



City of Barrie

Street Addressing Policy

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STREET ADDRESSING

A street address is a combination of a street number, followed by a street name, which is used as a unique identifier for a property, building or facility. It is important to provide a solid framework for the assigning of municipal addresses as they are used by municipalities to provide a wide range of services, including emergency services.

The City of Barrie is committed to assigning addresses in a simple and consistent manner so that properties can be easily located by any persons or agency. Addressing can be a complicated process, involving a number of different stakeholders. This policy was developed to provide a simple and consistent process for assigning municipal addresses.

1.1 Application of Policy

This policy shall apply to all Residential, Industrial, Commercial, Institutional, Open Space, and Environmental Protection lands, properties, facilities and buildings within the City of Barrie, both private and public.

1.2 Street Naming Process

Street names shall be assigned by the City of Barrie in accordance with the Municipal Naming Policy and Private Street Naming Policy as follows:

- a) Arterial/Collector Roads shall be named by the City, in consultation with the local Ward Councillor(s), utilizing names approved on the Municipal Names Registry where possible, in accordance with the Municipal Naming Policy.
- b) Local Streets/Laneways shall be named by the City, in consultation with the Ward Councillor(s), utilizing names approved on the Municipal Names Registry or names recommended by the developer, in accordance with the Municipal Naming Policy.
- c) Private Streets shall be named by the Director of Planning and Building Service, by by-law, utilizing names approved on the Municipal Names Registry, in accordance with the Private Street Naming Policy.

1.3 Street Numbering Process

Draft street numbers will be assigned by the City of Barrie:

- a) Following approval of a Draft Plan of Subdivision; or
- b) Following approval of a final set of drawings in the Site Plan process; or
- c) Following the issuance of conditions for a Consent Application; or
- d) When an application for part lot control has been received.

The assigning of draft street numbers within a new subdivision shall occur in conjunction with the approval of street names.

Street numbers shall be officially assigned:

- a) Following the registration of the plan of subdivision; or
- b) Following the registration of the Site Plan Agreement; or
- c) Following the stamping of the deed for Consent Applications; or
- d) Upon approval of an application for part lot control; or
- e) Upon registration of a second suite.

1.4 Street Numbering Policies

1.4.1 Assigning Odd and Even Street Numbers

Odd numbers are to be assigned to one side and even numbers on the other side consistently along the entire section of a street having that same name.

In the event that any given street changes direction, the numbering shall remain continuous from beginning to end.

1.4.2 Cul-de-Sacs and Crescents

Notwithstanding Policy 1.4.1, in the case of crescents or Cul-de-Sacs, street numbers shall remain even on one side, and odd on the other side for the entirety of the street.

