

TOWN OF WHITCHURCH-STOUFFVILLE ADDRESSING PROTOCOL

This document is primarily intended for internal use only. Select sections have been developed for distribution and guidance and have been specifically identified as such.

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*Developed by the Development Services Department
in conjunction with the Corporate Services and Fire and Emergency Services Departments*

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1.0 PURPOSE

The purpose of this protocol is to ensure consistent and appropriate municipal addressing across the Town of Whitchurch-Stouffville. This protocol will provide guidance to Staff on assigning municipal addresses, including floor, suite and unit numbers where required, to new developments, as well as clearly define the steps and procedures to be followed when address changes are required or requested. This protocol has been developed in addition to the approved By-law 2022-024-RD, and any amendments thereto (herein referred to as the “Addressing By-law”).

This protocol intends to implement a fair and transparent process for how municipal addressing is assigned within the Town, and to provide an objective and unbiased approach to approving addressing of developments or requests for changes of addresses.

This protocol recognizes that there may be existing circumstances that do not comply with this protocol. Staff are advised to use best efforts at all times to bring municipal addressing into compliance with this protocol and shall use this protocol for all new municipal addresses, re-addressing requirements or requests for changes in address.

The overall objective of this protocol is to ensure municipal addressing in the Town results in easy navigation of residences and businesses, for Town Staff and most importantly for Fire & Emergency Services, providing for an overall safe community.

It is important to note that this protocol serves as a guide for applying municipal addressing and street numbering within the Town, but Council remains the approval authority for all municipal addressing. All address change requests including requests for exemptions to the Addressing Protocol and By-law will be directed to the Property Addressing Advisory & Review Committee (PAARC), and if deemed appropriate, a By-law would be prepared for Council.

Where this protocol conflicts with any Municipal By-law, or other legislative requirement, the By-law or legislative requirement shall prevail.

2.0 AUTHORITY

This Addressing Protocol is a Council endorsed Protocol that provides direction to Staff on the Application of Street Numbering and other matters related to Street Numbering and Addressing the related internal processes as well.

Where there is a conflict between this Protocol and Addressing By-law, as amended, the provisions of the Addressing By-law shall apply.

The following minor amendment to the Town's Addressing Protocol may be made by Staff without requiring Council Approval:

- Revisions that will bring the Protocol into conformity with the Addressing By-law, as amended;
- Changes to the numbering, order and organization of sections;
- Formatting;
- Correcting grammatical or typographical errors;
- Errors or omissions;
- Additional language, graphics, etc. to provide additional clarity to Staff, members of the public, developers, etc.; and
- Changing references to legislation where the legislation has changed.

3.0 DEFINITIONS

“911 Sign” means a plate or sign which is affixed a street number, and which has reflective properties;

“Addressing Plan” means a plan that depicts the assigned street numbers and street names for a development or redevelopment of land.

“Municipal Address” means the combination of a street number with a street name.

“Owner” means the owner of a property, building or Structure and includes an occupant of such property, building or Structure.

“Property” means land including all buildings or Structures on the land.

“Street Number” means the street number, that may include suite/unit numbers, for a property, building, or Structure assigned in accordance with the general provisions set out in this By-law.

“Structure” means public or private utilities such as hydro substations, bell boxes/buildings, telecommunication towers, etc. and does not include detached garages, sheds, swimming pools, tennis or other courts, pergolas, or other accessory or ancillary structures related to a dwelling unit or other building.

“Town” means The Corporation of the Town of Whitchurch-Stouffville and includes the geographical area within the Town.

“York Region” means the Regional Municipality of York.

4.0 ADDRESSING AND RE-ADDRESSING TRIGGERS

There are typically four triggers that result in municipal addressing or re-addressing within the Town. These include Development Applications, Road Redevelopment and/or Realignment, Requests for Address Changes, and Addressing Errors and Omissions. Each trigger has different requirements and steps to take for municipal addressing or re-addressing.

Unique situations may arise that do not necessarily fall within one of these triggers, and Staff should apply the most appropriate principles of this protocol to properly deal with the situation.

It is important to follow the appropriate steps based on the trigger for municipal addressing or re-addressing.

4.1 Development Applications

There are several types of Development Applications that result in assigning new addresses and/or changes in addresses. These include Draft Plans of Subdivision, Site Plan Applications, Condominium Applications and Consent Applications.

4.1.1 Draft Plan of Subdivisions

Addressing plans to assign new addresses to Subdivision Applications shall be prepared by Development Engineering in consultation with the developer. The Development Engineer will then bring forward an Addressing By-law to be enacted by Council once the plan of Subdivision, is registered. This will ensure that the Addressing By-law appropriately reflects the legal description of the lot or block.

4.1.2 Site Plan Applications

New addresses required to be assigned to Site Plan Applications shall be assigned by Development Planning in consultation with the developer. In addition to the assignment of addresses, floor numbering/designation shall be in consultation with the Fire Chief. The Development Planner will then bring forward an Addressing By-law to be enacted by Council once the Site Plan review is substantially complete to ensure the Site Plan Agreement can be registered with the municipal address.

4.1.3 Condominium Applications

Addressing plans to assign new addresses to Condominium Applications shall be prepared by Development Planning in consultation with the developer. The Development Planner will then bring forward an Addressing By-law to Council once the plan of Condominium is registered. This will ensure that the Addressing By-law appropriately reflects the legal description of the unit/potl/lands.

4.1.4 Consent Applications

New addresses required to be assigned for a new lot or lots created through an Application for Consent will be confirmed by the Committee of Adjustment Secretary-Treasurer in consultation with the Fire & Emergency Services Department.

The Committee of Adjustment Secretary-Treasurer will bring an Addressing By-law to be enacted by Council once the Consent conditions are fulfilled and registration particulars are received.

4.2 Road Redevelopment and/or Realignment

Where a new road is being developed or a road is being realigned, existing properties may be affected and require re-addressing off of a new street, or to accommodate future development beyond the existing property. Section 6.0 of this protocol provides details regarding notification to landowners of this required addressing change.

4.3 Requests for Address Change

Residents and/or business owners can make a request to change their municipal address(s) with the Development Services Department. Section 10.0 of this protocol outlines the process and considerations for these requests.

4.4 Addressing Errors or Omissions

There may be instances where an addressing error or omission is brought to Staff's attention that results in a required address change. This could be due to municipal addressing being out of order on a street, the initial assignment of addressing was done incorrectly or there was an error or omission in the development of the Addressing By-law as a few examples. In each of these instances, it is important to rectify the error(s) or omission(s) as soon as possible, and properly notify the landowner(s) of the required change. Section 6.0 of this protocol outlines the process of notifying the landowner, and Section 9.0 outlines the compensation requirements.

5.0 ADDRESSING GUIDANCE

The following section details how municipal addresses will be selected and applied across the municipality. This includes details on the required Addressing Plan, Address Assignment and Address signage.

5.1 Addressing Plan:

An Addressing plan shall be provided by the Applicant at the time of submitting a Development Application. The requirement for an Addressing Plan shall be identified at the PreConsultation Application stage. Where an Addressing Plan is identified as being required, the PreConsultation Application shall advise the Applicant to contact the Development Planning Division for the Addressing Guidance Note. The Applicant will be required to prepare and submit a detailed site plan describing the proposed street structure and addressing scheme during each submission to reflect any changes, ensuring all buildings and potential units within a multiple unit building are provided with a readily identifiable addressing scheme.

5.2 Address Assignment

Municipal addressing assignment within the municipality shall be implemented as follows:

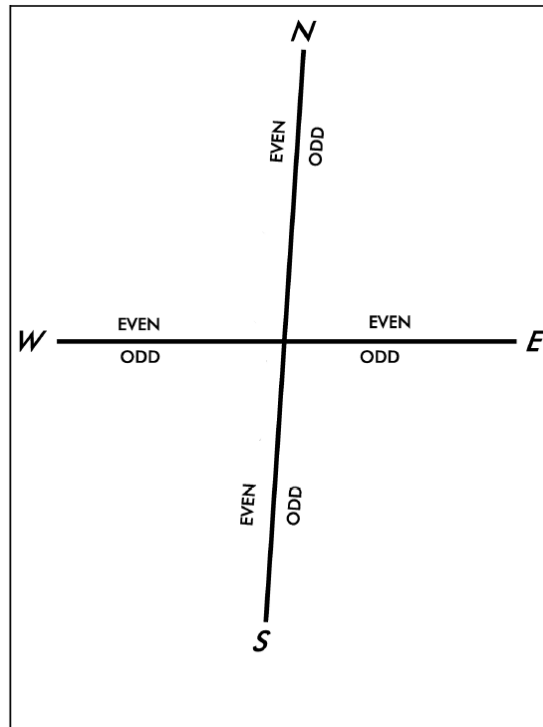
- All properties and buildings shall be provided with a Street Number. Any properties and buildings that do not have a Street Number shall apply for and be assigned a Street Number.
- All new Structures shall be provided with a Street Number. Existing Structures shall apply for the assignment of a Street Number.
- Only whole numbers are to be assigned. For greater clarity 1/2 values, alpha/numeric combinations, letters or use of other symbols shall not be permitted.
- All digits are to be utilized in an Addressing Plan and no digits shall be skipped or omitted for any reason.
- Street Numbers shall be assigned one (1) number for every three (3) metres of frontage of a Property.
- Notwithstanding subsection 3 (5) Street Numbers for residential dwellings shall be applied as follows:

<u>Dwelling Type</u>	<u>Interval</u>
Semi-detached and Townhomes	2
Single Detached	4

- Appropriate gaps in Street Numbering between blocks of townhouse dwellings, walkways, utility corridors, etc. shall be incorporated.
- Street Numbers shall align with addresses across the street, and the property limits shall be used to determine the appropriate address for a Property. Values shall increase in order up or down the street (as required), and values on one-side shall not surpass values on the other.

