

# MEMORANDUM

**TO:** Mayor and Members of Council

**FROM:** Jim Baird, Commissioner, Development Services  
Robert Tadmore, Senior Project Coordinator

**DATE:** September 15, 2010

**RE:** Address change request for 14 Fitzroy Avenue



On September 14, 2010, Development Services Committee received a deputation from Ms. Fanny Shu Xia Yuan regarding her address change request for 14 Fitzroy Avenue. She requested that Committee members approve address changes along the entire length of Fitzroy Avenue east of her property in order to be able to re-address her lot as 12 Fitzroy Avenue. The requested street number change scenario is depicted on the sketch attached. Fitzroy Avenue is a new street in the Wismer Secondary Plan Area (Ward 4). The street numbers were assigned at the Subdivision Agreement Stage, but the homes have yet to be constructed or occupied. The requested address change raises the following issues of conformity with Town criteria and policy:

## Street Addressing Criteria

- All numbers are included in the addressing of a street.
- Numbers for properties that are on opposite sides of the street should be consecutive, wherever possible.
- Numbers along the same side of the street should be consecutive wherever possible.

## Address Change Policy

IN NO CASE SHALL AN EXISTING ADDRESS NUMBER BE CHANGED SO AS TO CONFLICT WITH THE ADDRESS NUMBERING CRITERIA ADMINISTERED BY THE PLANNING DEPARTMENT.

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.

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.

Planning staff also point out that the requested change could lead to other similar requests for address changes, posing challenges to the Town's street addressing criteria and process administration.

Committee members deferred the matter to the September 21 Council meeting pending an inquiry with the builder to find out if any other lots along the northern side of Fitzroy Avenue were sold. Staff contacted Sal Crimi of S.C. Land Management Corp. (Amber Plain Investments Ltd.) and were informed that all of the lots on Fitzroy Avenue have been sold.

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14 Fitzroy Avenue address change scenario as discussed at  
Development Services Committee on September 14

