

TOWN OF COCHRANE ADDRESSING GUIDELINES

**Maintained by:
Addressing Group
Partially Revised October 23, 2019**



1. INTRODUCTION	3
1.1 Overview	3
1.2 Authority for Numbering	3
2. DEFINITIONS	4
3. DISPLAYING NUMBERS	6
3.1 Guidelines.....	6
4. "HUNDREDS" BLOCK NUMBERING.....	6
5. BASIC CONCEPTS AND NUMBERING PRINCIPLES	6
5.1 Consecutive Numbering.....	7
5.2 Even / Odd (parity)	7
5.3 Grid Overlays	8
5.4 Similar Numbering	9
6. ASSIGNING NUMBERS.....	10
6.1 Introduction	10
6.2 Numbering When Roadway Changes Direction	10
6.3 Numbering on Diagonal Roadways.....	11
6.4 Numbering Corner Lots.....	11
6.5 Numbering Multiple Unit Developments (Multi-family, etc.).....	11
6.6 Numbering Multiple Building Developments (Multi-family, etc.)	12
6.6a Numbering Residential Accessory Suites.....	12
6.6b Numbering Residential Home Zoned CB with Separate Offices	12
6.7 Commercial / Industrial Buildings	13
6.6 Numbering Multiple Commercial Building Developments.	13
6.8 Numbering Duplex/Fourplex Buildings	14
6.9 Numbering Rear Buildings / Landlocked Structures.....	14
6.10 Numbering Buildings with Entrances to Multiple Streets.....	14
6.11 Numbering Condominiums.....	15
6.12 Numbering for Consolidations	15
6.13 Cul-de-sac Numbering	15
6.14 Bump-Out Numbering.....	16
6.15 Alphabetic Qualifiers (house number alphas)	16
6.16 Alphabetic Letter Identifiers – Numbering Common Properties and Parking Lots.....	17

1. INTRODUCTION

1.1 Overview

In accordance with the Town of Cochrane Street Naming Policy, these guidelines contain an addressing manual that sets the internal process for assigning addresses to properties and provides a framework for historical naming of city streets.

Assigning numbers to each Town of Cochrane property provides location identification for the provision of essential public services; most important Emergency Services, but also includes Canada Post, public utilities, and private sector functions. Further, a comprehensive system of municipal addresses provides a basic convenience function for the public.

Property numbering and street naming are complementary. The efficiency of a property location system depends upon systematic street naming coordinated with systematic property numbering. These guidelines will deal with property numbering.

1.2 Authority for Numbering

The Municipal Government Act grants municipalities the authority to assign numbers to buildings, parcels and assign road names.

2. DEFINITIONS

Address – a description of the location of a person / organization, as written or printed on mail as directions for delivery or the location at which a particular organization or person may be reached or found;

Address, Assessment Parcel – An address that identifies an area of land described on a tax account. This is often the same as the titled parcel but not always. For example, an area may be under several titles but have only one tax address if a building straddles several titled parcels;

Address, Municipal – An address that was approved by the Town of Cochrane for use in a land address that is assigned to a parcel of land at the time of subdivision. Often the municipal address and the location address are the same; however, there may be exceptions subject to developmental issues;

Address, Location – The physical address, which denotes the actual location of the building or bay / suite;

Address, Mailing – A mailing address may be a municipal or location address but could also be a postal box, super mailbox, and/or rural route description. It also may include building names and must include a postal code;

Bareland Condominium Unit – In the case other than that of a building, land that is situated within a parcel and described as a unit in a condominium plan by reference to boundaries governed by monuments placed pursuant to the provisions of the Surveys Act respecting subdivision surveys;

Bay / Suite Number – Spaces in multiple tenancy buildings are often given a number or letter to supplement the location address. These identifiers are numeric (i.e. 175, 201 Sunset Drive). If the Bay / Suite is split into two or more, an alpha designation will be applied (i.e. 142A, 67 William Street);

Common Property – Every part of a condominium plan that services and supports the individual units and that is not an Owner's unit is common property.