- On east-west running streets:
 - even numbers shall occur on the north side of the street;
 - odd numbers shall occur on the south side of the street; and
 - the lower numbers shall start at the west.
- On north-south running streets:
 - even numbers shall occur on the west side of the street;
 - odd numbers shall occur on the east side of the street; and
 - lower numbers shall start at the south side of the street.
- In the case of corner lots or lots with more than one frontage, Street Numbering shall be assigned to the public highway in which the primary entrance-door faces, or the frontage the building or Structure where access is from.
- An existing Street Numbering sequence shall be continued, where possible, when assigning new Street Numbers for new developments on the same street.
- Street Numbering shall be assigned in consecutive, sequential order, and for greater clarity, no Street Number shall be assigned that brings Street Numbering out of sequence (i.e. if Municipal Addressing is applied in increments of four, no Municipal Address shall be assigned or amended that would result in a different increment between properties, buildings or Structures)
- For a York Regional road that is a continuation of a highway in an adjoining municipality and bears the same name, Street Numbering shall be in accordance with the York Regional Street Numbering Grid and the provisions of this By-law. The first Street Number shall be a continuation of the Street Numbering pattern in the adjoining municipality.
- For a Provincial road that is a continuation of a highway in an adjoining municipality and bears the same name, Street Numbering shall be in accordance with the provisions of this By-law and the first Street Number shall be a continuation of the Street Numbering pattern in the adjoining municipality.
- Street Numbers shall be assigned to, but not limited to, residential, commercial, industrial and institutional properties, parks, open spaces, stormwater management areas, pumping stations, hydro substations, and bell boxes/Structures in accordance with the provisions of this By-law.
- New addressing schemes shall always contemplate the possibility for future development to be phased in and therefore should not start at the value 1 where there is the potential for other development or additional buildings fronting the street from the main street intersection.

Figure 1: Schematic of Street Addressing



The goal is to have consecutive addresses, however the driveway location and building orientation may cause a sequence of addressing to be altered and not consistent with the indented civic number assignment.

Example below where two lots appear to be facing each other (on a plan), where 27 occurs prior to 26 because of the driveway and door placement. This is an issue in rural and estate subdivision were the lots are large. This can be avoided by requesting a driveway and primary person door plans for review:

Figure 2: Aerial Image showing addressing discrepancy



5.2.1 Residential Buildings (other than Apartment Buildings)

Municipal addressing of residential buildings and developments will be as follows:

Detached Homes: Addresses shall be applied in increments of four.

Figure 3: detached dwellings:

4	8	12	16	20	24	28
ROAD 'A'						
3	7	11	15	19	23	27

Semi-Detached Homes: Addresses shall be applied in increments of two.

Figure 4: semi-detached dwellings:

2	4	6	8	10	12	14	16	18	20
ROAD 'B'									
1	3	5	7	9	11	13	15	17	19

**Addresses are to be, as much as possible, kept in line across the road from one another.

Townhomes: Addresses shall be applied in increments of two.

Figure 5: townhomes:

2	4	6	8	10	12		16	18	20	22		26	28	30	32	34	36	38
ROAD 'C'																		
1	3	5	7	9	11		15	17	19	21		25	27	29	31	33	35	37

**Addresses are to be, as much as possible, kept in line across the road from one another.

- Street fronting townhouses shall be municipally addressed from the street facing the front of each townhouse.
- Townhouses constructed with rear laneways shall have address identification from the front and rear roadways.

Examples of mixed Residential Development.

Figure 6: townhomes and semi-detached on the same street:

2	4	8	10	14	16	18	20	22	24	26	30	34	38				
ROAD 'D'																	
1	3	5	7	9	11	15	17	19	23	25	27	29	31	33	35	37	39

**Addresses are to be, as much as possible, kept in line across the road from one another.

Figure 7: Combination of dwellings:

4	8	14	20	24	28	32							
ROAD 'E'													
1	3	5	7	9	11	15	17	19	21	25	27	29	31

**Addresses are to be, as much as possible, kept in line across the road from one another.

Figure 8: crescent with single loaded section:

2	4	6	8	10	12		16	18	20	22		26	28	30	32	34	36	38
ROAD 'C'																		
1	3	5	7	9	11		15	17	19	21		25	27	29	31	33		
																		39
																		41
81	79	77	75	73	71		67	65	63	61		57	53	51	49	47		
80	78	76	74	72	70		66	64	62	60		56	54	52	50	48	46	44

Figure 9: crescent with density variation continuous along one side:

2	6	10	14	18	22	26	30	36										
ROAD 'C'																		
1	3	5	7	9	11		15	17	19	21		25	27	29	31	33		40
																	41	
																	43	
																	45	44
																	47	
																	49	
93	91	89	87	85	83		79	77	75	73		69	67	65	63	61		52
92	88	84	80	76	72	68	64	60	56									

*** note that larger number gaps are required to facilitate addressing.

Figure 10: circle o p-shaped street with density variation continuous along one side:

2	6	10	14	18	22	26	30	36	40
---	---	----	----	----	----	----	----	----	----

1	3	5		11	13	15	17	19	21		25	27	29	31	33			
			94															
			90	91													41	
			88	89													43	44
				87													45	
																	47	48
			86														49	
				83	81	79	77	75	73		69	67	65	63	61			
				84	80	76	72	68	64	60	56							

*** note that larger and small number gaps are required to facilitate addressing. Addressing is consistent on the outside with even numbers and on the inside odd. This is determined by the entrance section of the circle street and shall be followed over its entire length.

Stacked Townhomes: Building is to be assigned a municipal address and units/suites are to be assigned a unit/suite number (follow Section 5.2.2).

5.2.2 Commercial/Industrial/Public/Institutional/ Apartment Buildings

Municipal addressing of these types of buildings and developments will be as follows:

- In keeping with addressing of the streetscape for a single building on a lot;
- Each building on a lot will be assigned its own municipal address;
- In the case of corner lots or lots with more than one frontage, addressing of a building on a lot is to be assigned to the street in which the primary entrance door faces and/or the frontage the development takes access off of especially in the case of rural properties.
- Unit/Suite numbers shall be used to address these types of buildings (i.e. 50 Main Street Unit 101)

Industrial, Commercial, and Institutional developments with large frontages shall be numbered as appropriate adhering to the following outline. Numbers to be consistent with a single digit number required every 6 m but only one number will be applied to a building in the range of available addresses that match the front/main person door.

Figure 11: ICI developments one unit of addressing every 6 m:

150 m frontage available addresses are even numbers 0 to 50		Range 52 to 68	Range 70 to 84	Range 86 to 136	
ROAD 'A'					
100 m frontage Available addresses are odd 1 to 34	50 m frontage Range 35 to 51	range of 53 to 101		Range 103 to 119	Range 121 to 137

If the above blocks have buildings with a man door at the centre line of each block the addressing for the above may result in the following number selection:

26	60	78	112	
ROAD 'A'				
17	43	77		111
			129	

5.2.2.1 Floor/Suite/units Number Designations

Floor Numbering:

- Numbering shall not skip between floors;
- Floor numbers shall increase in numerical sequence starting from the first storey (ground level);
- Alternative numbering sequences may be proposed demonstrating to the satisfaction of the Fire Chief that the sequence is logical and will not cause delay or confusion.

Suite/Unit Numbers:

- Numbering shall increase in numerical sequence, starting with the floor number to which the suite is located on (i.e. suite 511 – the 5 represents the 5th floor, 11 represents the suite)
- Numbering of suites shall start at the closest suite directly to the left of the passenger elevator that serves the primary entrance to the building and ending to the right of the elevator. In cases where a passenger elevator is not possible, utilize the primary entrance.

5.2.3 Vacant Land

Vacant land that does not have a municipal address will typically not receive a municipal address until a development or building plan is put forth to the municipality. This is especially important for lands with multiple road frontages, as the primary entrance door or driveway access will be unknown until the lands are developed. However, addressing may be assigned as landowners typically require municipal addresses for a number of different reasons (i.e. utility companies, registration of businesses, etc.). Landowners shall be advised that their municipal address is subject to change at the time of submitting development plans.

Parks and parking lots providing access to places, such as trails and forests, are also suitable parcels of land for municipal addresses to easily identify their location and for emergency purposes. In an instance where there is a large park or parking lot that is a through lot (as defined by The Comprehensive Zoning By-law of the Town of Whitchurch-Stouffville), two municipal addresses may be determined to be appropriate to address the parcel of land.

When vacant land is assigned a municipal address, the land shall be assigned an address that is in keeping with the street numbering in the area or on the street. In the case of a rural address, addressing of large parcels is best assigned by taking the two parcels immediately abutting the

vacant land, and selecting an address that falls in the middle of those two addresses. Addressing shall be in keeping with Section 5.2 of this Protocol and the Addressing By-law.

5.2.4 Utility Buildings

All utility buildings and structures shall be assigned a Municipal Address. Utility providers have advised for safety and fire & emergency concerns, they would like to address all utility buildings, specifically in more rural areas, to ensure the safety of their employees.

Where a utility building is constructed with a development application, such as a plan of subdivision, a street number shall be reserved for the utility building and/or structure. Existing utility buildings and structures will be required to apply for assignment of a Municipal Address where there is not one currently in place.

5.3 Addressing Signage

Municipal addressing signage must be provided in accordance with the Addressing By-law and the following standards:

All Buildings:

- All buildings must be provided with a street number sign that is easily visible from the street or public thoroughfare;
- Addresses and addressing signage shall be provided in a manner that allows easy identification of the building, such that principal entrances to buildings or entrance routes are accessed from the street to which they are addressed from;
- If buildings are set back to such an extent or is otherwise located on the property so that the municipal address is not clearly visible from the street. The municipal address must be displayed on a permanent sign of durable material and installed on the property at the street access point; and
- All required signage shall be permanent, constructed of durable material, and clearly visible.

In addition to the above:

Buildings fronting onto internal Private Road(s):

- The use of (MUI's) multiple unit identification signs at times may be considered showing the layout of the site, the municipal addresses, road names, and unit/suite numbers where multiple buildings are located.

Floor/Suite/Unit:

- Suite/Unit numbers shall be installed on each exterior door to the specific suite/unit and be easily visible;
- Suite/Unit numbers shall be installed on each entrance door to the specific suite/unit;
- In buildings that have internal suites/units and are accessed by a common hallway, directional numbering shall be displayed near the main entrance door of the building;
- In buildings that have two or more floors with internal suites/units directional numbering shall be displayed adjacent to the main passenger elevator on each floor; and
- In buildings with two or more floors, designated floor numbering shall be displayed adjacent to each elevator lobby and both sides of each stairwell door leading from a floor area.

