

BYLAW # 820 - 92

A BYLAW OF THE TOWN OF RAYMOND IN THE PROVINCE OF ALBERTA, RESPECTING THE NUMBERING OF PARCELS OF LAND INCLUDING HOUSES AND OTHER STRUCTURES PLACED THEREON

WHEREAS a Municipal Council may, pursuant to Section 175 of the Municipal Government Act, Revised Statutes of Alberta, Chapter M-26 1980 and amendment thereto, pass a bylaw for the orderly numbering of lots on the streets and avenues and for the numbering of them from time to time as the Council considers expedient

NOW THEREFORE, the Municipal Council of the Town of Raymond, duly assembled, enacts as follows:

1. This Bylaw may be known as the "The Addressing Bylaw"

2. DEFINITIONS

"Accessory building" means a structure naturally and normally incidental, subordinate and exclusively devoted to the principal building, and located on the same lot or site

"Building" means any structure used or intended for supporting or sheltering any use or occupancy, and includes a freestanding sign but does not include an accessory building

"Town" means the " Town of Raymond,"

"Development Officer" means the person or persons identified as a Development Officer pursuant to Town of Raymond Land Use Bylaw No. 713, as it may be amended from time to time

"Floor" means a level internal to the structure which is capable of being occupied or used. A mezzanine floor, or loft, shall be considered a separate floor to the floor of principal reference. A stair landing, catwalk or other similar minor level shall not be considered a floor for the purposes of this bylaw

"Free Standing Sign" means any sign supported independently of a building, permanently fixed to the ground and requiring utility services

"Ground floor" means the floor located closest to the ground plane as indicated on the elevation plans or as otherwise determined by the Development Officer

"Land Use Bylaw" means the Town of Raymond Land Use Bylaw No. 713 as it may be amended from time to time

"Owner" means any person who is defined under the Land Titles Act Chapter L5, Revised Statutes of Alberta 1980, as it may be amended from time to time, as the owner of land

"Parcel" means:

(i) any unsubdivided block or any lot or any part of such a block or lot, in any area of land for which a plan of subdivision is registered in a land titles office

(ii) if there is no applicable plan of subdivision, then the description in the Certificate of Title to the land, or any other area the description of which has been approved by the proper land titles office

"Public Utility" includes the following:

- (i) telecommunications systems
- (ii) irrigation systems
- (iv) system for the distribution of gas, whether natural or artificial
- (v) systems for the distribution of artificial light or electric power
- (vi) heating systems; and
- (vii) sewage systems

3. All parcels of land, buildings, units and sub-units within buildings obtaining access from a public highway or from such other lawful means of access as determined by the Development Officer, shall be assigned an address by the Development Officer.
4. All owners of developments consisting of more than one building and using an internal roadway access system shall be responsible for the construction, erection and maintenance of directional signs indicating the location of internal buildings and units to the satisfaction of the Development Officer
5. The development Officer may consider a request for a change of address. Any request for a change of address shall be in writing and be accompanied by the information and details for the support of the change of address request.
6. (a) Where internal numbering is required as part of an address or a change of address, the applicant in consultation with the Development Officer, shall assign internal numbering on the plan in accordance with this section and to the satisfaction of the Development Officer
- (b) Internal numbering shall adhere to the following schedule to the extent it is applicable:
  - (i) basement units: numbered B1 to B99
  - (ii) ground floor: numbered 100 to 199  
Where an internal number greater than 199 is required to be generated for a given floor, it shall be permissible to proceed into the next series (ie. 200-299) provided those numbers are not used elsewhere in the same structure and internal signage indicates clearly which number ranges are located on each floor; and
  - (iii) succeeding floors; numbered in accordance with (ii) above except that the first number or numbers for each unit will be the respective floor number
- (c) The internal number shall be assigned in a clockwise manner commencing from the reference address entrance to the building or respective floor
7. Where possible, the suffix numbers of "00", "01", and "02", are reserved for municipal use in identifying public utility structures
8. The Development Officer may assign a name in addressing a building or buildings. All named addresses shall include a locational reference using either the road name, subdivision name, neighbourhood name, or other commonly known name
9. (a) The address assigned pursuant to this bylaw shall be affixed to a building or such other structure as may be addressed by the Development Officer, in a conspicuous place no higher than the ceiling level of the ground floor or in an equivalent height in the case of other buildings
- (b) The address displayed shall be clearly legible from the public roadway or internal roadway and be on a contrasting background. The minimum size of the characters shall be as follows:

Distance Building Setback from Adjacent Curbline	Minimum Character Size (non-illuminated)	Minimum Character Size (internally illuminated)
0-15 m (0-49.2 ft.)	10 cm (4 in.)	7.5 cm (3 in.)
15-20 m (49.2 - 65.6 ft.)	15 cm (6 in.)	10 cm (4 in.)
Greater than 20 m (65.6 ft.)	20 cm (8 in.)	15 cm (6 in.)