Condominium – A plan registered in a land titles office that complies with section 6 of the Land Titles Act and includes any amendment to a condominium plan referred to in section 14.1 or 15 of the Land Titles Act, any plan or condominium plan, as the case may be relating to development in phases referred to in section 14.2 of the Land Titles Act or any plan or condominium plan, as the case may be, relating to re-division referred to in section 15 of the Land Titles Act that is registered in the land titles office;

Descriptive Plan – A plan filed by description rather than by survey, the Registrar may permit a plan that is not a plan of survey to be registered if the Registrar is satisfied that the circumstances do not justify the preparation of a plan of survey, and has given his prior approval to the plan's being prepared;

Development Permit – A document authorizing a development, issued by a Development Officer, pursuant to the Town of Cochrane Land Use Bylaw;

Land Title or Certificate of Title – "Certificate of Title" means the record of the title to land that is maintained by the Registrar at the Land Titles Office;

Public Utility Lot – Land required to be given for public utilities;

Registered Plan of Survey – A plan that is filed by an accredited Alberta Land Surveyor that involves the adjustment of parcel boundaries;

Reserve Lands – Environmental reserve, municipal reserve, school reserve or municipal and school reserve;

Subdivision – The division of a parcel of land by an instrument. "Subdivide" has a corresponding meaning;

Titled Parcel – A parcel of land as described in a "Certificate of Title".

3. DISPLAYING NUMBERS

The owner of a property is responsible for displaying the number assigned in a prominent way:

1. Visible from the roadway; and
2. Visible from the laneway (should there be one). No number(s) other than that assigned shall be displayed.

3.1 Guidelines

For numbers displayed to be clearly visible, consideration should be given to the qualities of:

1. Size of the number(s);
2. Style of number(s) and ease with which they may be interpreted;
3. Color of the number(s) and color of the background upon which the numbers are to be mounted;
4. Height at which number(s) are to be mounted;
5. Foliage that may obstruct the view of the number(s) from the roadway;
6. Proximity to exterior lighting available for illuminating numeric character(s) at night.

4. "HUNDREDS" BLOCK NUMBERING

The area between two streets or two avenues is considered to be a "hundred" block, e.g. between 6 Avenue and 7 Avenue is considered to be the 700 block and all addresses within the block are between 701 and 799.

5. BASIC CONCEPTS AND NUMBERING PRINCIPLES

Given the form of development, situations arise where applying the basic principles requires interpretative judgment. In these cases, the GIS Team shall consult with Emergency Services and Planning Services and use discretion with the utmost regard for the concepts.

5.1 Consecutive Numbering

Numbers assigned to properties must be consecutive. Assigning address numbers to properties along one roadway should indicate the incremental distance of a property from either the beginning or end of a roadway. Only one origin and one end should exist for numbers along a roadway. If numbers are out-of-sequence, interpreting an address description is difficult. Numbers should increase away from the centre of Town (Railway and Centre Avenue).

5.2 Even / Odd (parity)

Even numbers are assigned to properties on the "right" side upon entering roadways throughout the town whenever possible; odd numbers are assigned to the opposite side. At the start of a roadway, this principle is applied in selecting the even and odd sides. Even / Odd intervals should not "jump" across the roadway because the road changes direction. Even and odd numbers should generally "pair-off" across the roadway as closely as possible. i.e. "20" should be opposite "21" or "19" (i.e. as shown below).