Buildings under Construction:

- Municipal address shall be displayed on a temporary sign made of durable material;
- Located on the property so as to be clearly visible from the street access point; and
- Shall remain in good repair until such time the permanent address sign is installed.

Section 14.0 of this protocol outlines the requirements for 911 signs or 911 replacement signs.

See Appendix A for the Guidance Note for Distribution.

6.0 NOTICE OF ADDRESSING CHANGE

When an existing property is assigned a municipal address and requires to be re-addressed for a reason set out under Section 4.0 of this Protocol, a Notice of Addressing Change is required to be issued to the landowner(s). This will serve as a formal notice to the landowner(s) setting out the reason for the address change, the timeline to receive comments and questions, as well as details on future information packages that will be sent out. The Notice shall also include a contact at the Town that the affected landowner(s) may reach out to register any comments or ask any questions.

It is important to note that where an addressing change is required due to a development application, road development, or road realignment, the notice of addressing change is separate from any notification or statutory notice that is issued related to the development application or road development. The notice of addressing change is a stand-alone document and shall not be combined with other notices.

See Appendix B for the Notice of Addressing Change Template.

7.0 PUBLIC INFORMATION SESSION

When more than five (5) properties require an addressing change due to a development, road development or road realignment, a Public Information Session will be scheduled to invite the affected residents in to discuss the need for the addressing change.

Notice of the Public Information Session shall be issued 20 calendar days (including holidays and weekends) prior to the Public Information Session to provide property owners ample notice of the session. The Public Information Session notice shall be sent via regular mail, and in case of a postal disruption delivered by hand. The Public Information Session notice may also be sent by e-mail if available to Staff as an additional notification. A commenting period should be open for up to 10 days following the Public Information Session.

The Public Information Session will be held by Staff sole if related to a Town initiated project, or Staff and the developer if related to a development application.

The Public Information Session will be held at the Municipal Offices and may be held as a formal presentation and questions period, or informal and interactive session. The number of properties affected, and overall attendance of the session will assist Staff in determining the appropriate form of session to hold. The Public Information Session may also be held virtually if required.

At the Public Information Session, handouts shall be made available for property owners to take home regarding the details of the addressing change, what the new addresses of the affected properties will be, and when the re-addressing will happen if known. Attendees information should also be collected if they wish to be notified by another means, such as by e-mail or phone. However, this will be in addition to any further mail-outs and will not replace further mail-outs.

It is important to note that where an addressing change is required due to a development application, road development or road realignment, the notice of Public Information Session is separate from any notification or statutory notice that is issued related to the development application or road development. The notice of Public Information Session is a stand-alone document and shall not be combined with other notices.

It is also important to note that the Public Information Session shall be held separately and independently of any Statutory Public Meeting or other meeting(s) held regarding the proposed development, road development, or road realignment. The Public Information Session is a requirement of this protocol and should not be combined or confused with other Town or Legislative meeting requirements.

See Appendix C for the Notice of Public Information Session Template.

8.0 ADDRESS CHANGE INFORMATION PACKAGE

Following the issuance of the Notice of Addressing Change as set-out in Section 6.0 of this Protocol, and the issuance and holding of a Public Information (if required) as set-out in Section 7.0 of this Protocol, an Address Change Information Package shall be issued to the affected landowner(s). The purpose of the Address Change Information Package is to advise landowners of the following:

- their existing address and proposed new address;
- the date of the Council meeting at which Council will consider the re-addressing;
- information on how to participate at the Council meeting;
- compensation that will be provided to the Applicant;
- Staff contact information to register questions or concerns;
- Other information such as Canada Post or MPAC property detail updates.

The Address Change Information Package shall be issued at a minimum of 20 calendar days (including holidays and weekends) in advance to the scheduled Council meeting to give landowner(s) adequate time to receive and review the package. The Address Change Information Package shall be sent via regular mail, and in case of a postal disruption delivered by hand. The Address Change Information Package may also be sent by e-mail if available to Staff as an additional notification.

See Appendix D for the Address Change Information Package Template.

9.0 COMPENSATION

When existing property addresses are required to be changed due to a new development application, road redevelopment, or road realignment, compensation will be issued to the affected property owners. This compensation is to assist property owners with updating address signage, different services such as internet, electricity, or driver's licences, business cards, etc., as Staff understand address changes can be an inconvenience. Compensation will be issued in the amount of \$250.00 (flat rate). This is subject to change at the discretion of the Director of the relevant Department, Deputy CAO or CAO as necessary.

If a new development application results in an addressing change to an existing property or properties, the developer will be responsible for providing compensation to the Town, that the Town will then issue to the affected property owner(s). This compensation will be collected from the developer through development approvals (i.e. Site Plan or Subdivision Agreements). If re-addressing is required prior to execution of an Agreement with the Town, Staff and the developer will arrange for payment in advance to the Addressing By-law going forward.

If a property or multiple properties are affected due to a road realignment or road redevelopment initiated by the Town, compensation will be provided by the Town to the affected property owner(s).

The rate at which compensation is provided is subject to change at the sole discretion of the Director of Corporate Services for Town initiated re-addressing, or the Director of Development Services for development related Addressing.

A Letter of Compensation will be issued with the cheque to the affected property owner by Town Staff. The Letter of Compensation shall be issued within 10 straight days (including holidays and weekends) from the date of approval of the Addressing By-law by Council.

See Appendix E for the Letter of Compensation Template.

10.0 REQUESTS FOR ADDRESS CHANGE

Once a property is developed and sold (by a builder/developer/past owner etc.), the purchaser (new owner/current owner) can inquire to see about changing the assigned address number.

Staff will review the inquiry and determine whether the requested address change complies with the Addressing By-law. If the requested change meets the criteria set-out in the Addressing By-law an Address Change may be permitted, subject to the review and approval from PAARC, prior to bringing a By-law forward for Council approval. The property owner shall complete and submit the Application form for an address change with the associated fee for the request.

If PAARC reviews the request for change of address and determine the requested address change does not comply with the Addressing By-law the request for change of address will be denied by Staff.

PAARC (the Property Addressing Advisory & Review Committee) is an internal Committee comprised of Staff from Development Services, Fire & Emergency Services, and a Member of Council. Requests to PAARC will be brought forward to its quarterly meetings for review and decision.

See Appendix F for the Application for Address Change.

11.0 ADDRESSING BY-LAW

All newly assigned municipal addresses and requests to change municipal addresses will be formalized through a By-law that must be enacted by Council. This ensures that there is an appropriate record for Staff regarding the municipal address of a property and changes that may have occurred over time.

If a development is located within a Plan of Subdivision where an addressing By-law already exists for the Subdivision, all new municipal addresses assigned associated with further development or intensification of the Subdivision will be done by repealing and replacing the original Addressing By-law for the subdivision.

If a development results in the registration of new Plan of Subdivision a new Addressing By-law will be created for this subdivision.

If address assignment or re-addressing is required in a Rural area or where an addressing By-law does not already exist, an Addressing By-law will be created for the change in address.

The Town will not apply private unit numbers under an Addressing By-law unless there is a requirement to rectify an emergency response concern.

See Appendix G for Addressing By-law Examples.

12.0 NOTIFICATION TO AGENCIES

The circulation will be done by the Council Coordinator on behalf of the Clerk.

When a municipal addressing by-law is enacted by Council, the signed by-law is circulated to the following internal and external agencies:

Internal:

- By-law – Administrative Assistant
- Revenue and Tax – Manager and Water Billing Clerk
- Emergency & Fire Services – Fire Chief
- Finance and Technology Services – IT – GIS Coordinator

External:

- Bell Canada
- Canada Post
- DMTI Spatial
- Elections Canada
- Enbridge
- Hydro One
- Map Mobility
- Metrolinx
- MPAC
- York Region
- York Region Transit
- York Regional Police

If the signed By-law is required to be circulated to any additional recipients provide the Council Coordinator with a completed By-law Notification Form (available on In the Loop).

13.0 POSTING OF MUNICIPAL ADDRESSES AND ADDRESS SIGNAGE

A key component to municipal addressing is ensuring that municipal addresses are appropriately posted and visible for all to see.

Posting of municipal addresses and address signage shall be in accordance with the Addressing By-law and follow these key principles:

- Shall be permanently installed;
- Shall be replaced immediately once notified or becoming aware that address signage has been damaged, destroyed, or stolen or does not meet the requirements of this protocol;
- Shall be clearly visible from the roadway;
- Shall include the street name in the case of a through lot as defined by The Comprehensive Zoning By-law of the Town of Whitchurch-Stouffville, or other lot generally fronting two (2) or more streets;
- Shall be posted on all sides of the building fronting a street; and

Posting of municipal address and address signage shall not be:

- Posted in colours that camouflage with the surrounding area in which it is located.

See Appendix H for Images and Examples of Addressing Posting.

14.0 911 SIGN OR SIGN REPLACEMENT

Many residences and businesses require the posting of 911 green signs and the Addressing By-law governs the procedures and placement of green coloured 911 rural numbering signs. Where a property does not have a 911 sign and requires one, a change of address has happened, or an existing green sign has been lost, stolen, or damaged, residents and business owners can request a sign or replacement sign from the Town.

The resident and/or business owner shall complete a Request Form for 911 Sign or Sign Replacement with the Development Services Department. Payment for the 911 sign or sign replacement may be made at the time of the request or at the time of pick-up at Staff's discretion. If more than one (1) 911 sign is requested, or the requested sign is for an address of four (4) digits or more, the resident or business owner shall pay in advance.

The Development Services Department will then order the 911 sign(s) or replacement sign(s) and notify the resident and/or business owner when the 911 sign(s) has arrived and is ready for pick-up by either e-mail or a phone call. When the resident and/or business owner arrives, Staff will confirm whether payment has been received or not prior to releasing the 911 sign(s). Once payment has been confirmed to be received, the 911 sign(s) may be released. The Request Form for 911 Sign or Sign Replacement shall not be returned to the resident and/or business Owner. This form shall remain with Staff for record keeping.

See Appendix I for the Request Form for 911 Sign or Sign Replacement.