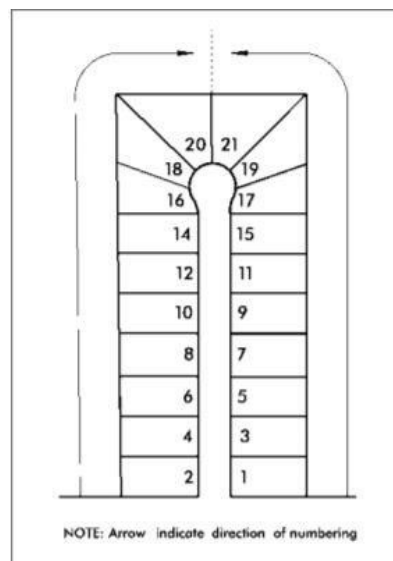


Figure 1:
Example of street numbering for Cul-de-Sacs

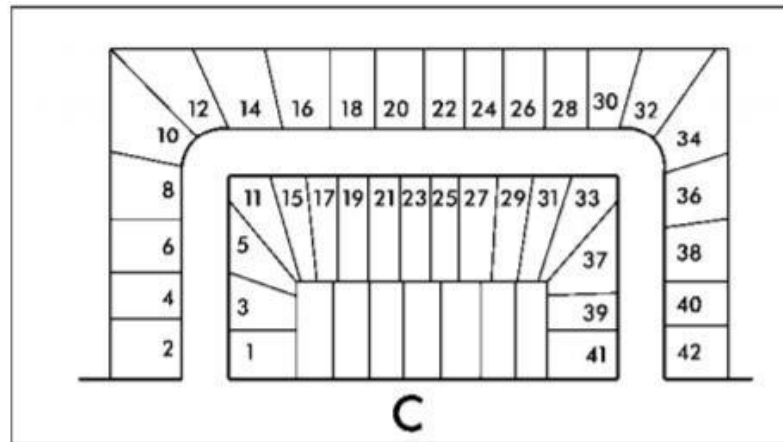


Figure 2: Example of street numbering for crescents

1.4.3 Street Numbering on Municipal Boundary Roads

A municipal boundary road is a road that is bordered by two or more different municipalities on each side.

Municipal boundary roads shall be numbered independently from other roads in order to be consistent with the numbering protocol of neighbouring municipalities. In these cases, the street number shall be assigned so that the existing street numbers are continued in sequence.

1.4.4 Street Number Gapping

At street intersections and along curves, street numbers will be gapped appropriately to ensure consistency with the address numbers on the opposite side of the street. Addresses should generally match on both sides of the street in order to maintain a consistent addressing scheme.

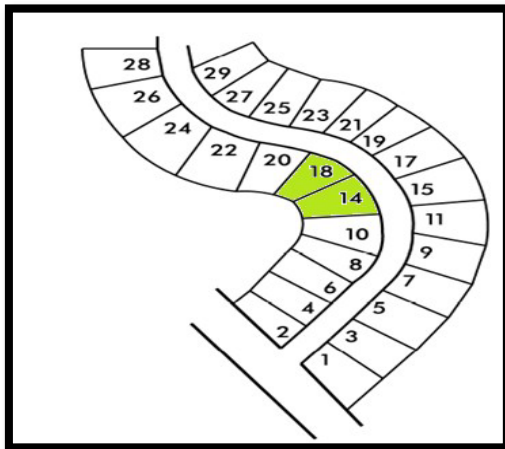


Figure 3: Example of street number gapping on curves

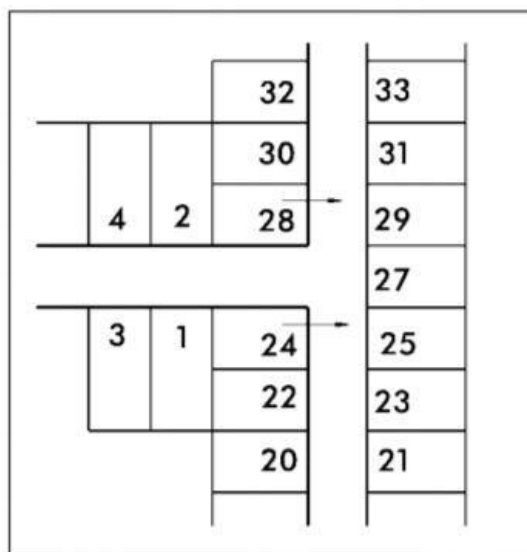


Figure 4: Example of street number gapping at intersections

1.4.5 Street Numbering for Infill Development

Some areas of the City of Barrie may be desirable for infill development. In some cases, there may not be sufficient street numbers for the lots or dwellings being created. In these cases, the newly created lots or dwellings shall be assigned a street number with a suffix (A, B, C, etc.).



Figure 5: Example of street numbering on infill developments

1.4.6 Reserving Street Numbers for Future Development

In areas where it is known that a street will be continued or a block will be developed in the future, street numbers will be reserved based on the lot frontage required for the highest and best use permitted in the Zone. These numbers will be reserved until future development occurs and will be assigned in accordance with policy 1.3.

Zone	Best and Highest Use	Lot Frontage Required
R1	SDH	22 m
R2	SDH	15 m
R3	SDH	12 m
R4	SDH	10 m
R5	Street Townhouse	4.5 m
RM1	Semi-detached/Duplex	9 m/17 m
RM2	Street Townhouse	6 m
RM3	Back to Back Townhouses	5.5 m
RA1	Three or more unit dwellings	24 m
RA2	Three or more unit dwellings	30 m

Figure 6: Matrix for reserving street numbers for future development

1.4.7 Assigning Street Numbers for Public Utilities

Pumping stations, hydro substations, and storm water management areas (SWM's) require that a street number be assigned to all access points fronting on a municipal road, and is based on the following hierarchical criteria:

- a) The entrance from the same street as the neighbouring pump house/ utility building/accessory structure; or
- b) The primary entrance(s) for vehicular or pedestrian access.

