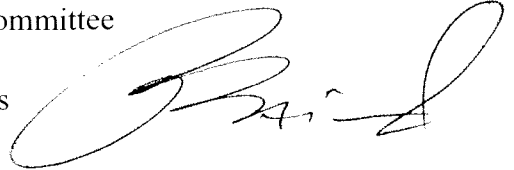


MEMORANDUM

TO: Chair and Members of Development Services Committee

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



DATE: May 25, 2010

RE: Address change request processing costs

In September of 2002, Council adopted a revised version of the Town's Address Change Policy (see below). Clause "D" of this policy stipulates that where an address change request has been approved by Development Services Committee, an administration fee of \$500.00 is required to be paid to the Town by the registered owner of the subject property prior to circulation of the address change. The amount was an estimate of the costs incurred for Town staff to institute a change of address to all Town records and mapping, and to notify every affected public agency, utility and private company that requested to be notified.

Council Adopted Address Change Policy

- 1) THAT ALL REQUESTS FOR AN ADDRESS NUMBER CHANGE BE REVIEWED AND CONSIDERED BY THE DEVELOPMENT SERVICES COMMISSION, AND APPROVAL GIVEN 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 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.