15.0 APPENDIX

- A. Guidance Note for Distribution
- B. Notice of Addressing Change Template
- C. Notice of Public Information Session Template
- D. Address Change Information Package Template
- E. Letter of Compensation Template
- F. Application for Address Change
- G. Addressing By-law Examples
- H. Images and Examples of Address Posting
- I. Request Form for 911 Sign or Sign Replacement

A. GUIDANCE NOTE FOR DISTRIBUTION

ADDRESSING – GUIDANCE NOTE

Addressing is to be assigned in accordance with the criteria set-out in the Addressing By-law

- All properties and buildings shall be provided with a Street Number. Any properties and buildings that do not have a Street Number shall apply for and be assigned a Street Number.
- All new Structures shall be provided with a Street Number. Existing Structures shall apply for the assignment of a Street Number.
- Only whole numbers are to be assigned. For greater clarity 1/2 values, alpha/numeric combinations, letters or use of other symbols shall not be permitted.
- All digits are to be utilized in an Addressing Plan and no digits shall be skipped or omitted for any reason.
- Street Numbers shall be assigned one (1) number for every three (3) metres of frontage of a Property.
- Notwithstanding subsection 3 (5) Street Numbers for residential dwellings shall be applied as follows:

<u>Dwelling Type</u>	<u>Interval</u>
Semi-detached and Townhomes	2
Single Detached	4

- Appropriate gaps in Street Numbering between blocks of townhouse dwellings, walkways, utility corridors, etc. shall be incorporated.
- Street Numbers shall align with addresses across the street, and the property limits shall be used to determine the appropriate address for a Property. Values shall increase in order up or down the street (as required), and values on one-side shall not surpass values on the other.
- On east-west running streets:
 - even numbers shall occur on the north side of the street;
 - odd numbers shall occur on the south side of the street; and
 - the lower numbers shall start at the west.
- On north-south running streets:
 - even numbers shall occur on the west side of the street;
 - odd numbers shall occur on the east side of the street; and
 - lower numbers shall start at the south side of the street.
- In the case of corner lots or lots with more than one frontage, Street Numbering shall be assigned to the public highway in which the primary entrance-door faces, or the frontage the building or Structure where access is from.
- An existing Street Numbering sequence shall be continued, where possible, when assigning new Street Numbers for new developments on the same street.
- Street Numbering shall be assigned in consecutive, sequential order, and for greater clarity, no Street Number shall be assigned that brings Street Numbering out of sequence (i.e. if

Municipal Addressing is applied in increments of four, no Municipal Address shall be assigned or amended that would result in a different increment between properties, buildings or Structures)

- For a York Regional road that is a continuation of a highway in an adjoining municipality and bears the same name, Street Numbering shall be in accordance with the York Regional Street Numbering Grid and the provisions of this By-law. The first Street Number shall be a continuation of the Street Numbering pattern in the adjoining municipality.
- For a Provincial road that is a continuation of a highway in an adjoining municipality and bears the same name, Street Numbering shall be in accordance with the provisions of this By-law and the first Street Number shall be a continuation of the Street Numbering pattern in the adjoining municipality.
- Street Numbers shall be assigned to, but not limited to, residential, commercial, industrial and institutional properties, parks, open spaces, stormwater management areas, pumping stations, hydro substations, and bell boxes/Structures in accordance with the provisions of this By-law.
- New addressing schemes shall always contemplate the possibility for future development to be phased in and therefore should not start at the value 1 where there is the potential for other development or additional buildings fronting the street from the main street intersection.

The following figures provide examples of street numbering for a variety of scenarios:

Townhomes and semi-detached on the same street:

2	4	8	10	14	16	18	20	22	24	26	30	34	38				
ROAD 'D'																	
1	3	5	7	9	11	15	17	19	23	25	27	29	31	33	35	37	39

**Addresses are to be, as much as possible, kept in line across the road from one another.

Combination of dwellings:

4	8	14	20	24	28	32							
ROAD 'E'													
1	3	5	7	9	11	15	17	19	21	25	27	29	31

**Addresses are to be, as much as possible, kept in line across the road from one another.

Crescent with single loaded section:

2	4	6	8	10	12	16	18	20	22	26	28	30	32	34	36	38
ROAD 'C'																
1	3	5	7	9	11	15	17	19	21	25	27	29	31	33		
																39
																41
81	79	77	75	73	71	67	65	63	61	57	53	51	49	47		
80	78	76	74	72	70	66	64	62	60	56	54	52	50	48	46	44

Crescent with density variation continuous along one side:

2	6	10	14	18	22	26	30	36	
1	3	5	7	9	11	15	17	19	21
						25	27	29	31
									33
									41
									43
									45
									47
									49
93	91	89	87	85	83	79	77	75	73
						69	67	65	63
									61
92	88	84	80	76	72	68	64	60	56

*** note that larger number gaps are required to facilitate addressing.

Circle o and p-shaped street with density variation continuous along one side:

2	6	10	14	18	22	26	30	36	
1	3	5		11	13	15	17	19	21
									25
									27
									29
									31
									33
									41
									43
									45
									47
									49
				83	81	79	77	75	73
									69
									67
									65
									63
									61
				84	80	76	72	68	64
									60
									56

*** note that larger and small number gaps are required to facilitate addressing. Addressing is consistent on the outside with even numbers and on the inside odd. This is determined by the

ICI developments one unit of addressing every 3 m:

150 m frontage available addresses are even numbers 0 to 50		Range 52 to 68	Range 70 to 84	Range 86 to 136	
ROAD 'A'					
100 m frontage Available addresses are odd 1 to 34	50 m frontage Range 35 to 51	range of 53 to 101		Range 103 to 119	Range 121 to 137

If the above blocks have buildings with a man door at the centre line of each block the addressing for the above may result in the following number selection:

26		60	78	112	
ROAD 'A'					
17	43	77		111	129

B. NOTICE OF ADDRESSING CHANGE TEMPLATE

NOTICE OF ADDRESSING CHANGE

As a result of the proposed development at *insert address*, a change is required to the addressing of your unit. A total of # residential units will be affected by this change.

We are requesting questions and comments from the affected residents until *insert date*. A further information package will be issued providing details of the timing of the addressing change, compensation to be provided, and coordination of the replacement of the physical address signage on your unit.

Should you have any questions please contact *Staff Member*, at FirstName.LastName@townofws.ca or (905) 642-####. You may also wish to visit the Municipal Offices during regular business hours, 8:30 am-4:30 pm, to discuss the proposed address changes at the Development Services Counter.

Thank you for your cooperation.

Development Services

Add image identifying parcel area affected by Address Change

Insert Notice Date

C. NOTICE OF PUBLIC INFORMATION SESSION TEMPLATE

NOTICE OF PUBLIC INFORMATION SESSION

WHEN: *insert date*

WHERE: *insert location*

TIME: *insert time*

WHY: Change of Address for affected properties

As a result of the proposed development at *insert address*, a change is required to the addressing of your unit. A total of # residential units will be affected by this change.

The Town staff and the developer (*insert developer name*) for *insert address* will be hosting a joint Public Information Session to discuss the reason for address change, requirements, and the process to change the address of your property.

A presentation will be held by Town staff and the developer starting at *insert time*, with an opportunity for questions and discussions following the presentation. Staff and the developer will be available until *insert time* to provide clarification or answers to any questions or concerns that you may have.

Should you have any questions please contact *Staff Member*, at FirstName.LastName@townofws.ca or (905) 642-####. You may also wish to visit the Municipal Offices during regular business hours, 8:30 am-4:30 pm, to discuss the proposed address changes at the Development Services Counter.

Thank you for your cooperation.

Development Services

Add image identifying parcel area affected by Address Change

Insert Notice Date

D.ADDRESS CHANGE INFORMATION PACKAGE TEMPLATE

ADDRESSING CHANGE INFORMATION PACKAGE

As a result of the proposed development at *insert address*, a change is required to the addressing of your unit. Your address will be changing from:

Insert old address to insert new address

This information package has been prepared to advise you of the process and timing of the address change, compensation that will be provided to you, and other next steps.

Should you have any questions please contact *Staff Member*, at FirstName.LastName@townofws.ca or (905) 642-####. You may also wish to visit the Municipal Offices during regular business hours, 8:30 am-4:30 pm, to discuss the proposed address changes at the Development Services Counter.

Thank you for your cooperation.

Development Services

Add image identifying parcel area affected by Address Change

Information

Process

An Addressing By-law is required to be approved by Council to officially readdress your property. An Addressing By-law will be brought forward by Staff for Council Consideration at the Council Meeting indicated below. Anyone wishing to submit comments, which will form part of the public record, may write to the Town Clerk at clerks@townofws.ca. Anyone wishing to provide verbal comments may be invited to attend the meeting electronically, please contact the Town Clerk at clerks@townofws.ca for more information.

Timing

The proposed Addressing By-law is scheduled for Council consideration on ***insert date*** at the Council Meeting starting at ***insert time***.

Compensation

Compensation in the amount of two-hundred fifty dollars (\$250.00) will be issued to you to alleviate some of your costs associated with the change of address.

What to do

Should Council approve the Addressing By-law, a further information package will be sent out confirming its approval which will include a copy of the By-law for your reference. If you wish to receive this information package by e-mail as well, please ensure to send your e-mail address to FirstName.LastName@townofws.ca. This further information package will also include timing for issuance of compensation, as well as details regarding the replacement of your addressing plaque(s). Your addressing plaque is proposed to be replaced by ***insert appropriate authority or company*** at no cost to you.

Once your re-addressing has been completed, please ensure you update your mailing information with all required utilities, government agencies, banks, workplaces, etc. Your mailing address will need to be updated similar to how you would if you moved to a new house.

Other Information

The Town will notify required agencies such as Canada Post, Municipal Property Assessment Corporation (MPAC) and the Regional Municipality of York. Please note, it may take up to 4 weeks for the new property address to become searchable in Canada Post's system.

