

## SUBDIVISION

### Request for Street, Park and Storm Pond Names & Addressing



Prior to execution of the subdivision agreement (and preferably before the request for the agreement is submitted by the applicant), the applicant will request approval of street, park and storm pond names and addresses. Advise the applicant, as part of the subdivision agreement checklist, to submit the request for names as soon as possible. It is the Planner's responsibility to:

- Review the plan to assess whether lots/blocks that front onto a park, significant buffer, or major arterial road (without emergency vehicle access) require addressing onto their rear lane. This will require a street name for the lane. Confer with the Fire Department to assist with this decision.
- Storm pond names should generally relate to the street on which they are located, and if located on more than one street frontage, then the name of the most minor street should be used.
- Park names could relate to the more minor street on which they are located, the local community, or possibly reflect a name of a veteran or early heritage settler.
- Review the proposed street, park and storm pond names for their appropriateness in relation to names, [lengths and street prefix/suffixes](#).
- Provide the list of selected street names to the Geomatics Group for circulation to the Fire Department and Region of York.
- Provide the list of selected park and storm pond names to the Geomatics Group for circulation to the Urban Design and Heritage Sections of the Planning and Urban Design Department.
- Obtain endorsement from the Ward Councillor and Director of Planning and Urban Design for those street, park and storm pond names approved by the Region, Fire Department, Heritage and Urban Design, and provide the Councillor's confirmation e-mail to the Geomatics Group.
- Confirm with Geomatics if adoption of the proposed street, park and storm pond names must go through the quarterly Council approval of the Reserve List, or through a Development Services Committee Part A presentation for approval
- Request approval from the Director of Planning & Urban Design for use of the street, park and storm pond names in the proposed plan of subdivision.

### **1. Request street, park and storm pond names**

Advise the applicant to:

- Submit more street, park and storm pond names than there are elements on the draft plan.
- This will ensure that if some requested names are not accepted, sufficient names remain available. Include at least one Markham Veteran name (for plans with a minimum of 5 elements to be named) from the list approved by Council on July 7, 1998.

Request latest copy of the Reserve List from Geomatics to determine which veteran names remain available for use. The Reserve List is maintained by the Geomatics Group and includes names which have been approved by the Region of York for use in Markham. The list includes non-veteran names that can be used in cases where applicants request assistance in obtaining valid names.

### **2. Review names**

Review the requested names against the Reserve List. If there is any duplication advise the applicant immediately.

### **3. Obtain approval for names**

#### **(a) Circulate to Fire Department and Region of York**

Forward the list of requested street names to the Coordinator of Geomatics for circulation to the Fire Department and Region of York. If a heritage name is being proposed for a storm pond, then the Heritage Department should also be included in this circulation.

#### **(b) Circulate to Heritage and Urban Design**

Forward the list of requested park and storm pond names to the Coordinator of Geomatics for circulation to the Heritage and Urban Design.

Upon receipt of their responses, Geomatics staff will provide the Planner with copies of their correspondences. If there is a shortfall in the number of approved names, the Planner will need to request additional names from the applicant and the process will be repeated.

#### **(c) Circulate to Ward Councillor and Director of Planning & Urban Design**

Send an e-mail containing the list of approved names to the Ward Councillor for his/her approval. Upon receipt of a confirmation from the Ward Councillor, the Planner must provide the Coordinator of Geomatics with a copy of the correspondence.

#### **(d) Adoption of names**

The Councillor approved list of street, park and storm pond names must be formally adopted by Council, prior to the registration of a plan of subdivision or site plan. As set out below, there are two options for seeking Council adoption of street, park and storm pond names, and the Planner should consult with the Coordinator of Geomatics to assess which method is applicable.

- **Adoption by Council:** The Town's Reserve List is adopted by Council on a quarterly basis and is the usual method of confirming a new street, park and/or storm pond name.
- **DSC – Part A:** If there is a time constraint for approval of a development application, the Planner may opt to have the proposed names approved through a Part A presentation to Development Services Committee.

#### **(e) Director of Planning & Urban Design approval**

Once Council has adopted the proposed street, park and storm pond names, the Planner must request to use the names for a specific development from the Director of Planning & Urban Design. Upon confirmation, the Planner provides the Coordinator of Geomatics with a copy of the correspondence. The names can now be used by the applicant.

### **Civic Addressing**

The Geomatics Group assigns draft civic addressing to draft approved plans of subdivision after being notified by the Planner that the application is moving to the subdivision agreement stage. It is the Planner's responsibility at the draft approval stage to confirm that all residential buildings will front onto a road. Where residential buildings are slated to front onto a park, a buffer of 15 metres or more in depth, or a lane, the Planner is required to notify the Geomatics Group so that direction can be provided regarding a requirement to name a lane for addressing purposes. The Planner also needs to identify park and storm pond blocks on a draft plan which require a separate name and address. Final addressing is assigned by the Geomatics Group after receipt of:

- Registered Plan Mylar from the Land Registry; and
- Executed copy of the subdivision agreement from the Legal Department.

The Geomatics Group then produces a map of the registered plan containing the final address assignments, including parks and storm ponds, accompanied by a tabular list of municipal addresses and legal descriptions. Both of these are provided to the Finance Department for circulation to the owner, internal departments, outside agencies, businesses, and emergency services.