5.3 Grid Overlays

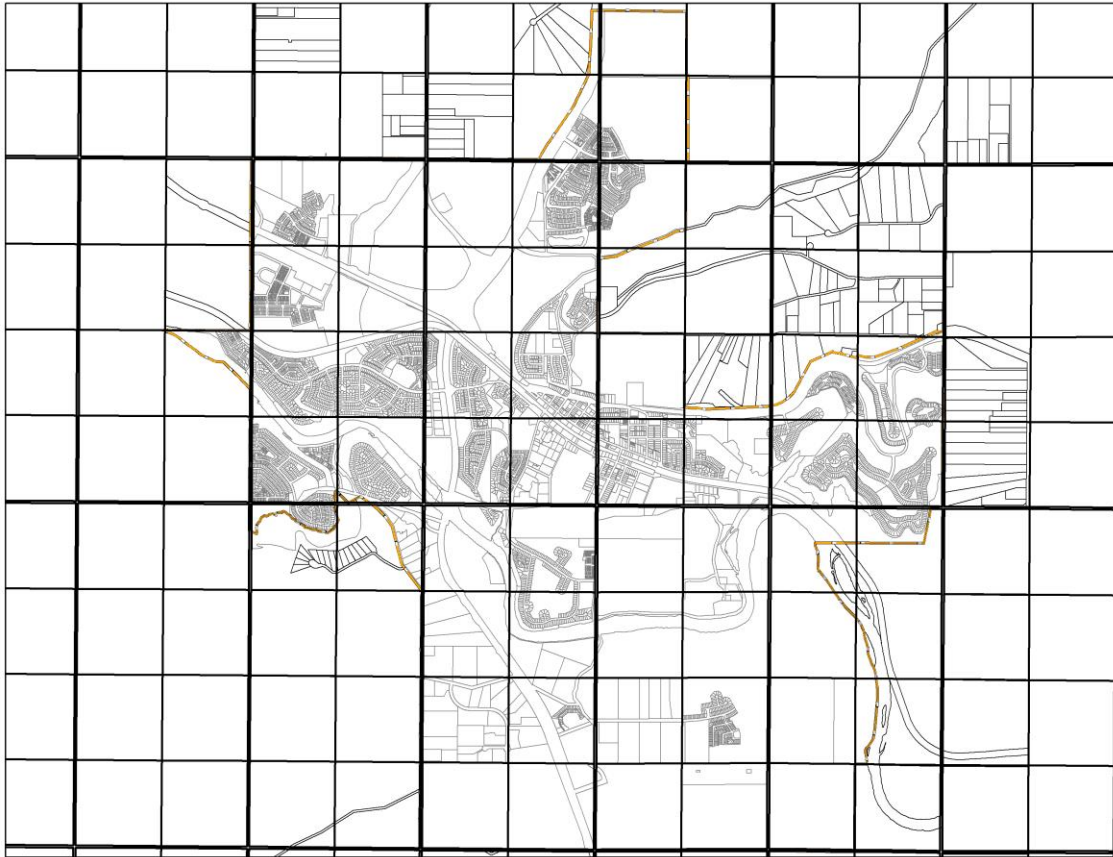
The block method of numbering is based primarily on a roadway layout of perpendicular and parallel roadways however; most of Cochrane's subdivisions do not follow this layout. Regardless, the use of a grid overlay helps facilitate "block" numbering.

A grid overlay is established by numbering imaginary lines consecutively outwards from the axis parallel to them. A block interval is set to ensure uniformity throughout the Town of Cochrane. Property numbers are assigned according to the relationship of the property to imaginary (or real) grid lines, as extrapolated from the start point of a roadway.

The use of a grid overlay assures uniformity of numbers on parallel roadways and provides valuable reference information from one roadway to another. There are several general rules to follow when using a grid overlay:

- a. When choosing the appropriate grid reference for a roadway that makes several directional changes, the most prominent direction of the road shall be used.
- b. If the grid is not applicable, the lowest possible number is used and incremented by 4 (i.e. 2, 6, 10, 14 etc.).
- c. Address increments should be adjusted on curves to maintain parity on straight stretches.
- d. The intersections of grid lines should conform as closely as possible to the intersections of existing roadways so that users can observe a distinct change. Nevertheless, a long block between two streets should divide at a grid line, even if no intersection exists at that point.
- e. The grid overlay is only a reference; its principal purpose is to determine a range of numbers of a particular portion of land in relation to the roadway network and the point of access to the property. There may be times when rigid adherence to the grid is not considered desirable or necessary. Moreover, there may be situations where numbering to the grid creates more confusion than help, particularly where the horizontal and vertical grid lines intersect to create the same hundred block designation.

The following map illustrates the grid for the Town of Cochrane.



