



STREET NAME AND STREET NAME CHANGE POLICY

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 8 day of February 2022.

1.0 TITLE:

1.1 This document shall be known and cited as the ***Street Naming and Street Name Change Policy***.

2.0 INTERPRETATION:

2.1 “**Street**” means a street, road, highway or other way designated for the passage of vehicles and pedestrians and which is accessible by fire department and other emergency vehicles.

2.2 “**Council**” shall mean the duly elected Council of the Town of Portugal Cove – St. Philip's.

2.3 “**Town**” shall mean the Town of Portugal Cove – St. Philip's.

3.0 POLICY STATEMENT:

3.1 The purpose of this policy is to clarify the procedures that members of the general public must follow when submitting street name requests and/or submitting street name changes to the Town.

3.2 The purpose of this policy is also to clarify the procedure for the Town to process street name submissions, including referral to the Town's Heritage Advisory Committee and emergency services.

4.0 OBJECTIVES:

- 4.1 To review street names currently in use for public, as well as private streets in an attempt to avoid duplication and confusion.
- 4.2 To determine for each type of street the proper definition (ie Avenue, Drive, Place).
- 4.3 To promote street names with historical significance to the community through referral of all proposed street names to the Town's Heritage Advisory Committee for comment.
- 4.4 To ensure that the St. John's Regional Fire Department Road Bank and the Town of Portugal Cove-St. Philip's Volunteer Fire Department are notified of all street names within the Town for emergency purposes.

5.0 APPLICATION:

- 5.1 This policy shall apply to all requests for the naming of all existing and proposed streets within the Town.

6.0 GENERAL:

- 6.1 The Town, through its Street Naming and Street Name Change policy, desires to retain its history and heritage through the naming of streets. To facilitate this process, the Town has established guidelines for street names within the Town.
- 6.2 The Town reserves its right to rename any street, including duplicate street names, in the interest of public safety.
- 6.3 The Town shall not be responsible or liable for any costs to the land owner(s) associated with the street name changes.
- 6.4 Requests from Town Departments and/or other agencies with respect to changing street names shall be considered in the interest of public safety.
- 6.5 There shall be no re-use of former/discontinued street names.
- 6.6 There shall be no use of awkward, corrupt, discriminatory, or derogatory names, in regard to race, sex, colour, creed, political affiliation, or other social factors.

7.0 STREET NAME GUIDELINES:

- 7.1 Base names shall be easily recognizable, readable, with no numbers or words difficult to pronounce or spell.
- 7.2 No abbreviations, suffixes, numbers or a single letter of the alphabet shall be used as a base name in the naming of streets.
- 7.3 No new street shall begin with the use of "Old" or "New" in the base name.
- 7.4 Street extensions shall continue with the existing street names and shall not change at a curve or some other point other than at an intersection.
- 7.5 Base names that are currently in use or approved by Council to be used for a proposed street within the Town will not be duplicated.
- 7.6 The selection of a street name should generally be in reference to groups, places, people, events and matters/objects related to the area, the Town and its citizens.
- 7.7 Street names should be those that promote Town pride, local heritage, history and traditions, or, unique features and geography associated with a particular locale within the Town.
- 7.8 New subdivisions shall have a theme for street names within the development and new street names shall be consistent with this theme. Thematic examples could be flora or fauna, cultural, historical, regional, geographic elements unique to the Town, Newfoundland and Labrador, or Canada, or key urban and community design features, motifs and elements.
- 7.9 Names of living persons or companies used for the purpose of advertising shall not be permitted.
- 7.10 Streets named after living individuals is inappropriate since there could be future circumstances or difficulties that a living individual encounters in their future that leads to an inappropriate connotation for that name.
- 7.11 Street names after individuals may be accepted posthumously provided:
 - Written consent has been obtained from the individual's surviving family-unless the individual is a national or international public figure, and;
 - The resident lost their life while serving the Armed Forces, Police or Fire Department or a written description of the individual's contribution to the Town and/or community is concurred with by Council.
- 7.12 Streets shall use the approved street suffixes as determined by Council to best suit the type of street being developed and defined in Section 8.0 of this policy.