Insert notice date

E. LETTER OF COMPENSATION TEMPLATE

ADDRESSING CHANGE INFORMATION PACKAGE

Dear Resident,

Further to the notice dated *insert date*, issued to your attention, the Town Council at its *insert date*, Town Council Meeting Council approved By-law 20XX-XXX-RD, an excerpt of which has been included in this package for your reference. Your address has been changed as follows:

INSERT OLD ADDRESS* to *INSERT NEW ADDRESS

This information package has been prepared to provide you with an excerpt of the approved re-addressing by-law (By-law 20XX-XXX-RD) for your records, accompany the compensation provided to assist homeowners with the required address change and provide information on next steps related to the replacement of the addressing plaques for your dwelling.

Should you have any questions please contact *Insert Staff Member*, via e-mail at FirstName.LastName@townofws.ca or direct phone line (905) 642-XXXX.

Thank you for your cooperation.

Development Services

INFORMATION

Address Change

Your address has now officially changed with Council approval of By-law 20XX-XXX-RD. You may wish to place a temporary sign on your dwelling indicating your new address at this time.

Compensation

Please find compensation in the amount of two-hundred fifty dollars (\$250.00) accompanied with this Notice that has been provided to alleviate some of your costs associated with the change of address.

Replacement of Addressing Plaques

Replacement addressing plaques have been ordered for each Homeowner with the new addresses as approved by Council. Homeowners have the following options to choose from:

Option 1. *INSERT DEVELOPER OR AUTHORITY* carrying out the “replacement works” on your unit; or

Option 2. Replacing the plaques yourself.

“**replacement works**” is defined as the removal and replacement of two (2) addressing plaques on your unit.

Please e-mail FirstName.LastName@townofws.ca by ***insert time on insert date*** advising of what option you have selected.

Should you wish to select option 1, please include in your e-mail, authorization for ***insert developer or authority*** to access your property to complete the “replacement works”. Please be advised that the “replacement works” will be completed during regular working hours (9:00am-5:00pm) and therefore the authorization shall include authorization for ***insert developer or authority*** to complete the “replacement works” while the Owner is not home if that is the case. Please also indicate whether you would like to keep your old addressing plaques or not. Please be advised that without the Owner authorization, ***insert developer or authority*** will not be able to access your property to carry out the “replacement works” and will be required to leave the addressing plaques with the homeowner to complete themselves.

For those who have selected Option 1, upon receipt of your e-mail, Staff will advise you of the date and timing of the “replacement works” on your dwelling.

For those who have selected Option 2, upon receipt of your email, Staff will advise you of the date on which the addressing plaques will be left at your property.

If you do not respond by ***insert time on insert date***, Staff will consider it as the homeowner selecting option 2 to complete the “replacement works” themselves.

Please note, this is the last notice Staff will be issuing related to the re-addressing of your unit.

Feedback

Staff understand that a change in address can cause inconveniences to homeowners and appreciate your cooperation in this matter. Staff would appreciate any comments or feedback you have on this process, the public information session held, notifications and compensation received, or any other matter you wish to highlight so that we can ensure Staff are providing excellent customer service to residents in the Town of Whitchurch-Stouffville. Please provide any comments by e-mail to FirstName.LastName@townofws.ca .

By-law 20XX-XXX-RD

A copy of By-law 20XX-XXX-RD in its entirety can be online found using the following link: ***insert link to By-law.***

By-law Excerpts:

Insert By-law excerpts

F. APPLICATION FOR ADDRESS CHANGE

REQUEST FOR ADDRESS CHANGE

Communication should be sent to: Applicant Owner *(select only one)*

1. APPLICANT INFORMATION

Surname		First Name	
Name:			
Street Number		Street Name	Apt./Unit
Address:			
Municipality:	Province:	Postal Code:	
Phone:	Fax:	E-mail:	

2. OWNER INFORMATION *(if different than Owner)*

Surname		First Name	
Name:			
Street Number		Street Name	Apt./Unit
Address:			
Municipality:	Province:	Postal Code:	
Phone:	Fax:	E-mail:	

3. ADDRESS CHANGE REQUEST

Current Address:
Proposed Address:
Date of Purchase:
Reason for requested Address Change:

4. ACKNOWLEDGEMENT

I, the Owner, agree that this request does not comply with the Addressing By-law 2022-024-RD and Addressing Protocol, and that any result of the PAARC Meeting is final.

Signature _____

G. ADDRESSING BY-LAW EXAMPLE

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2021-049-RD

BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (7 Library Lane, formerly 6246 Main Street Suite Rear)

WHEREAS it is deemed necessary to amend building number assigned to a building along a highway.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That numbers for the buildings situated along highways are hereby assigned as set out in Schedule A attached hereto and forming part of this By-law, with Part Numbers shown in Column 1, the Reference Plan Number in Column 2, Street Names in Column 3, and the assigned Building Numbers in Column 4; and,
2. That it shall be the obligation of the owners or occupants of the buildings listed on Schedule A attached hereto to affix the numbers to the buildings, at a location that is satisfactory to the Fire Department, in accordance with Schedule A attached hereto; and,
3. That due to a street number change, Part 2 on Plan 65R-13651 being 6246 Main Street Suite Rear, is now 7 Library Lane.

READ a first and second time this 18th day of May, 2021.

READ a third time and passed this 18th day of May, 2021.



Iain Lovatt, Mayor

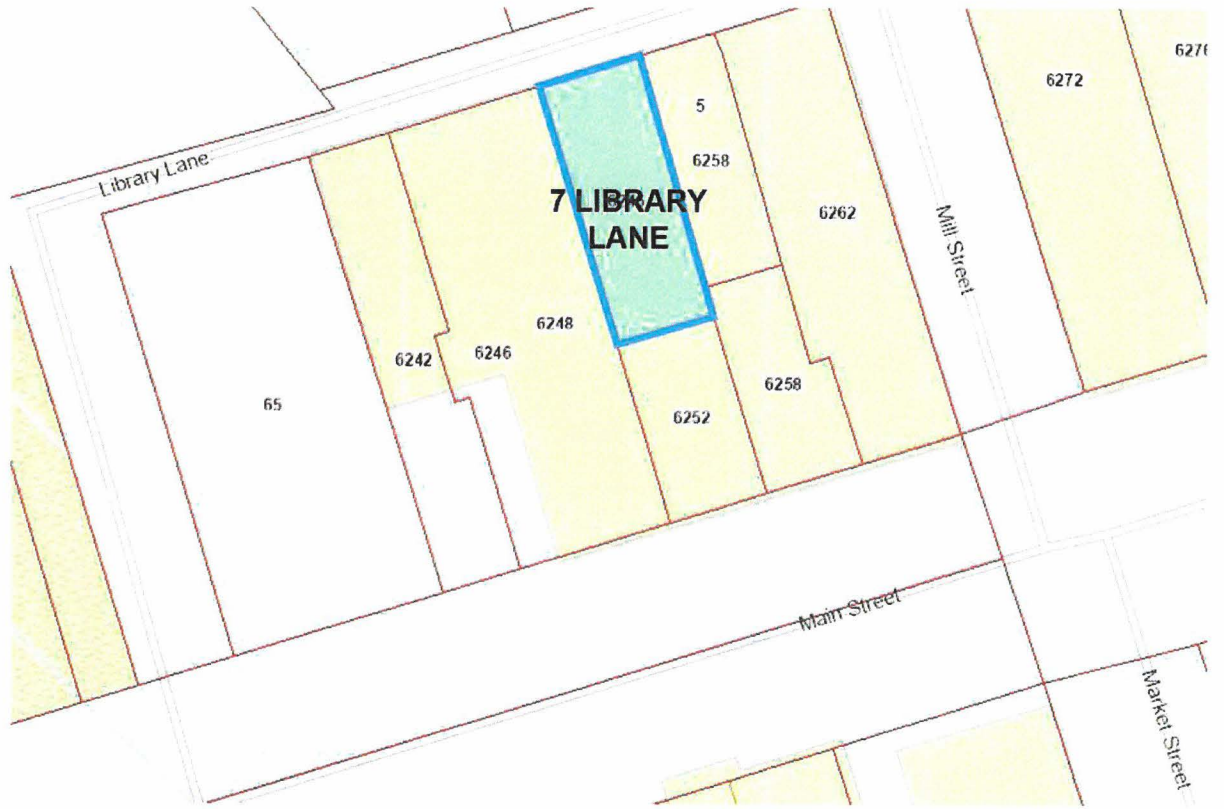


Gillian Angus-Traill, Clerk

SCHEDULE A

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Part Number	Plan Number	Street Name	Building Number
2	65R-13651	Library Lane	7

SCHEDULE B



THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2021-058-RD

BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (Wesmina Avenue, Fallharvest Way, McKean Drive, Boundary Boulevard, Markview Road and Sunnyridge Avenue) and to repeal By-law 2020-062-RD

WHEREAS Council enacted By-law 2020-062-RD assigning numbers for buildings along highways shown on Registered Plan 65M-4663; and

WHEREAS it is deemed necessary to amend some of the building numbers assigned by By-law 2020-062-RD.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That numbers for the buildings situated along the highways shown on Registered Plan 65M-4663 are hereby assigned as set out in Schedule A attached hereto and forming part of this By-law, with Lot, Block and Unit Numbers shown in Column 1, the Registered Plan Number in Column 2, Street Names in Column 3 and the assigned Building Numbers in Column 4; and
2. That it shall be the obligation of the owners or occupants of the buildings listed on Schedule A hereto to affix the numbers to the buildings, at a location that is satisfactory to the Fire Department, in accordance with the said Schedule A;
3. That due to a street number change, Lot 65 on Plan 65M-4663 being 35 McKean Drive, is now 33 McKean Drive; and,
4. That By-law 2020-062-RD is hereby repealed.

READ a first and second time this 15th day of June, 2021.

READ a third time and passed this 15th day of June, 2021.


