



POLICY

POLICY NO:	618	APPROVAL DATE:	December 12, 2016
TITLE:	Assigning an Address	REVISION DATE:	
SECTION:	Lands, Roads and Buildings	PAGE 1 OF 1	
DEPARTMENT:	Engineering Services		

POLICY STATEMENT

To establish the responsibilities for Administration in assigning of an address to a parcel of land, building or unit.

REASON FOR POLICY

To provide a clear understanding of assigning new addresses or correcting existing addresses for the public and emergency service providers.

RELATED INFORMATION

Addresses are maintained by Administration in the municipal property records management system and are assigned through the business processes of subdivision registration or development permitting.

Administration will keep and maintain addressing records as well as correcting existing addressing and notify appropriate agencies regarding new or corrected addresses.

Anyone requesting a change of address or new address is required to complete a New/Change of Address Application Form and pay the required fee, if applicable, in accordance with Procedure 618•1.

This policy does not apply to the displaying of an address, which is dealt with under Bylaw C-1294; nor to Roadway Naming and Numbering, which is dealt with in Policy 619.

DEFINITIONS

“**Administration**” means the Subdivision Authority, or the person designated in the Engineering Services department.

“**Address**” means the civic address assigned by Administration, which may include a combination of numbers and/or letters.

RESPONSIBILITIES

City Council will review and approve any revisions to this policy.

City Manager will review and approve any procedures related to this policy.

City Administration will carry out the policy based on established procedures.