

Schedule “A” - Municipal Numbering Guidelines

1.0: When to Issue a Municipal Number

1.1.: Land

1.1.1: Vacant Lot

A municipal number shall be issued for each vacant lot with an approved entrance, regardless of whether the lot is accessed by a private condominium road or a public road, unless otherwise required by the Town.

1.1.2: Second Entrances

1.1.2.1: Agricultural Properties

A municipal number shall only be issued for a second approved entrance accessing an agricultural property where the primary approved entrance is on a different road, unless otherwise required by the Town.

1.1.2.2: All Other Properties

A municipal number shall not be issued for a second approved entrance to any property, other than an agricultural property, unless otherwise required by the Town. The primary entrance is dictated by the approved fire route location.

1.1.3: Stormwater Management Pond

A municipal number shall be issued for each approved stormwater management pond access road, unless otherwise required by the Town.

Where a stormwater management pond does not have direct access to a road, a municipal number shall be issued in consultation with engineering and fire staff.

1.1.4: Works Yards, Wells, Water Tanks, Pumphouses, etc.

A municipal number shall be issued for each Town or Regional works yard, well, water tank/tower, pumphouse, etc., unless otherwise required by the Town.

1.1.5: Parks

A municipal number shall be issued for each park, unless otherwise required by the Town. The municipal number is issued for the main entrance, as determined by Open Space staff.

1.1.5: Trails

A municipal number shall be issued for each segment of a Town owned trail, unless otherwise required by the Town. A number shall be issued for each entrance to the trail (i.e. for a trail segment between Airport Road and Innis Lake Road, numbers will be issued at both Airport Road and Innis Lake Road).

1.2: All Buildings

1.2.1: Mandatory Municipal Numbers

A municipal number shall be issued for each building in the Town, with the exception of the exemptions outlined in Section 1.2.2 of this Policy.

1.2.2: Municipal Number Exemptions

Unless otherwise required by the Town, municipal numbers shall not be issued for:

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- a. Buildings which are accessory to a residential building (e.g. garages, sheds); and,
- b. Buildings which are accessory to a non-residential building (e.g. a storage building accessory to a factory).

1.2.3: Use of Prefix or Suffix

Only garden suites and infill residential dwellings shall have a municipal number that includes an alphabetical prefix or suffix.

1.3: Residential Buildings

1.3.1: Single Detached, Semi-Detached and Townhouse Dwellings or Similar Dwellings

Each single detached, semi-detached and townhouse dwelling (including stacked townhouse dwellings), or other similar dwelling type, shall have a separate municipal number, regardless of whether the dwelling is accessed by a private condominium road or a public road.

1.3.1.1 Lots Created through Infill Development Applications

Each single detached or similar dwelling type created through an infill development application, where there is no capacity to issue numbers numerically in sequence, shall retain the same municipal number, distinguished by an alphabetical suffix. The first dwelling shall have a suffix “A”, the second “B”, the third “C”, etc. A dwelling, unless a garden suite, shall not utilize the suffix “G”.

1.3.2: Second Dwellings

Second dwellings shall have a separate municipal number.

A municipal number shall only be issued once the second dwelling is approved by zoning, building and fire staff. If the second dwelling is decommissioned the municipal number will be retired. Where the two dwellings share a driveway, the number will be issued in increments of 10.

1.3.3: Units in Apartment Buildings or Duplexes

An apartment building or duplex shall have a municipal number and each dwelling unit within an apartment building or duplex shall have a numerical unit number, regardless of whether the apartment building or duplex is accessed by a private condominium road or a public road.

1.3.4: Accessory Apartments (Apartment-in-Houses)

Accessory apartments (apartment-in-houses) shall have the same municipal number as the dwelling in which it is located and each apartment within the dwelling shall have a numerical unit number. Each unit will be issued in increments of 1 (i.e. 1, 2, 3, or 101, 201, 301 etc.), unless otherwise required by the Town.

A municipal number shall only be issued once the accessory apartment (apartment-in-house) is approved by zoning, building and fire staff.

1.3.5: Garden Suites

Garden suites shall have the same municipal number as the dwelling to which it is associated, distinguished from the main dwelling by the alphabetical suffix “G”.

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1.3.6: Cottages

Where a property contains multiple cottages, the main entrance to the overall property shall have a municipal number and each cottage on the property shall have a numerical unit number, regardless of whether the overall property is accessed by a private condominium road or a public road.

1.3.7: Trailer/Recreational Vehicle Parks

Where a property is used for purposes of a trailer/recreational vehicle park, the main entrance to the overall property shall have a municipal number and each trailer/site on the site shall have a numerical site number, regardless of whether the overall property is accessed by a private condominium road or a public road.

1.4: Non-Residential Buildings

1.4.1: Stand Alone Non-Residential Buildings

Each non-residential building shall have a unique municipal address regardless of whether the ownership is freehold, condominium or rental, issued in increments of 10 (i.e. 12570, 12580, etc.), unless otherwise required by the Town.

1.4.2: Units in Non-Residential Buildings

Where a non-residential building contains units, the building shall have a municipal number and each unit within the building shall have a numerical unit number, regardless of the ownership of such building. Each unit will be issued in increments of 1 (i.e. 1, 2, 3, etc.), unless otherwise required by the Town.

2.0: Issuing a Municipal Number

2.1: Direction of Numbering

2.1.1: North/South Road Orientation

Municipal numbers on roads with a north/south orientation (roads that are aligned within 45 degrees east or west of the Caledon-oriented north/south axis, i.e. Highway No. 10) shall be issued as follows:

- a. Progressively from south to north, starting with a number of 12000;
- b. Even numbers on the west side of the road; and,
- c. Odd numbers on the east side of the road.

2.1.2: East/West Road Orientation

Municipal numbers on roads with an east/west orientation (roads that are aligned within 45 degrees north or south of the Caledon-oriented east/west axis, i.e. Mayfield Road) shall be issued as follows:

- a. Progressively from west to east; starting with a number of 1;
- b. Even numbers on the north side of the road; and,
- c. Odd numbers on the south side of the road.

2.1.3: Unclear Road Direction

Where a road is not straight throughout its' length, the alignment of the road at its origin shall determine whether the road is considered a north/south orientation or east/west orientation.

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Section 2.1.1 or Section 2.1.2 would apply accordingly, with the exception that the numbering would start with a number of 1 or such next higher number as is dictated by the other Sections of this document.

2.1.4: Cul-de-Sacs and Similar Roads

Municipal numbers on roads that have only one intersection with another road (e.g. a road that ends with a cul-de-sac or a road that loops back onto itself) are to progress from that intersection regardless of the road’s north/south or east/west orientation, starting with a number of 2 or such next higher number as is dictated by the other Sections of this document.

2.2: Progression of Numbers

2.2.1: Original Road Allowance

A municipal number shall be assigned for every 0.3 m (10 ft) of frontage. A number shall be issued in accordance with the municipal number assigned to the 0.3 m (10 ft) section in which the driveway entrance is located.

In order to maintain a consistent numbering grid on the rural roads in Caledon, on those original road allowances that do not start at either the south or west boundaries of the Town are to have municipal numbers that correspond with those on parallel original road allowances that start at the south or west boundaries of the Town.

Corner lots shall be numbered in accordance with Section 2.2.3 of this document.

2.2.2: All Subdivisions

A municipal number shall be assigned consecutively with even or odd numbers depending on the orientation of the road, as outlined in Sections 2.1.1 and 2.1.2 of this Policy, unless otherwise required by the Town.

Corner lots shall be numbered in accordance with Section 2.2.3 of this Policy.

2.2.3: Special Consideration – Corner Lots

The progression of municipal numbers is to continue without interruption on both the front and exterior side of corner lots. All corner lots shall be numbered in accordance with the road to/from which a driveway entrance is located.

2.3: Location and Design of Municipal Numbers

2.3.1: Vacant Lots, Second Entrances, Stormwater Management Ponds, Works Yards, Wells, Water Tanks, Pumphouses, Parks and Trails

The municipal number shall be displayed as shown on the drawing attached hereto as Schedule “A”.

2.3.2: Location and Design of Municipal Numbers Outside of Settlement Areas

The municipal number shall be displayed as shown on the drawing attached hereto as Schedule “A”.