Iain Lovatt, Mayor


Gillian Angus-Trail, Clerk

SCHEDULE A

COLUMN 1 Lot, Block & <u>Unit Number</u>	COLUMN 2 <u>Plan Number</u>	COLUMN 3 <u>Street Name</u>	COLUMN 4 <u>Building Number</u>
Lot 1	65M-4663	Wesmina Avenue	56
Lot 2	"	Wesmina Avenue	58
Lot 3	"	Wesmina Avenue	62
Lot 4	"	Wesmina Avenue	66
Lot 5	"	Wesmina Avenue	70
Lot 6	"	Wesmina Avenue	72
Lot 7	"	Wesmina Avenue	76
Lot 8	"	Wesmina Avenue	80
Lot 9	"	Wesmina Avenue	82
Lot 10	"	Wesmina Avenue	88
Lot 11	"	Wesmina Avenue	92
Lot 12	"	Wesmina Avenue	96
Lot 13	"	Wesmina Avenue	100
Lot 14	"	Wesmina Avenue	102
Lot 15	"	Wesmina Avenue	106
Lot 16	"	Wesmina Avenue	112
Lot 17	"	Wesmina Avenue	118
Lot 18	"	Wesmina Avenue	122
Lot 19	"	Wesmina Avenue	126
Lot 20	"	Fallharvest Way	2
Lot 21	"	Fallharvest Way	8
Lot 22	"	Fallharvest Way	10
Lot 23	"	Fallharvest Way	12
Lot 24	"	Fallharvest Way	16
Lot 25	"	Fallharvest Way	20
Lot 26	"	Fallharvest Way	26
Lot 27	"	Fallharvest Way	28
Lot 28	"	Fallharvest Way	32
Lot 29	"	Fallharvest Way	36
Lot 30	"	Fallharvest Way	52
Lot 31	"	Fallharvest Way	56
Lot 32	"	Fallharvest Way	60
Lot 33	"	Fallharvest Way	66
Lot 34	"	Fallharvest Way	70
Lot 35	"	Fallharvest Way	72
Lot 36	"	Fallharvest Way	76
Lot 37	"	McKean Drive	12
Lot 38	"	McKean Drive	16
Lot 39	"	McKean Drive	20
Lot 40	"	McKean Drive	26
Lot 41	"	McKean Drive	28
Lot 42	"	McKean Drive	32
Lot 43	"	McKean Drive	36
Lot 44	"	McKean Drive	38
Lot 45	"	McKean Drive	52
Lot 46	"	McKean Drive	56
Lot 47	"	McKean Drive	60
Lot 48	"	McKean Drive	66
Lot 49	"	McKean Drive	70

COLUMN 1 Lot, Block & Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Lot 50	"	McKean Drive	72
Lot 51	65M-4663	McKean Drive	76
Lot 52	"	McKean Drive	80
Lot 53	"	Sunnyridge Avenue	188
Lot 54	"	Sunnyridge Avenue	204
Lot 55	"	McKean Drive	85
Lot 56	"	McKean Drive	79
Lot 57	"	McKean Drive	75
Lot 58	"	McKean Drive	71
Lot 59	"	McKean Drive	67
Lot 60	"	McKean Drive	63
Lot 61	"	McKean Drive	59
Lot 62	"	McKean Drive	55
Lot 63	"	McKean Drive	51
Lot 64	"	McKean Drive	37
Lot 65	"	McKean Drive	33
Lot 66	"	McKean Drive	31
Lot 67	"	McKean Drive	27
Lot 68	"	McKean Drive	25
Lot 69	"	McKean Drive	19
Lot 70	"	McKean Drive	15
Lot 71	"	McKean Drive	11
Lot 72	"	Markview Road	2
Lot 73	"	Markview Road	6
Lot 74	"	Markview Road	10
Lot 75	"	Markview Road	16
Lot 76	"	Markview Road	20
Lot 77	"	Markview Road	26
Lot 78	"	Markview Road	28
Lot 79	"	Markview Road	32
Lot 80	"	Markview Road	36
Lot 81	"	Markview Road	38
Lot 82	"	Markview Road	52
Lot 83	"	Markview Road	56
Lot 84	"	Markview Road	60
Lot 85	"	Markview Road	62
Lot 86	"	Markview Road	70
Lot 87	"	Markview Road	72
Lot 88	"	Markview Road	82
Lot 89	"	Markview Road	90
Lot 90	"	Markview Road	98
Lot 91	"	Boundary Boulevard	182
Lot 92	"	Boundary Boulevard	180
Lot 93	"	Boundary Boulevard	176
Lot 94	"	Boundary Boulevard	172
Lot 95	"	Boundary Boulevard	168
Lot 96	"	Boundary Boulevard	160
Lot 97	"	Boundary Boulevard	156
Lot 98	"	Boundary Boulevard	150
Lot 99	"	Boundary Boulevard	136
Lot 100	"	Boundary Boulevard	132
Lot 101	"	Boundary Boulevard	128

COLUMN 1 Lot, Block & Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Lot 102	"	Boundary Boulevard	126
Lot 103	65M-4663	Boundary Boulevard	120
Lot 104	"	Boundary Boulevard	118
Lot 105	"	Boundary Boulevard	110
Lot 106	"	Boundary Boulevard	106
Lot 107	"	Boundary Boulevard	102
Lot 108	"	Boundary Boulevard	98
Lot 109	"	Boundary Boulevard	96
Lot 110	"	Boundary Boulevard	90
Lot 111	"	Boundary Boulevard	86
Lot 112	"	Boundary Boulevard	80
Lot 113	"	Boundary Boulevard	76
Lot 114	"	Boundary Boulevard	72
Lot 115	"	Boundary Boulevard	68
Lot 116	"	Boundary Boulevard	66
Lot 117	"	Boundary Boulevard	62
Lot 118	"	Boundary Boulevard	58
Lot 119	"	Sunnyridge Avenue	187
Lot 120	"	McKean Drive	97
<hr/>			
Block 121 Units addressed South to North	"	Tenth Line	11691
	"	Tenth Line	11693
	"	Tenth Line	11695
	"	Tenth Line	11699
<hr/>			
Block 122 Units addressed South to North	"	Tenth Line	11701
	"	Tenth Line	11703
	"	Tenth Line	11705
	"	Tenth Line	11707
<hr/>			
Block 123 South end to North end	"	Tenth Line	11709
	"	Tenth Line	11711
	"	Tenth Line	11715
	"	Tenth Line	11717
<hr/>			
Block 124 Units addressed South to North	"	Tenth Line	11719
	"	Tenth Line	11721
	"	Tenth Line	11725
<hr/>			
Block 125 Units addressed South to North	"	Tenth Line	11733
	"	Tenth Line	11735
	"	Tenth Line	11737
	"	Tenth Line	11751
	"	Tenth Line	11755
<hr/>			
Block 126 Units addressed South to North	"	Tenth Line	11759
	"	Tenth Line	11763
	"	Tenth Line	11767
	"	Tenth Line	11771

COLUMN 1 Lot, Block & Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Block 127 Units addressed South to North	65M-4663	Tenth Line	11773
	"	Tenth Line	11777
	"	Tenth Line	11781
	"	Tenth Line	11785
Block 128 Units addressed South to North	"	Tenth Line	11789
	"	Tenth Line	11793
	"	Tenth Line	11797
	"	Tenth Line	11801
Block 129 Units addressed South to North	"	Tenth Line	11805
	"	Tenth Line	11809
	"	Tenth Line	11811
	"	Tenth Line	11815
Block 130 Units addressed South to North	"	Wesmina Avenue	31
	"	Wesmina Avenue	33
	"	Wesmina Avenue	35
	"	Wesmina Avenue	37
Block 131 Units addressed South to North	"	Wesmina Avenue	25
	"	Wesmina Avenue	27
	"	Wesmina Avenue	29
Block 132 Units addressed West to East	"	Wesmina Avenue	71
	"	Wesmina Avenue	73
	"	Wesmina Avenue	75
Block 133 Units addressed West to East	"	Wesmina Avenue	77
	"	Wesmina Avenue	79
	"	Wesmina Avenue	81
Block 134 Units addressed West to East	"	Wesmina Avenue	83
	"	Wesmina Avenue	85
	"	Wesmina Avenue	87
	"	Wesmina Avenue	89
Block 135 Units addressed West to East	"	Wesmina Avenue	91
	"	Wesmina Avenue	93
	"	Wesmina Avenue	95
	"	Wesmina Avenue	97
Block 136 Units addressed West to East	"	Wesmina Avenue	99
	"	Wesmina Avenue	101
	"	Wesmina Avenue	103
	"	Wesmina Avenue	105