9. (c) The size requirements of this Section shall not be enforceable under Section 14 of this Bylaw until January 1st, 1993

(d) Notwithstanding (b) above, where the building is set back from the property line 10 m or more or has landscaping obscuring visibility of the building, a sign or signs within the property lines displaying the address of the buildings on the site in addition to an address affixed to the building may be erected. This sign may not contain any advertising message

~~✓(e) Display of the address on more than one face of the building is encouraged~~ <sup>(2)</sup>

10. (a) An owner shall ensure that all addresses assigned pursuant to this Bylaw are posted and maintained in a legible form within the terms of this bylaw

(b) No owner of a building bearing an incorrect address shall continue to use same, if notified in accordance with Section 11

(c) No person shall remove, deface, or obliterate or destroy the address placed upon or affixed to any building in accordance with this Bylaw, except during demolition of the building

#### 11. Enforcement

(a) This Bylaw shall be enforceable, on complaint, when notice of any contraventions of this Bylaw has been sent by registered mail to the owner of the land in respect to which the contravention has occurred. Such notice shall state the following:

- (i) Nature of the infraction of this Bylaw
- (ii) Corrective measures required to comply with this Bylaw, and
- (iii) The time within which such corrective measure must be performed

(b) If the corrective measures described in the notice are not completed within the specified time, the owner is guilty of an offence and may be issued an offence ticket by the Development Officer in the amount specified in Schedule "A", attached hereto and forming part of this bylaw

(c) The provisions of Bylaw No. \_\_\_\_\_ Bylaw to provide for the imposition of Penalties For Infractions of Town Bylaws, as amended, insofar as those provisions relate to the issuing of offence tickets shall apply to the issuing of offence tickets under this bylaw

(d) Each day of violation of any provision of this bylaw shall constitute a separate offence

12. This Bylaw shall come into force and effect on the date it is read a third time by the Municipal Council of the Town of Raymond

13. (a) Where the Town Administration believes that a person has contravened any section of this bylaw set out in Schedule "A" to this Bylaw, which said Schedule forms a part of the Bylaw there may be served upon such a person a voluntary payment tag in the form designated by the Municipal Administration allowing payment of the penalty specified in Schedule "A" for such offence to the Town and such payment shall be accepted in lieu of prosecution for the offence

(b) If the person upon whom a voluntary payment tag is served fails to pay the required sum within the time specified in the voluntary payment tag, the provisions of this section regarding acceptance of payment in lieu of prosecution do not apply

13. (c) Nothing in this section shall:

- (i) prevent any person from exercising his right to defend any charge of committing a breach of any of the sections referred to in Schedule "A"
- (ii) prevent the Town administration from laying an information or complaint in lieu of serving a voluntary payment tag; or
- (iii) prevent any person from exercising any legal rights such person may have to lay an information or complaint against any person (whether such person has made payment under the provisions of this Bylaw, or not) for a breach of any of the section

14. Wherever in this Bylaw it is directed that a person shall do any matter or thing, then in default of its being done by such a person, the same may be done by the Town at the expense of such person and the Town may recover the expenses thereof, with costs, in any court of competent jurisdiction or in like manner as municipal taxes

15. Any person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction to a fine of not more than ONE THOUSAND (\$1,000.00) DOLLARS or in default of payment of the fine to imprisonment for a period of not more than tree (3) months

16. This bylaw comes into full force and effect upon the third and final reading

READ A FIRST TIME this 5 day of May A.D. 1992

READ A SECOND TIME this 5 day of May A.D. 1992

READ A THIRD TIME and duly passed this 18 day of May A.D. 1992

*Luth Nalder*  
MAYOR

*B. Wilson*  
MUNICIPAL ADMINISTRATOR

---

BYLAW # 820-92

SCHEDULE "A" - ADDRESSING BYLAW

FIRST OFFENSE

\$50.00

SECOND AND SUBSEQUENT OFFENSE

\$100.00