Furthermore, the numbering of pumping stations, hydro substations, and storm water management areas (SWM's) must be assessed on a site-specific basis with consideration for existing site conditions, such as topography and vegetation. It is therefore important to consult with applicable departmental staff to determine the most appropriate exits and/or access points to be assigned a street number, and if additional numbers are required for any secondary access points.

1.4.8 Assigning Street Numbers to Parks and Open Space Blocks

Parks and open space blocks require that one street number be assigned to a park or open space block, based on the following:

- a) The street number will be assigned to the vehicular access point to the park or open space block.
- b) Where there are multiple vehicular accesses, the largest vehicular access point/parking area shall be used.
- c) Where there is no vehicular access or parking area, a street number will be assigned to the active recreation area.
- d) Where there is no active recreation area, a street number will be assigned off the highest classified street (Arterial, collector, local, etc.) abutting the park or open space, in accordance with the policies contained within this document.

1.4.9 Street Numbering for Corner Lots

Corner lots shall only be assigned one street number, which will be assigned based on the Street that the front door of the building faces. Where possible, street numbers shall be reserved should the orientation of the building change.

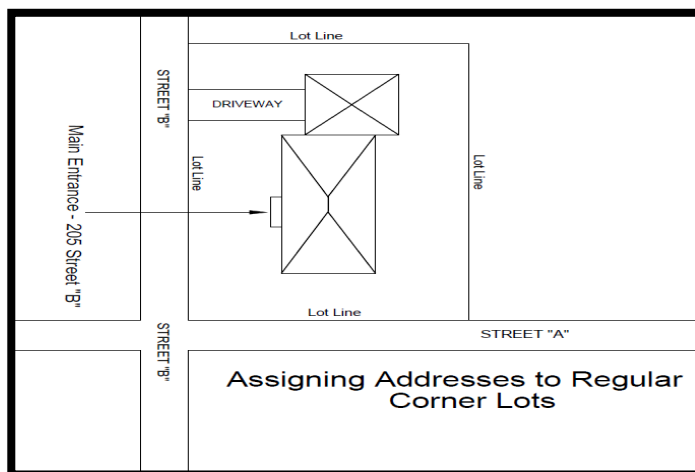


Figure 7: Example of street numbering of corner lots

1.4.10 Street Numbers per Residential Lot

Where a residential lot contains one dwelling unit, only one street number shall be assigned to the lot and building.

1.4.11 Displaying a Street Number

All street numbers shall be displayed in a manner that is consistent with the City of Barrie Street Numbering By-Law 2004-147. It is the responsibility of the owner or occupant to ensure that the street number is located on a wall of the building or on a sign, in such a manner that it is visible from the street at all times.

1.4.12 Avoiding street numbers

All numbers shall be included in the addressing of a street. Numbers that are perceived to be unlucky or culturally significant will not be avoided.

1.5 Residential Street Numbering

1.5.1 Single Detached, Duplex, Semi-detached and Street/Block/Cluster Townhouses

For single detached, duplexes, semi-detached dwelling and townhouse developments, an individual street number will be assigned to each dwelling unit off of the street that the main entryway faces.

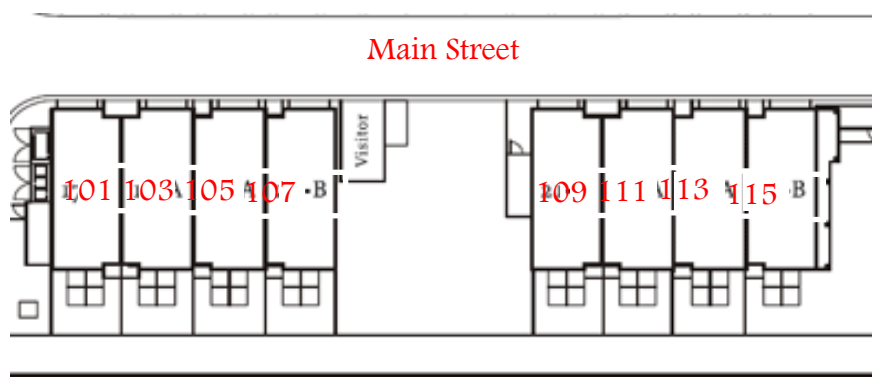


Figure 8: Example of street numbering for low density residential.