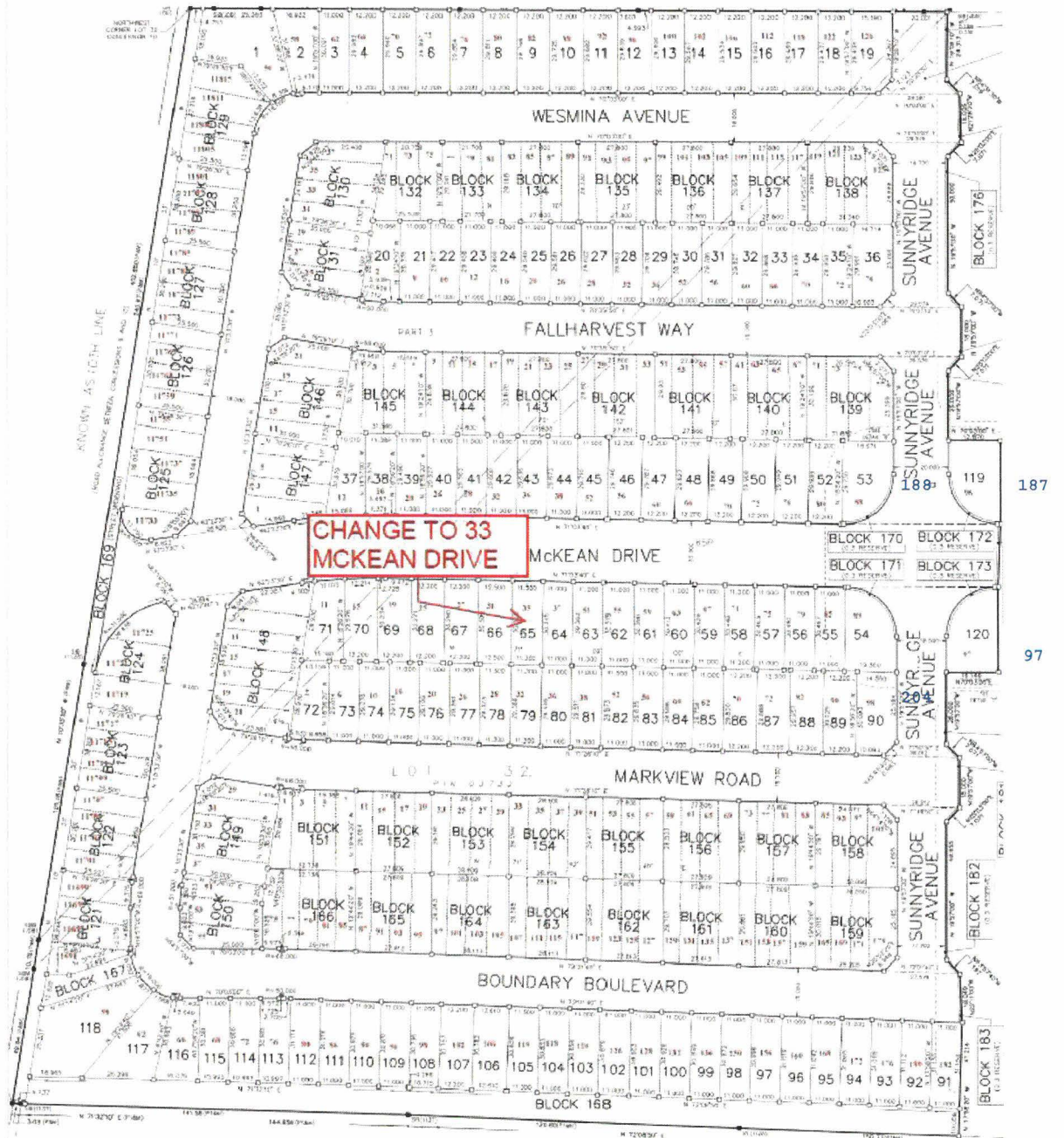
COLUMN 1 Lot, Block & Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Block 137 Units addressed West to East	65M-4663	Wesmina Avenue	109
	"	Wesmina Avenue	111
	"	Wesmina Avenue	115
	"	Wesmina Avenue	117
Block 138 Units addressed West to East	"	Wesmina Avenue	119
	"	Wesmina Avenue	121
	"	Wesmina Avenue	123
	"	Wesmina Avenue	125
Block 139 Units addressed West to East	"	Fallharvest Way	71
	"	Fallharvest Way	73
	"	Fallharvest Way	75
	"	Fallharvest Way	77
Block 140 Units addressed West to East	"	Fallharvest Way	61
	"	Fallharvest Way	63
	"	Fallharvest Way	65
	"	Fallharvest Way	67
Block 141 Units addressed West to East	"	Fallharvest Way	51
	"	Fallharvest Way	53
	"	Fallharvest Way	55
	"	Fallharvest Way	57
Block 142 Units addressed West to East	"	Fallharvest Way	27
	"	Fallharvest Way	29
	"	Fallharvest Way	31
	"	Fallharvest Way	33
Block 143 Units addressed West to East	"	Fallharvest Way	19
	"	Fallharvest Way	21
	"	Fallharvest Way	23
	"	Fallharvest Way	25
Block 144 Units addressed from West to East	"	Fallharvest Way	9
	"	Fallharvest Way	11
	"	Fallharvest Way	15
	"	Fallharvest Way	17
Block 145 Units addressed from West to East	"	Fallharvest Way	1
	"	Fallharvest Way	3
	"	Fallharvest Way	5
	"	Fallharvest Way	7
Block 146 Units addressed from South to North	"	Wesmina Avenue	11
	"	Wesmina Avenue	15
	"	Wesmina Avenue	17
	"	Wesmina Avenue	19
	"	Wesmina Avenue	21

COLUMN 1 Lot, Block & Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Block 147 Units addressed from South to North	65M-4663	Wesmina Avenue	1
	"	Wesmina Avenue	3
	"	Wesmina Avenue	5
	"	Wesmina Avenue	7
Block 148 Units addressed from North to South	"	Boundary Boulevard	7
	"	Boundary Boulevard	9
	"	Boundary Boulevard	11
	"	Boundary Boulevard	15
	"	Boundary Boulevard	17
	"	Boundary Boulevard	19
Block 149 Units addressed from North to South	"	Boundary Boulevard	29
	"	Boundary Boulevard	31
	"	Boundary Boulevard	33
	"	Boundary Boulevard	35
	"	Boundary Boulevard	37
Block 150 Units addressed from North to South	"	Boundary Boulevard	51
	"	Boundary Boulevard	53
	"	Boundary Boulevard	55
Block 151 Units addressed from West to East	"	Markview Road	1
	"	Markview Road	3
	"	Markview Road	5
	"	Markview Road	7
Block 152 Units addressed from West to East	"	Markview Road	11
	"	Markview Road	15
	"	Markview Road	17
	"	Markview Road	19
Block 153 Units addressed from West to East	"	Markview Road	23
	"	Markview Road	25
	"	Markview Road	27
	"	Markview Road	29
Block 154 Units addressed from West to East	"	Markview Road	33
	"	Markview Road	35
	"	Markview Road	37
	"	Markview Road	39
Block 155 Units addressed from West to East	"	Markview Road	51
	"	Markview Road	53
	"	Markview Road	55
	"	Markview Road	57

COLUMN 1 Lot, Block & Unit Number	COLUMN 2 Plan Number	COLUMN 3 Street Name	COLUMN 4 Building Number
Block 156 Units addressed from West to East	65M-4663	Markview Road	59
	"	Markview Road	61
	"	Markview Road	65
	"	Markview Road	69
Block 157 Units addressed from West to East	"	Markview Road	73
	"	Markview Road	77
	"	Markview Road	81
	"	Markview Road	83
Block 158 Units addressed from West to East	"	Markview Road	85
	"	Markview Road	93
	"	Markview Road	97
	"	Markview Road	101
Block 159 Units addressed from West to East	"	Boundary Boulevard	165
	"	Boundary Boulevard	169
	"	Boundary Boulevard	171
	"	Boundary Boulevard	175
Block 160 Units addressed from West to East	"	Boundary Boulevard	151
	"	Boundary Boulevard	153
	"	Boundary Boulevard	157
	"	Boundary Boulevard	159
Block 161 Units addressed from West to East	"	Boundary Boulevard	129
	"	Boundary Boulevard	131
	"	Boundary Boulevard	135
	"	Boundary Boulevard	137
Block 162 Units addressed from West to East	"	Boundary Boulevard	119
	"	Boundary Boulevard	123
	"	Boundary Boulevard	125
	"	Boundary Boulevard	127
Block 163 Units addressed from West to East	"	Boundary Boulevard	107
	"	Boundary Boulevard	111
	"	Boundary Boulevard	115
	"	Boundary Boulevard	117
Block 164 Units addressed from West to East	"	Boundary Boulevard	97
	"	Boundary Boulevard	101
	"	Boundary Boulevard	103
	"	Boundary Boulevard	105
Block 165 Units addressed from West to East	"	Boundary Boulevard	87
	"	Boundary Boulevard	91
	"	Boundary Boulevard	93
	"	Boundary Boulevard	95

COLUMN 1 Lot, Block & <u>Unit Number</u>	COLUMN 2 <u>Plan Number</u>	COLUMN 3 <u>Street Name</u>	COLUMN 4 <u>Building Number</u>
	65M-4663	Boundary Boulevard	75
Block 166 Units	"	Boundary Boulevard	77
addressed from	"	Boundary Boulevard	79
West to East	"	Boundary Boulevard	81
	"	Boundary Boulevard	85

Addressing Schematic



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97

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2021-071-RD

BEING A BY-LAW to provide for the numbering of land and buildings along highways and for affixing numbers to the land or buildings. (65R-3916, 15635 Warden Avenue and 15788 Kennedy Road).

WHEREAS it is deemed necessary to assign numbers for land and buildings along the highways known as Warden Avenue and Kennedy Road, as depicted on Schedule "A".

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

1. That numbers for the buildings situated along highways are hereby assigned as set out in Schedule "B" attached hereto and forming part of this By-law, with Part Numbers shown in Column 1, the Reference Plan Number in Column 2, Street Names in Column 3, and the assigned Building Numbers in Column 4; and,
2. That it shall be the obligation of the owners or occupants of the lands listed on Schedule "B" attached hereto to affix the numbers to any future building(s), at a location that is satisfactory to the Fire Department, in accordance with Schedule "B" attached hereto; and,
3. That the lands legally described as Part Lot 23 Concession 5 Whitchurch; Part Lot 24 Concession 5 Whitchurch; Part Lot 25 Concession 5 Whitchurch Parts 3, 4, 5, 6, 7 & 8, 65R3916; S/T Life Interest In R275968; Whitchurch-Stouffville and the buildings situated thereon shall be municipally known as 15635 Warden Avenue and 15788 Kennedy Road.

READ a first and second time this 20th day of July, 2021.

READ a third time and passed this 20th day of July, 2021.


Iain Lovatt, Mayor


Gillian Angus-Traill, Clerk

SCHEDULE A



SCHEDULE B

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Part Number	Plan Number	Street Name	Building Number
3, 4, 5 & 6	65R-3916	Warden Avenue	15635
7 & 8	65R-3916	Kennedy Road	15788

THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE

BY-LAW NUMBER 2022-008-RD

BEING A BY-LAW to provide for the numbering of buildings along highways and for affixing numbers to the buildings (Busato Drive, Byers Pond Way, Red Blossom Court and Sprucedale Way) and to repeal By-law 2021-043-RD. (222 Busato Drive formerly known as 220 Busato Drive)

WHEREAS Council enacted By-law 2021-043-RD assigning numbers for buildings along highways shown on Registered Plan 65M-4688; and

WHEREAS the Owner of 220 Busato Drive has requested a municipal addressing change.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF WHITCHURCH-STOUFFVILLE ENACTS AS FOLLOWS:

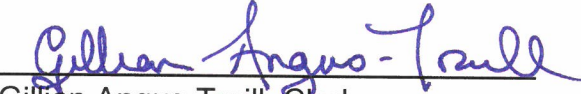
1. That numbers for the buildings situated along the highways shown on Registered Plan 65M-4688 are hereby assigned as set out in Schedule A attached hereto and forming part of this By-law, with Lot and Block Numbers shown in Column 1, the Registered Plan Number in Column 2, Street Names in Column 3 and the assigned Building Numbers in Column 4; and
2. That it shall be the obligation of the owners or occupants of the building listed on Schedule A attached hereto to affix the street number as outlined in the provisions of By-law 90-103, as amended, in accordance with Schedule A attached hereto; and
3. Any deviation in the built form of the building's primary entrance resulting in an address change at building permit issuance shall be the responsibility of the owner, developer and builder to rectify including application for an amendment to this or future by-law as appropriate to ensure addressing is applied to the sole satisfaction of the Town's Fire Chief; and
4. That due to a street number change, Lot 82 on Plan 65M-4688 being 220 Busato Drive is now 222 Busato Drive; and
5. That By-law 2021-043-RD is hereby repealed.