8.0 SUFFIXES:

Avenue – an arterial, collector or local thoroughfare serving light to high volumes of traffic that is longer than three hundred (300) meters in length.

Bay - a local street that is generally “U” shaped and joins two separate streets, or the same street.

Circle or Loop - a local street that is generally “U” shaped that begins and terminates on the same street.

Close - a local street permanently closed at one end and not exceeding three hundred (300) meters in length.

Court - a local street permanently closed at one end and not exceeding three hundred (300) meters in length.

Cove - a local street which resembles a small sheltered inlet or bay and is less than one hundred (100) meters in length.

Crescent - a local street that is uninterrupted, other than by a cul-de-sac, having two connections to one street and is usually longer than three hundred (300) meters in length.

Drive – an arterial, collector or local thoroughfare that is winding and serves light to high volumes of traffic through to other streets including a diagonal, curvilinear, and curving street longer than three hundred (300) meters in length.

Gate – a short local thoroughfare providing an entrance to a subdivision; to another street; or as a link between two different roads that does not have any residential or commercial properties fronting on it.

Heights – a local street that by its unique configuration represents a theme or quality of superior design, layout, or association with the surrounding land features or geography.

Landing or Point – a local street permanently closed at one end generally near water, or located on an area overlooking a ravine or a valley.

Place or Terrace – A local street permanently closed at one end and does not exceed three hundred (300) meters.

Road or Street – an arterial, collector or local thoroughfare serving light to high volumes of traffic that is less than three hundred (300) meters in length.

Way – a short local thoroughfare that is less than two hundred (200) meters in length.

9.0 POLICY PROCEDURE:

- 9.1 The owner/developer/applicant shall submit a written list of proposed base names, their locations shown on a reduced copy (11"x17" maximum size) of the proposed subdivision plan and background information on the proposed names (if required) to the Planning & Development Department for processing.
- 9.2 The Planning & Development Department will determine whether the street(s) require(s) a new name(s) or if it is an extension of an existing street within the Town.
- 9.3 The proposed base name(s) will be forwarded to the Town's Heritage Advisory Committee for comment.
- 9.4 The proposed base names will be forwarded to the St. John's Regional Fire Department Road Bank to check for duplication within the region. All available base names will be held with the Road Bank pending final selection and approval by Council.
- 9.5 The proposed base names will be presented to the Planning & Development Committee for consideration at the next available meeting.
- 9.6 If the proposed base names are acceptable, the Committee will recommend base names and suffixes to Council for approval at the next available public meeting.
- 9.7 If the proposed base names are not acceptable due to restrictions as indicated in this policy, the owner/developer/applicant shall submit alternative names for consideration.
- 9.8 Once the proposed street names have been granted approval through a motion of Council, Planning Staff will notify the owner/developer/applicant in writing of the approved street name(s). Planning Staff will also notify the St. John's Regional Fire Department Road Bank (through the form supplied), the Town of Portugal Cove-St. Philip's Volunteer Fire Department, and Canada Post of the approved street name(s).
- 9.9 Upon approval of a street name, all further plans and documentation submitted to the Town related to the street must reference the approved street name(s).
- 9.10 It is the responsibility of the owner/developer/applicant to ensure that the proper signage is order with the street name as approved by Council. The owner/developer/applicant must work in conjunction with the Town's Public Works Department to install street name signs within the Town.
- 9.11 If a resident has a suggestion for a street name, a written letter can be submitted to the Planning & Development Department with the proposed base name and background information. The Planning & Development Committee will review the submission, and if acceptable, the proposed base name will be filed for possible future use.

10.0 REPEALS

10.1 This policy rescinds all previous policies on this subject matter.

11.0 AMENDMENTS

11.1 February 8, 2022 Motion # 2021-033 (re: Sections 3.2, 4.3, 4.4, and 9.3)

12.0 INITIAL EFFECTIVE DATE / RESOLUTION

12.1 Effective Date: 25 day of March, 2014, Motion # 2014-069