1.5.2 Secondary and Additional Dwelling Units

“Street Addressing of dwelling units created as an alteration or additions to the main dwelling or in/above detached accessory structures like a garage or as a detached accessory dwelling unit on the property must be addressed by adding a numeric Unit Number to the Street Address of the property/ main dwelling as follows:

- The main dwelling unit will retain the property’s municipal address (e.g. 101 Main St).
- Any secondary dwelling unit (self-contained and/or detached accessory dwelling) will include a unit number in its address (e.g. 101 Main St Unit 1, and so on)
- Second Suite units self-contained in the main building of the property will include “Unit 1” in its address (e.g. 101 Main Street Unit 1)

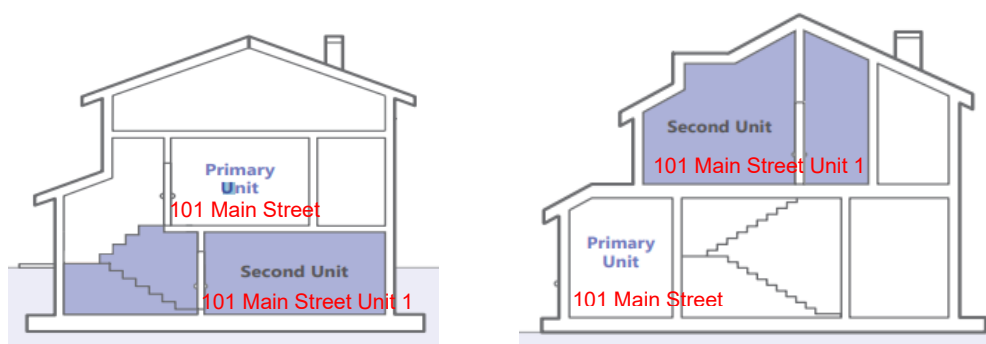


Figure 9: Example of addressing Second Unit – Self-contained within primary dwelling.

- d) When the second suite unit is added in a different space other than the basement of the building; the unit with the larger area will be considered as the main unit.
- e) Detached accessory dwelling units will always be address as “Unit 2” for the property where this is dwelling created (e.g. 101 Main St Unit 2)

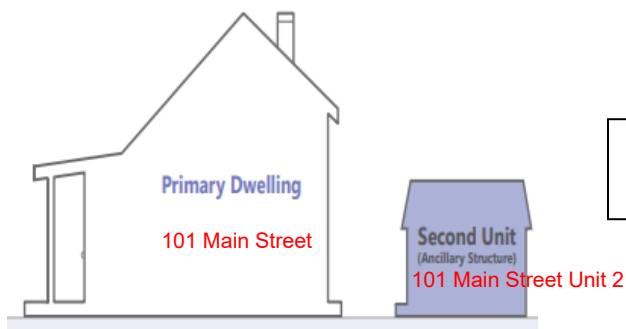


Figure 10: Example of addressing Second Unit in Detached Accessory Structure located on the property.

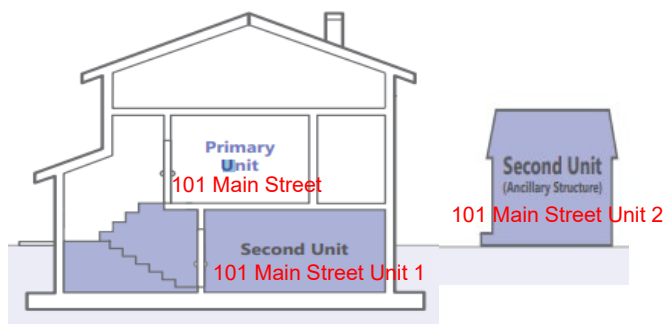


Figure 11: Example of addressing combination of Secondary Units added as self-contained and accessory structure.

