

**TOWN OF CORNWALL**

**STREET NAMING AND NUMBERING BY-LAW**

**By-Law No.701**

**BEING A BY -LAW OF THE TOWN OF CORNWALL RELATING TO THE NAMING AND NUMBERING OF STREETS WITHIN THE TOWN OF CORNWALL PURSUANT TO THE PROVISIONS OF SECTIONS 96 AND 139 OF THE CHARLOTTETOWN AREA MUNICIPALITIES ACT R.S.P.E.I., CAP. C-4.1.**

**BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF CORNWALL AS FOLLOWS;**

**PART I - APPLICATION**

**Title**

1. This by-law may be cited as the Street Naming and Numbering By-Law.

**Scope and Application**

1. This by-law shall govern the procedures used for the naming of streets and the numbering of buildings within the Town of Cornwall.

**PART II - INTERPRETATION**

**Definitions**

2. In this by-law:
  - (1) "Avenue" means a road which runs in the north and south direction and is longer than one thousand (1000) feet (304.8 meters) in length;
  - (2) "Corner Lot" means a lot situated at an intersection and abutting on two (2) or

more streets;

- (3) “Council” means the Council duly elected for the Town of Cornwall;
- (4) “Court” means permanently closed streets such as cul-de-sacs which are under one thousand (1000) feet (304.8 meters) in length and run in an east and west direction;
- (5) “Crescent” means a crescent shaped road which terminates at points and continues through to other right-of-ways, usually longer than one-thousand (1000) feet (304.8 meters) in length;
- (6) “Drive” means a winding thoroughfare which continues through to other right-of-ways, including a diagonal, curvilinear, and curving streets longer than one thousand (1000) feet (304.8 meters) in length;
- (7) “Highway” means a designated provincial highway;
- (8) “Lane” means a reduced right-of-way branching from courts, places, or ways, less than one-thousand (1000) feet (304.8 meters) in length;
- (9) “Loop or Circle” means a secondary road that begins and circles back to terminate on the same road, including semicircular roads or closed loops;
- (10) “Parkway or Boulevard” means an unusually wide thoroughfare in residential sections divided by a landscaped center island;
- (11) “Place” means a cul-de-sac or permanently dead-end road;
- (12) “Road” means a thoroughfare that is frequently used, has heavy traffic volume and runs in any direction for more than one thousand (1000) feet (304.8 meters);
- (13) “Street” means a road which runs in an east and west direction and is more than one thousand (1000) feet (304.8 meters) in length.
- (14) “Town” means the area incorporated and known as the Town of Cornwall

### **PART III - NAMING OF STREETS AND ROADS**

#### **Designation of Street Names**

3. The Council for the Town shall have full authority to designate street names in accordance with its administrative rules.

### **Name Duplication**

4. The Council shall avoid duplication of street names in the Town and similar names shall be considered to be duplicated regardless of spelling.

### **Continuity**

5. A continuous street, or one proposed to be continued, should bear the same name throughout its entire length. Exceptions are allowed if a street changes directions sharply for a substantial distance. In that case, the portion of the street running in a different direction may be given another name.
6. A separate name shall not be designated for a cul-de-sac that provides street frontage for three (3) or less lots or units. The name shall be the same as that of the intersection street.

### **Choice of Name**

7. Council shall designate street names which are easy to read, pleasant sounding and shall add a sense of pride in ownership.
8. Street names should be chosen in accordance with the definitions stated in this by-law.

### **Affixes**

9. Council shall not permit unnecessary affixes except where the words “east”, “west”, “north” and “south” are used to indicate the direction.
10. Council may, in its discretion, permit the use of the words “boulevard”, “drive”, “road”, or “parkway” for major roads.

### **Installation of Street Name Signs**

11. Street name signs shall be erected by the appropriate Town Department as instructed to do so by Council.
12. Street name signs shall be placed at all street intersections and shall be mounted with their faces parallel to the street they name.
13. All four cornered intersections shall contain two (2) street signs at opposite quadrants of

the intersection.

## **PART IV - PROPERTY NUMBERING**

### **Designation of Property Numbers**

14. The Administrator shall be responsible for designating property numbers and renumbering properties for any structures on a specific lot.

### **Principles in Street Numbering**

15. The property numbers on parallel streets shall be comparable. This implies that numbers on one street should progress in the same direction as numbers on parallel streets and the numbering should be conducted within the following guidelines:
  - (1) Property numbers shall be uniform based on street frontage.
  - (2) Property numbering shall be consecutive.
  - (3) Property numbering shall allow for expansion to accommodate future growth in the area.
  - (4) Property numbering shall be based on a multiple of two (2) assigned to a potential lot.
  - (5) Property numbering will begin at the location where the street is most likely not to be extended in the future.
  - (6) Even numbers shall be designated on the south and east sides of the streets while odd numbers shall be designated on the north and west sides of the streets.
  - (7) Property numbering on corner lots shall be designated from the street upon which the main entrance to the lot fronts.

### **Duplexes, Group Housing, Commercial Enterprises and Cul-de-sacs**

16. Duplex housing shall be designated two (2) numbers for the separate entrances of the building.
17. Group housing shall be designated a number to the property where a driveway joins the

street and this shall become the street addresses of all of the units or structures which face upon the interior court of parking area. Each dwelling shall then be issued a letter or lot/sub number.

18. Commercial enterprises which have a separate entrance or are a separate building in the rear of other buildings shall be designated a separate number. Auxiliary buildings shall not be assigned a separate number.
19. Cul-de-sacs shall be treated as one street with odd numbers on the outside of the circle and even numbers on the inside of the circle. In the case of a small dead-end circle of three (3) or less lots, numbering shall be carried on from the main street.

### **Installation of Property Numbers**

20. Residents will be required to supply their own property numbers and will be held responsible for the proper installation of their property numbers.
21. Property numbers should be a minimum of three (3) inches in height and should be posted in a manner as to be legible and distinguishable from the street on which the property is located.

## **PART V - RECORDS AND CHANGING OF STREET NAMES AND NUMBERS**

### **Records**

24. Change of address forms with column headings listing occupant's name, old address and new address shall be maintained by the Administrator. New street numbers shall be recorded when assigned.

### **Notification of Number Change**

25. Property owners shall receive official notification of the change in property numbers and street names, which notification shall state the old and new address and the effective date of the change.
26. Notification of change in property numbers and street names shall be sent thirty (30) days before the effective date of the change.

## **PART VI - OFFENCES**

### **Generally**

27. Every person who fails to comply with this by-law is guilty of an offence and on

summary conviction is liable to a fine not more than \$500.00 and not less than \$25.00, and in default in payment thereof, is liable to imprisonment for a period of time not exceeding one (1) day for each one hundred (\$100.00) of fine in default.

28. It shall be an offence for any person to alter, deface or take down any property number or street sign placed in accordance with this by-law, except for repair or replacement of the number or street sign.

**EFFECTIVE DATE**

29. This by-law shall come into force effective the 21<sup>ST</sup> day of June, 2001
30. This by-law received first reading at the Council meeting of May 16, 2001.
31. This by-law received second reading at the Council meeting of June 20, 2001.

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Mayor Administrator

Filed with the Minister this \_\_\_\_\_ day of \_\_\_\_\_, 200

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Department of Community and  
Cultural Affairs