED, AN ADMINISTRATION FEE OF \$500.00 IS REQUIRED PRIOR TO CIRCULATION OF THE ADDRESS CHANGE.
 - (E) WHERE A REGISTERED PROPERTY OWNER WISHES TO SUBMIT AN ADDRESS CHANGE REQUEST THAT REQUIRES A CHANGE OF ADDRESSING FOR OTHER PROPERTIES, THE APPLICANT MUST OBTAIN WRITTEN APPROVAL FROM EACH OF THE AFFECTED REGISTERED PROPERTY OWNER(S) FOR A CHANGE TO THEIR ADDRESS PRIOR TO SUBMISSION OF A REQUEST. UPON APPROVAL OF A SUBMISSION, THE APPLICANT MUST SATISFACTORILY DEMONSTRATE THAT COMPENSATION (\$200.00 PER AFFECTED OWNER) HAS BEEN PROVIDED TO OTHER AFFECTED REGISTERED PROPERTY OWNERS FOR COSTS INCURRED AS A RESULT OF A CHANGE.