- f) In the case of triplex and fourplex, each dwelling unit will have a unit number assigned to the property's municipal address (e.g. 101 Main St Unit1, 101 Main Street Unit2, and so on)



Figure 12: Example of addressing a Triplex
101 Main St Units 1, 2, & 3.

- g) For properties where more than one secondary unit are allowed; the unit number will be assigned based on when the building permit is issued and not where the unit is located on the property.

h) **Exception:**

The only exception to this policy will be when addressing additional second suites permitted on properties where a second suite was already addressed using alpha unit number; then the new unit will be also addressed with using alpha unit.

- i. The municipality will be responsible for assigning the address and the timing of such assignment will be as follows:
- ii. For second suite units, within the main dwelling, the address must be assigned upon registration.
- iii. For accessory dwellings in detached buildings, duplex, triplex, fourplex the address will be assigned upon issuance of a building permit.

1.5.3 Back-to-Back Townhouses

For back-to-back townhouses, a street number will be assigned for each dwelling unit, based on the street that the entry way faces. Where the entryway does not face a roadway, the units will be addressed off of the street the entire building faces.

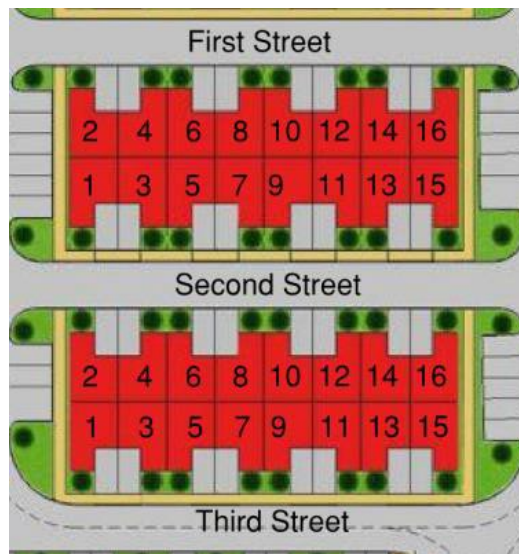


Figure 13: Example of street numbering for back-to-back townhouses

1.5.4 Stacked Townhouses

For stacked townhouses developments, a street number will be assigned to each dwelling unit based on the street that the entry fronts onto.

Address will be assigned, beginning at one end of the block, and proceeding to the other end, with addresses being assigned consecutively to each entryway.



Figure 14: Example of street numbering for stacked

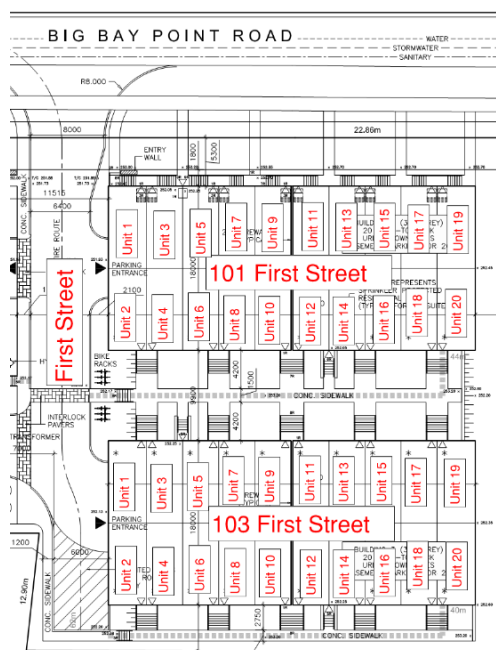


Figure 16: Example of street numbering for back-to-back townhouses that do not front onto a street

1.5.5 Multi-residential and Mixed-use buildings

Multi residential buildings will be addressed by assigning one street number from the street where the main access is on and each unit within the building will be assigned a numeric unit number (101 Main Street Unit 101, 101 Main St Unit 102, and so on)

In a mixed-use building, if the building has frontage on one street then a unique street number could be used, and each commercial unit should be address by adding the Unit Designator “Suite” and a numeric unit number and the residential unit by adding the Unit.