READ a first and second time this 16th day of February, 2022.

READ a third time and passed this 16th day of February, 2022.



Iain Lovatt, Mayor



Gillian Angus-Trail, Clerk

SCHEDULE A

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<u>Lot and Block Number</u>	<u>Plan Number</u>	<u>Street Name</u>	<u>Building Number</u>
Lot 1	65M-4688	Busato Drive	119
Lot 2	"	Busato Drive	123
Lot 3	"	Busato Drive	129
Lot 4	"	Busato Drive	159
Lot 5	"	Busato Drive	163
Lot 6	"	Busato Drive	167
Lot 7	"	Busato Drive	171
Lot 8	"	Busato Drive	175
Lot 9	"	Busato Drive	179
Lot 10	"	Busato Drive	183
Lot 11	"	Busato Drive	187
Lot 12	"	Busato Drive	191
Lot 13	"	Busato Drive	195
Lot 14	"	Busato Drive	199
Lot 15	"	Busato Drive	203
Lot 16	"	Busato Drive	207
Lot 17	"	Busato Drive	211
Lot 18	"	Busato Drive	215
Lot 19	"	Busato Drive	219
Lot 20	"	Busato Drive	223
Lot 21	"	Busato Drive	227
Lot 22	"	Busato Drive	231
Lot 23	"	Busato Drive	237
Lot 24	"	Busato Drive	241
Lot 25	"	Busato Drive	245
Lot 26	"	Busato Drive	253
Lot 27	"	Busato Drive	255
Lot 28	"	Busato Drive	259
Lot 29	"	Busato Drive	263
Lot 30	"	Byers Pond Way	144
Lot 31	"	Byers Pond Way	147
Lot 32	"	Busato Drive	279
Lot 33	"	Busato Drive	283
Lot 34	"	Busato Drive	287
Lot 35	"	Busato Drive	291
Lot 36	"	Busato Drive	295

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<u>Lot and Block Number</u>	<u>Plan Number</u>	<u>Street Name</u>	<u>Building Number</u>
Lot 37	65M-4688	Busato Drive	299
Lot 38	"	Busato Drive	303
Lot 39	"	Busato Drive	307
Lot 40	"	Busato Drive	311
Lot 41	"	Busato Drive	315
Lot 42	"	Busato Drive	319
Lot 43	"	Busato Drive	323
Lot 44	"	Busato Drive	327
Lot 45	"	Busato Drive	331
Lot 46	"	Busato Drive	335
Lot 47	"	Busato Drive	337
Lot 48	"	Busato Drive	343
Lot 49	"	Busato Drive	312
Lot 50	"	Red Blossom Court	7
Lot 51	"	Red Blossom Court	11
Lot 52	"	Red Blossom Court	15
Lot 53	"	Red Blossom Court	23
Lot 54	"	Red Blossom Court	31
Lot 55	"	Busato Drive	92
Lot 56	"	Busato Drive	96
Lot 57	"	Red Blossom Court	34
Lot 58	"	Red Blossom Court	30
Lot 59	"	Red Blossom Court	26
Lot 60	"	Red Blossom Court	22
Lot 61	"	Red Blossom Court	18
Lot 62	"	Red Blossom Court	14
Lot 63	"	Red Blossom Court	10
Lot 64	"	Red Blossom Court	6
Lot 65	"	Busato Drive	292
Lot 66	"	Busato Drive	274
Lot 67	"	Byers Pond Way	167
Lot 68	"	Byers Pond Way	169
Lot 69	"	Byers Pond Way	173
Lot 70	"	Byers Pond Way	177
Lot 71	"	Byers Pond Way	179
Lot 72	"	Byers Pond Way	181
Lot 73	"	Byers Pond Way	185

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
<u>Lot and Block Number</u>	<u>Plan Number</u>	<u>Street Name</u>	<u>Building Number</u>
Lot 74	65M-4688	Byers Pond Way	189
Lot 75	"	Byers Pond Way	193
Lot 76	"	Byers Pond Way	197
Lot 77	"	Byers Pond Way	201
Lot 78	"	Byers Pond Way	205
Lot 79	"	Byers Pond Way	209
Lot 80	"	Busato Drive	100
Lot 81	"	Busato Drive	204
Lot 82	"	Busato Drive	222
Lot 83	"	Busato Drive	224
Lot 84	"	Busato Drive	228
Lot 85	"	Busato Drive	232
Lot 86	"	Busato Drive	236
Lot 87	"	Busato Drive	240
Lot 88	"	Busato Drive	244
Lot 89	"	Busato Drive	248
Lot 90	"	Busato Drive	252
Lot 91	"	Busato Drive	256
Lot 92	"	Busato Drive	260
Lot 93	"	Busato Drive	264
Lot 94	"	Byers Pond Way	164
Lot 95	"	Byers Pond Way	174
Lot 96	"	Sprucedale Way	6
Lot 97	"	Sprucedale Way	10
Lot 98	"	Sprucedale Way	14
Lot 99	"	Sprucedale Way	18
Lot 100	"	Sprucedale Way	22
Lot 101	"	Sprucedale Way	26
Lot 102	"	Sprucedale Way	30
Lot 103	"	Sprucedale Way	34
Lot 104	"	Sprucedale Way	38
Lot 105	"	Sprucedale Way	42
Lot 106	"	Sprucedale Way	46
Lot 107	"	Sprucedale Way	50
Lot 108	"	Busato Drive	194
Lot 109	"	Busato Drive	174
Lot 110	"	Sprucedale Way	51

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
Lot and Block Number	Plan Number	Street Name	Building Number
Lot 111	65M-4688	Sprucedale Way	47
Lot 112	"	Sprucedale Way	43
Lot 113	"	Sprucedale Way	39
Lot 114	"	Sprucedale Way	35
Lot 115	"	Sprucedale Way	31
Lot 116	"	Sprucedale Way	27
Lot 117	"	Sprucedale Way	23
Lot 118	"	Sprucedale Way	19
Lot 119	"	Sprucedale Way	15
Lot 120	"	Sprucedale Way	11
Lot 121	"	Sprucedale Way	7
Lot 122	"	Byers Pond Way	194
Lot 123	"	Byers Pond Way	204
Lot 124	"	Busato Drive	108
Lot 125	"	Busato Drive	112
Lot 126	"	Busato Drive	116
Lot 127	"	Busato Drive	120
Lot 128	"	Busato Drive	126
Lot 129	"	Busato Drive	128
Lot 130	"	Busato Drive	132
Lot 131	"	Busato Drive	136
Lot 132	"	Busato Drive	138
Lot 133	"	Busato Drive	144
Lot 134	"	Busato Drive	150
Lot 135	"	Busato Drive	164
Block 136 (Stormwater Management and Treatment Facility)	"	Busato Drive	141
Block 138 (Park)	"	Busato Drive	330
Block 140 (School Lands)	"	Busato Drive	55

H. IMAGES AND EXAMPLES OF ADDRESSING POSTING

Image 1 – Numbering Example



- ✓ Easily visible from the street / public thorough fare
- ✓ Allows easy identification, location of principle entrances as well access point from the street. (i.e. address number is on the side of the building closest to site's main laneway)
- ✓ Made of durable material

Image 2 – Pylon Sign Example



- ✓ Easily visible from the street / public thorough fare
- ✓ Allows easy identification, location of principle entrances as well as access point from the street.
- ✓ Pylon sign is visible from opposite directions of travel on the street / public thorough fare

Image 3 – Avoid



X Not clearly visible from the street or public thoroughfare

X Address does not stand out from building façade.

(Note: address number and street name are located above the primary entrance door in this picture)

I. DELIVERY OF NEW ADDRESSING PLAQUE

DELIVERY OF NEW ADDRESSING PLAQUES

Dear resident,

A Notice was issued on *insert date* including compensation in the amount of \$250.00, advising residents to select an option for the *replacement works*. The options to choose from were:

Option 1. *Insert developer or authority* carrying out the “replacement works” on your unit; or

Option 2. Replacing the plaques yourself.

“replacement works” is defined as the removal and replacement of two (2) addressing plaques on your unit.

You are receiving this letter because we either did not receive an e-mail from you or you selected Option 2, to replace the addressing plaques yourself. Included with this letter are *insert number* (#) addressing plaques with the new address of your unit. Please complete the *replacement works* at your earliest convenience as it is a requirement to have clear, proper and visible addressing for every dwelling unit within the Town of Whitchurch-Stouffville.

Should you have any questions please contact *Insert Staff Member* at FirstName.LastName@townofws.ca or (905) 642-XXXX. The Municipal Offices are currently closed due to the Provincial State of Emergency due to COVID-19.

Thank you for your cooperation.

Insert Staff Name
Development Services
Town of Whitchurch-Stouffville

*Insert Developer or Authority Name and
Company Information*

Insert notice date

J. REQUEST FORM FOR 911 SIGN OR SIGN
REPLACEMENT

REQUEST FOR 911 SIGN OR REPLACEMENT 911 SIGN

Communication should be sent to: Applicant Owner *(select only one)*

1. APPLICANT INFORMATION

Surname		First Name	
Name:			
Street Number		Street Name	Apt./Unit
Address:			
Municipality:	Province:	Postal Code:	
Phone:	Fax:	E-mail:	

2. OWNER INFORMATION *(if different than Owner)*

Surname		First Name	
Name:			
Street Number		Street Name	Apt./Unit
Address:			
Municipality:	Province:	Postal Code:	
Phone:	Fax:	E-mail:	

3. REQUEST FOR 911 SIGN OR REPLACEMENT 911 SIGN

Current Address:
Number of Signs Required: