

Town of Portugal Cove-St. Philip's

Street Name and Civic Numbering Policy

Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's, the following policy was adopted on the 24th day of June 2026.

1.0 TITLE

- 1.1 This document shall be known and cited as the *Street Name and Civic Numbering Policy*.

2.0 INTERPRETATIONS

- 2.1 ***“Civic Address”*** means the civic number and street name as it appears in the Assessment Roll Book.
- 2.2 ***“Civic Number”*** means the number assigned to a parcel in accordance with this Policy.
- 2.3 ***“Civic Number Sign”*** means a word, letter, model, placard, board, device, or representation, employed wholly for the purpose of displaying the civic number.
- 2.4 ***“Corner Parcel”*** means a parcel of land abutting upon two or more streets at their intersection or upon two parts of the same street forming an interior angle of less than 135 degrees.
- 2.5 ***“Council”*** means the duly elected Council of the Town of Portugal Cove–St. Philip's.
- 2.6 ***“Parcel”*** means a plot or tract of land which can be considered as a unit of land.
- 2.7 ***“Street”*** means a street, road, highway, or other way designed or intended for public use for the passage of motor vehicles and pedestrians, and which is accessible by fire department and other emergency vehicles and is owned by the Authority or other public agency and maintained at public expense.
- 2.8 ***“Street Name”*** means the official name of a street as it appears in the Assessment Roll Book.
- 2.9 ***“Town”*** means the Town of Portugal Cove–St. Philip's as incorporated under the *Towns and Local Service Districts Act*.

3.0 POLICY STATEMENT AND SCOPE

- 3.1 The purpose of this policy is to provide guidelines on assigning street names and civic numbers within the Town.
- 3.2 In the interest of public safety, this policy is to also ensure that a civic number is displayed for developed parcels within the Town.

4.0 APPLICATION

- 4.1 This policy shall apply to Council and staff when establishing street names and civic numbers within the Town.

5.0 GENERAL

- 5.1 Council desires to retain the Town's history and heritage through street naming. To facilitate this, a list of street names has been created (see Appendix A). Street names shall be selected from the street name list. Council may, at their discretion, consider a street name outside of Appendix A where the proposed name is in accordance with Section 6.0 of this Policy and the origin and community heritage significance of the proposed name must be provided.
- 5.2 Street name assignment requires Council approval. Where a developer and Council cannot agree on a street name, a name shall be selected by Council from Appendix A. Once a street name has been approved by Council, the Planning and Development Department will assign civic numbers to parcels on the street.
- 5.3 Where land is proposed to be subdivided into two or more parcels, or where a property owner requests that their civic address be changed, the civic address shall be assigned by the Planning and Development Department.
- 5.4 Civic addresses previously assigned by the Town are valid for the purpose of this Policy unless directed otherwise by the Town.
- 5.5 The Town may, by written notice to a property owner, change a civic address to correct errors or inaccuracies, rationalize civic addressing along a street because of new development projects, or in the interest of public safety. The property owner shall complete the civic address change within 30 days of the date of a notice from the Town of the change. The time period for the change may be extended at the discretion of Council.
- 5.6 The Town shall not be responsible or liable for any costs to property owners associated with civic address assignment or changes.
- 5.7 Prior to the issuance of an Occupancy Permit, the applicant shall confirm, through a form provided by the Town, that a civic number sign has been placed on the parcel in a location visible to emergency service vehicles.

6.0 STREET NAME GUIDELINES

- 6.1 A street name shall be easily recognizable and readable, with no numbers or words difficult to pronounce or spell.
- 6.2 No abbreviations, suffixes, numbers, or a single letter of the alphabet shall be used as a street name.
- 6.3 No new street name shall begin with the use of “Old” or “New”.
- 6.4 There shall be no re-use of a former/discontinued street name.
- 6.5 There shall be no use of awkward, corrupt, discriminatory, or derogatory street names regarding race, sex, colour, creed, political affiliation, or other social factors.
- 6.6 Street extensions shall continue with the existing street name and shall only change at an intersection.
- 6.7 A street name that is currently in use, or approved by Council to be used, will not be duplicated.
- 6.8 A street name shall be in reference to groups, places, people, events, and matters/objects related to the area, Town, and its citizens. A street name should promote Town pride, local heritage, history, and traditions, or unique features and geography associated with a particular locale within the Town.
- 6.9 The name of a company for the purpose of advertising shall not be permitted.
- 6.10 A street name shall not be considered after individuals as there could be future circumstances or difficulties that leads to an inappropriate connotation for that name.
- 6.11 If a member of the public has a suggestion for a street name, the suggestion must be submitted to the Planning & Development Department in writing with the proposed street name and background information. Council will review the submission, and if acceptable, the proposed street name will be added to the street name list in Appendix A.

7.0 CIVIC NUMBERING GUIDELINES

- 7.1 Civic numbering shall start from the arterial, collector or closest major street.
- 7.2 The right-hand side of a street shall be assigned “EVEN” numbers, and the left side of the street shall be assigned “ODD” numbers, except where otherwise determined by the Town.
- 7.3 One civic number shall be provided to every parcel and shall default to the lowest civic number available. Where a parcel has greater than 15 m of frontage, additional civic numbers shall be reserved for every additional 15 m of frontage to

ensure additional civic numbers are available if the parcel is subdivided in the future.

- 7.4 An area with an established numbering pattern may continue to use that numbering pattern.
- 7.5 No number shall be avoided for any reason.
- 7.6 Only whole numbers are to be assigned to establish a separate identity for each parcel. If necessary and renumbering of surrounding buildings is not an option, the use of letters for separate parcels shall be used at the discretion of the Town.
- 7.7 Where a civic number cannot be assigned as per these guidelines, the Planning and Development Department may assign a civic number to best suit the type of street being developed.
- 7.8 Corner parcels will be assigned two (2) civic numbers with the primary civic address assigned to the shortest boundary line common with the street.

8.0 REPEALS OF PREVIOUS POLICIES AND AMENDMENTS

- 8.1 This policy repeals the *Civic Numbering Policy* enacted on March 25, 2014.
- 8.2 This policy repeals the *Street Naming and Street Name Change Policy* enacted on March 25, 2014.
- 8.3 This policy repeals the *Town of Portugal Cove-St. Philip's Civic Number Signage Regulations, 2017* enacted on March 14, 2017.

9.0 AMENDMENTS

- 9.1 June 24, 2026 Motion 2026-218.

10.0 INITIAL EFFECTIVE DATE / RESOLUTION

- 10.1 Date effective: March 25, 2025 Motion #: 2025-083



Dave Bartlett, Mayor



Claudine Murray, Town Clerk