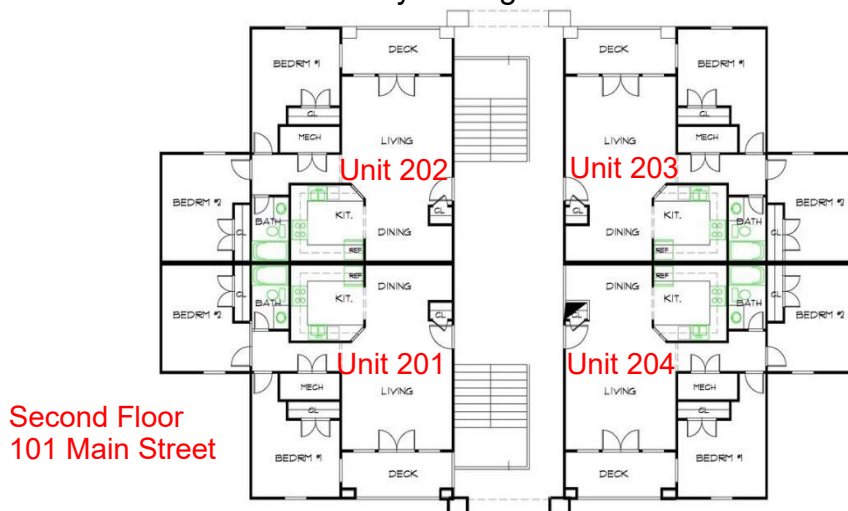


Figure 15: Example of street numbering for apartments

1.6 Commercial, Industrial or Institutional Developments

Each individual building within a commercial, industrial, or institutional development shall be assigned a street number based on the street the main/front entrance faces. Individual suites within the building may be assigned a suite numbers (101 Main Street, Suite 1) at the discretion of the owner of the property.

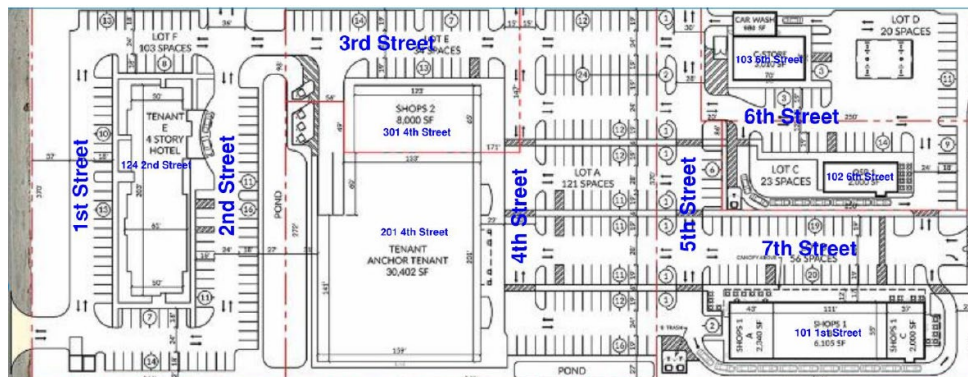


Figure 14: Example of street numbering for commercial, industrial, and institutional developments

1.7 Policies for Changing a Street Number

A street number change shall be considered on a case-by-case basis only. Individual requests to change a street number may be accommodated provided that there is the opportunity to do so based on existing address conditions in the area. In order to accommodate the change of a street number, applicants shall submit an application form to the City of Barrie, at Service Barrie. Once submitted, the request will then be reviewed by City staff. If the request is approved, a notification will be sent to the owner, applicable departments, and external agencies for their records.

The following criteria shall apply to evaluate any request to change a street number:

- Where there is adequate spacing in the existing numbering scheme to accommodate the proposed request,
- Where there no is opportunity for future infill development that would require street numbers to be reserved; and
- Where Emergency Services would have any concern with the proposed request.

Where a change in street number has been approved, it shall be the responsibility of the property owner to ensure that the old number is replaced with the new number, as assigned.

