



PROCEDURE

PROCEDURE NO: 618•1

PAGE: 1 OF 6

TITLE: Procedures for Assigning an Address

APPROVAL DATE: December 12, 2016

POLICY: 618, Assigning an Address

REVISION DATE: June 28, 2022

SECTION: Lands, Roads and Buildings

LAST REVIEWED: June 28, 2022

RESPONSIBLE

DEPARTMENT: Engineering Services

Definitions:

“Accessory Building” means a structure that is subordinate to, exclusively devoted to, and located on the same Parcel as the Building.

“Address” means the civic Address assigned by Administration that may include a combination of numbers and letters.

“Administration” means the Subdivision Authority, or the person designated to assign an Address, or enter an Address in the municipal property records management system.

“Building” means any structure having a roof supported by columns or walls and intended for shelter, housing or enclosure of any individual, animal, process, equipment, goods, or material of any kind, but does not include an Accessory Building.

“City” means the Corporation of the City of Grande Prairie.

“Development” has the same meaning set out in the City’s Land Use Bylaw as amended from time to time.

“Development Officer” has the same meaning set out in the City’s Land Use Bylaw as amended from time to time.

“Dwelling” has the same meaning set out in the City’s Land Use Bylaw as amended from time to time.

“Ground floor” means the floor located closest to the ground plane or as determined by Administration.

“Lots” has the same meaning set out in the City’s Land Use Bylaw as amended from time to time.

“Owner” means any person who is registered as the Owner of land under the Land Titles Act, RSA 2000, Chapter L-4 as amended from time to time.

“Parcel of Land” has the same meaning set out in the Municipal Government Act, RSA 2000, Chapter M-26 as amended from time to time.

“Planning Documents” means an Area Structure Plan, Area Redevelopment Plan or Outline Plan.

“Property” means a Parcel, or a Building situated on a Parcel.

“Roadway” means any thoroughfare, highway, street, avenue, crescent, drive, or boulevard that gives access to the front of any Property but does not include any lanes.

“Rural Service Area” means the area identified on the City’s Land Use Bylaw map as the Rural Service Area, as amended from time to time.

“Suite” means a portion of a Building, including Suites, bays, condominium units or apartments.

Assignment of an Address:

1. All parcels of land and Buildings obtaining access from a Roadway or another lawful means of access are determined by Administration.
2. Addresses are assigned to parcels of land once a plan is registered at land titles, and at the discretion of the Administration. Lots where the access location is not yet determined will not be assigned an Address until such time as the parcel is developed.
3. Addresses are assigned to Buildings and Suites when a development permit is approved for Development on the land.
4. Addresses will be assigned following general rules:
 - a) Each Parcel of Land requiring mail delivery, or access for public and emergency service providers, shall be allocated an Address;
 - b) Prior to the assignment of an Address, a review of any Planning Documents associated with the land is required. This will help determine Property configurations and accommodate for future growth in the area;
 - c) The Addressing of all parcels of land will be allocated to the Roadway onto which the access is constructed as determined by Administration;
 - d) Addresses on either side of the Roadway should maintain a uniform numbering scheme wherever possible (i.e. 13205 across from 13206);
 - e) Even numbers shall be placed on the north and west sides of Roadways and odd numbers shall be placed on the south and east sides of Roadways;
 - f) Numbering shall be done in multiples of four for new Lots wherever possible;
 - g) Numbering shall be consecutive and follow the City’s street naming planning grid as closely as possible;
 - h) Addresses that span over several streets or avenues with no intersecting Roadways will be Addressed following the City’s street naming planning grid. Example: House numbers could have Addresses spanning from 7002 - 7102 - 7202 if it encompassed 70-72 Avenue on the grid;

- i) For corner Lots in new subdivisions where the Owner changes the street access point from the original Addressing, the Owner is responsible for applying for an Address change at the time a development permit is approved;
- j) When access to the Roadway cannot be determined at the time of subdivision registration, the Address will be assigned in the future at the building permit stage;
- k) In some older, established areas of the City, larger Lots are being subdivided. This can create problems if the numbering scheme does not accommodate additional Addressing. In order to be consecutive and uniform, and without creating a confusing situation, Administration will duplicate the Address and assign the letter “A” to the new lot created by subdividing. This is the only case in which the letter “A” will be assigned to a new lot;
- l) More than one (1) Address may be assigned to a Parcel of Land in situations where there are multiple apartment Buildings, multiple commercial Buildings or more than one (1) residence on parcels within the Rural Service Area;
- m) Cul-de-sacs with more than eight (8) Lots will be assigned a Roadway name and are to be numbered with even numbers on the north and west sides and odd numbers on the south and east sides beginning at the intersection. The midpoint of the bulb is used to define the split between odd and even numbers;
- n) Less than eight (8) Lots in a cul-de-sac may be Addressed off the adjacent Roadway at the discretion of the Administration;
- o) With respect to Rural Service Areas, the Address will remain unchanged, until such a time as the land is further subdivided or identified in a planning document. However, upon submission of a completed New/Change of Address Application Form by the Owner, Administration may assign a temporary Address to accommodate public and emergency service providers;
- p) With respect to Buildings that have one (1) main identifying number, but have internal Suites, internal numbering will be utilized; and
- q) Deviation from the above rules may require City Council approval.

Addressing within the Rural Service Area:

5. Rural Service Area shall be assigned an Address with the following general rules:

- a) The township and range road system is the basis of the rural Addressing system;
- b) Range roads (RGE) travel north and south, township roads (TWP) travel east and west;
- c) Signs are located at the intersection of range roads and township roads; and
- d) Rural properties with multiple Dwellings with one (1) access will be numbered with a letter designation (A, B, C).

Examples of rural Addressing:

722 020 RGE RD 85

722 refers to the township road

020 refers to the distance interval

RGE RD 85 refers to the primary access point

6 785 060 TWP RD 722

6 refers to the Lot Address

785 refers to the range road

060 refers to the distance interval

RGE RD 722 refers to the primary access point

Internal numbering:

6. Internal numbering shall follow these general rules, to the extent it is applicable:
 - a) Residential Buildings requiring a secondary basement Address, shall retain the assigned civic Address for the main floor and be assigned the letter “A” for the basement;
 - b) Residential Buildings identified as duplexes or fourplexes will be assigned Suite Addresses with an alpha prefix (A, B, C, and D) according to layout;
 - c) Buildings with five (5) or more internal Suites will be Addressed 101, 102, etc.;
 - d) For Ground Floor Suite Addressing, Addressing shall begin with 101 and not exceed 199.
 - e) Succeeding floors are numbered in accordance with the respective floor number (i.e. second floor will begin with 201 and not exceed 299);
 - f) The internal number may be assigned in a clockwise manner commencing from the entrance to the Building, or it may be Addressed with odd and even numbers. All internal numbering will be referenced as Suite Addressing for mail delivery. (Bay and Unit references will not be used); and
 - g) Internal Addressing may be done in consultation with the Owner where deemed necessary.

Multiple Dwellings:

7. Multiple Dwellings shall be assigned an Address with the following general rules:
 - a) Multiple apartment Buildings on one (1) Parcel of Land shall have one (1) Address per Building and individual Suite numbering;
 - b) Semi-detached Developments with each Dwelling unit located on an individually owned parcel shall have one (1) Address per Dwelling unit;
 - c) Multi-housing Developments located on one (1) Parcel of Land, i.e. row housing, shall have one (1) Address and individual Suite numbering;
 - d) Multiple commercial and industrial Buildings on one (1) Parcel of Land shall have one (1) Address per Building; and
 - e) Prior to the assignment of an Address resulting from a development permit, a Development Officer shall forward a request for Addressing and the supporting documents to Engineering Services.

Request for Change of Address:

8. Requests for a change of Address should only be permitted in the following circumstances:
 - a) Where the existing Address is creating inherent confusion for service delivery; or
 - b) Where emergency response personnel and/or Administration deem necessary.

In all considerations for Address change, service delivery and emergency services access shall prevail.

If a change of Address is permitted by Administration other than the circumstances identified the request shall be accompanied by the required fee, in accordance with [Fees, Rates and Charges Bylaw C-1395](#), Schedule “A”.

Request for New Addressing or Corrections in Addressing:

9. An Application Form for a change of Address will be permitted in the following circumstances:
 - a) *Suite Addressing* - Upon submission of a completed Application Form and the required fee by the Property Owner, Administration will assign internal Suite Addresses to residential, commercial, industrial and multifamily Buildings;
 - b) *Suite Addressing corrections or verifications* - Upon submission of a completed Application Form and the required fee by the Property Owner, Administration will reassign or verify internal Suite Addresses. Any Addressing not assigned by Administration will be subject to the provisions of the [Display of Address Bylaw C-1294](#); and
 - c) *Building Addressing* - An applicant requiring an Address for a Building that has not previously been assigned an Address shall provide a site plan in a readable format, to a standard specified by Administration. Administration will assign an Address and may reproduce and distribute the plan as part of an Address notification.

Administration does not require the Owner of new registered plans to submit an Application Form. Addressing is assigned within ten (10) business days of receipt of a new registered plan.

If Administration deems Address corrections are necessary due to an assignment error, the Owner may be entitled to remuneration associated with changing the Address.

Notification of Assigned Address:

10. Immediately following the assigning of a new or a changed Address number, Administration is responsible for providing notice via email to applicable agencies and departments. Those agencies and departments include, but are not limited to:
 - a) The City department responsible for the maintenance of the municipal property records management system;
 - b) Other City departments that require continuous updates of a municipal Address change, i.e. R.C.M.P, Taxation, Fire, Transportation, Development Services, Sign Shop, GIS;
 - c) Utility Companies (i.e. ATCO Gas, ATCO Electric, Telus, Aquatera, Eastlink);
 - d) School Districts; and
 - e) Canada Post.

Notification is also sent to the Owner or authorized person who requested the new Address by email or Canada Post mail as per the Application Form.

Record Keeping:

11. Administration shall keep a record of all numbers assigned to properties pursuant to the [Assigning an Address Policy 618](#).