Municipal numbers which are required to comply with the following requirements:

- a. The numbers are to be at least 10.16 cm (4 in) high;

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- b. The numbers are to be impressed or marked on durable material which is at least 12.7 cm (5 in) high;
- c. The numbers are to have a white reflective surface; and,
- d. The background material is to have a green surface.

2.3.3: Location and Design of Municipal Numbers within Settlement Areas

2.3.3.1: Lots Located within Settlement Areas

Where a lot is located within a Settlement Area, the municipal number shall be displayed on the building. Municipal numbers are to be of a size and colour that allows for them to be clearly seen from the road.

Where the building is located on a corner lot, the municipal number shall be displayed on the elevation of the building that faces the road on which the building is numbered.

Where the municipal number may not be clearly seen from the road, or where the building is located greater than 9.14 m (30 ft) from the front lot line, the municipal number may be required in accordance with Section 2.3.3.2, unless otherwise required by the Town.

2.3.3.2: Lots Located outside of Settlement Areas or Lots within Palgrave Estate Residential Community

Where a lot is located outside of a Settlement Area or within the Palgrave Estate Residential Community, the municipal number shall be displayed as shown on the drawing attached hereto as Schedule “A”.

Municipal numbers are required to comply with the following requirements:

- a. The numbers are to be at least 10.16 cm (4 in) high;
- b. The numbers are to be impressed or marked on durable material which is at least 12.7 cm (5 in) high;
- c. The numbers are to have a white reflective surface; and,
- d. The background material is to have a green surface.

2.4: Installation, Maintenance and Changing Municipal Numbers

2.4.1: Installation of Municipal Numbers

Where a new municipal number is issued as per Section 2.3.3.2 of this Policy, the owner may undertake the installation of the sign and pole or may request the number be installed by the Town at the owner's cost.

Where a replacement municipal number is requested, the owner may undertake the replacement of the sign or may request the number be installed by the Town at the owner's cost.

2.4.2: Maintenance of Municipal Numbers

Owners are responsible for the maintenance of municipal numbers and shall:

- a. Keep municipal numbers in good repair and clearly visible from both directions on the road on which such buildings are numbered;
- b. Replace the municipal number if it is damaged, destroyed or no longer in place; and,

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- c. Remove any obstructions, including vegetation or fencing, that restrict the visibility of a municipal number from either direction on the road.

Where a municipal number and the associated pole is no longer in place, the owner shall pay for the cost of the sign, pole and installation by the Town at the owner's cost.

Where a municipal number is no longer in place but the pole is, the owner shall pay for the cost of the sign and install the sign themselves, unless the owner pays for the Town to install the sign.

2.4.3: Changing Issued Municipal Numbers

Owners shall only be required to change an issued municipal number in the following circumstances:

- a) A parcel of land, building or unit has the same municipal number as another parcel of land, building or unit on the same road;
- b) The municipal number is out of numerical sequence;
- c) The municipal number includes an alphabetical suffix that is not in accordance with this Policy;
- d) In the case of a corner lot, the municipal number relates to the wrong road according to this Policy; or,
- e) The change is a necessary consequence of a change that is required to be made pursuant to (a), (b), (c) or (d) above.

Where the Town requires the owner to change an issued municipal number for one of the cases identified above, the Town will provide the owner with compensation for the inconvenience resulting from such change, as per the By-law.

2.4.4: Changing Location or Style of Municipal Numbers

The owner shall not be required to change the location, design and/or style of the municipal number unless the municipal number is not located in accordance with the requirements of this document.

No compensation shall be paid for requiring an owner to change the location or style of a municipal number.

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Schedule “A”: Municipal Number Location Drawing

Notes:

- Always call utilities for locates before you dig.
- The number must be at least 1.2 m (4 ft) above grade and the post must be buried to at least 0.6 m (2 ft).
- The number must be positioned at right angles to the direction of traffic.
- Make sure there are no bushes, trees, etc. blocking the view of the number from the street.
- Numbers shall not be located on your mailbox. The number must be seen by vehicles from both directions and must be on the same side of the street as your driveway.