1.8 Street Numbering for New Plans of Subdivision

Street numbers for Plans of Subdivision shall be assigned, as a temporary street number, immediately following Draft Plan Approval. Street numbers shall be assigned to all lots in accordance with the provisions of this policy. The GIS Department with the City of Barrie will place this temporary street number on the GIS mapping for the City of Barrie.

When a Plan of Subdivision is registered, City staff will send a confirmation letter to the property owner and the City's list of interested agencies. The GIS Department will move the address from the temporary layer to the permanent layer on the City's Geographic System.

The City's Municipal Law Enforcement Officers shall ensure that the proper street number is posted in accordance with this policy and the applicable Subdivision Agreement.

1.9 Street Numbering for Site Plans

Temporary street numbers shall be assigned by the Planning and Building Services Department after the final set of plans have been approved and signed off by all required departments/agencies. A permanent street number shall be assigned once the site plan or condominium has been registered with the Land Registry Department with the province of Ontario. Street numbers shall be assigned in accordance with this document.

1.10 Agreements

Where a building is subject to special provisions related to a Site Plan Agreement or Subdivision Agreement, the provisions of the said agreements shall prevail.

1.11 Street Numbering Notification

The City of Barrie's list of interested agencies requesting notification is maintained and amended from time to time by the Planning and Building Services Department.

1.12 Effective Date

This Policy shall come into full force and effectiveness once adopted by Council.

1.13 Appendix - A

Figure 1: Street Numbering Review and Circulation





APPENDIX "B"

<u>MUNICIPAL ADDRESS CHANGE APPLICATION FORM</u>	
<u>A. OWNER'S INFORMATION</u>	
Name:	
Mailing Address:	
Telephone:	E-mail:
<u>B. SUBJECT PROPERTY/BUILDING</u>	
Current Municipal Address:	
Legal Description:	
Reason for Change Request:	
Proposed Municipal Address:	
<u>C. SUBMISSION REQUIREMENTS</u>	
☐	A completed Municipal Address Change Form
☐	The prescribed fee
☐	A site plan depicting the location and entryway of the building to be addressed (required for properties with more than one building subject to municipal addressing).



**City of Barrie
Private Street Naming Policy**



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- 1.5 Effective Date**

PRIVATE STREET NAMING

For the purposes of this policy, “private street” means any road, laneway or other vehicular access to or from any land, building or structures but does not include a driveway. A “private street” may include part of a parking lot.

Large, complicated sites can create confusion when addressing each building, leading to concerns from emergency services and other City departments when it comes to the location of specific lands, buildings or facilities. By naming private streets, the City of Barrie is able to simplify the addressing on these large sites.

1.1 Application of Policy

The provisions of this policy shall apply to privately owned and maintained streets in the City of Barrie.

1.2 Private Street Naming Process

Private street names will be assigned:

- Following approval of a Draft Plan of Subdivision; or
- Following issuance of conditions for Site Plan.

Notification of the naming of a Private Street will be given in accordance with the *Municipal Act* and the City of Barrie’s Public Notice By-law.

Once the notification period has ended, the Director of Planning and Building Services will pass a by-law and provide it to the Legislative and Court Services Department to be numbered and retained in accordance with the City of Barrie’s Record Retention Policy.

The By-law will be noted on the following City Council Minutes.

1.3 Private Street Naming Policies

1.3.1 Assigning Private Street Names

Names shall be assigned to private streets, by Planning and Building Services Staff with the support of Emergency Services and other City departments.

Names shall be selected from the City of Barrie Municipal Names Registry. A by-law shall be passed by the Director of Planning and Building Services for the naming of a private street in accordance with Section 48 of the *Municipal Act, 2001, S.O. 2001, c. 25*.

1.3.2 Suffix of Private Street names

Names of private streets shall use the suffix of "Lane" in accordance with the Municipal Naming Policy.

1.3.3 Private Street Signs

Private Street Signs will display the street name and include the word "Private" below the street name for clarity.

The cost for the installation and maintenance of a street name sign for a private street shall be the responsibility of the property owner.

1.4 Street Naming Notification

The City of Barrie's list of interested agencies requesting notification is maintained and amended from time to time by the Planning and Building Services Department.

Notification

1.5 Effective Date

This Policy shall come into full force and effectiveness once adopted by Council.