5.4 Similar Numbering

In subdivisions where many roadways share the same name, locations on these roadways will have different address descriptions by virtue of different street types or different address numbers. However, with the exception of the suite number, there are only two elements of the address that may differ, the house number and the street type.

While the system of using a single name qualified by a different street type may provide contextual information as to location within the town, the street type suffix is often excluded in daily use, creating a multitude of problems. Similar aberrations (e.g. GR is Green but could be Grove), transposition of letters in aberrations (e.g. DR vs. RD) and phonetically similar words (e.g. Way vs. Bay) tend to cause misinterpretation of descriptions. If the numbers used are also similar, the uniqueness of the address is further compromised.

Altering numbering schemes can be of benefit. One approach is to commence numbering different roadways sharing the same name with a different “range” of numbers.

6. ASSIGNING NUMBERS

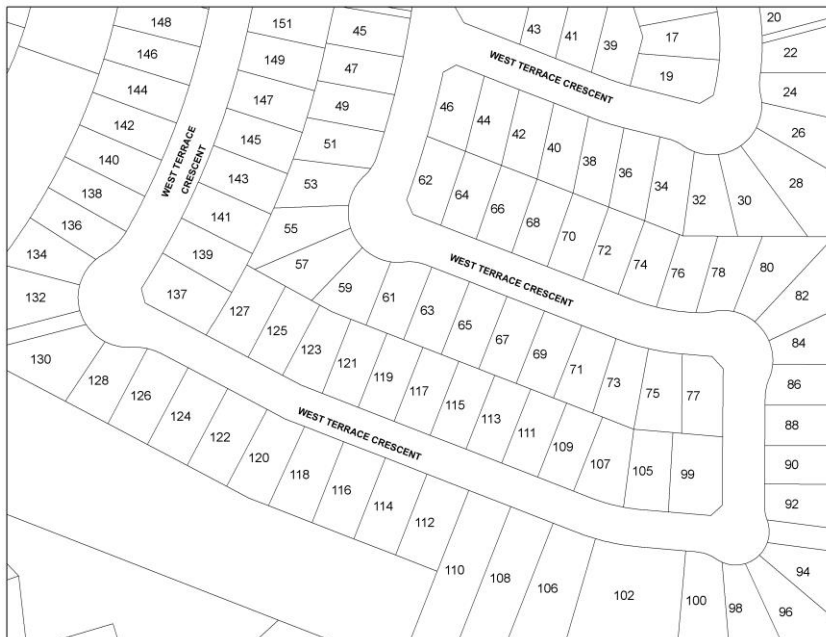
6.1 Introduction

To assign numbers, employ the grid overlay discussed previously and, starting at the grid or base line, allow numbers for each frontage interval. Leave numbers available across roadways, easements, rail lines, streams, etc. to allow for sufficient numbers, should they be subdivided into lots. Numbers are to be assigned for ALL parcels of land, vacant or built.

When a vacant parcel of land is to be developed, factors such as access to the property/building and type of development (i.e. Single-family dwelling, duplex, triplex, strip commercial, industrial, warehouse, etc.) may necessitate amending the address description originally assigned. After determining the point of access to the site, one helpful rule to assign a number is to use the interval number closest to the line, when drawn that resides perpendicular to the front entrance of the building. Considerations should also be given to future extensions planned for the site/building itself or future plans known for the surroundings roadway network.

6.2 Numbering When Roadway Changes Direction

If a roadway changes direction the principle of consecutive numbering should prevail. It is more important that numbers be consecutive than allocated according to the hundred block.



6.3 Numbering on Diagonal Roadways

The appropriate block (i.e. north/south – street, or east/west – avenue) is determined and applied according to the predominant direction of the roadway and the primary or most common access point.

6.4 Numbering Corner Lots

The property address number is generally assigned to the side of the parcel having the shortest frontage. If it is later determined the building faces another roadway, a new number should be assigned.

Dual addresses should be avoided. If a corner building has two entrances which both look like front entrances, consideration should be given to the roadway which is most prominent and the general site layout.

6.5 Numbering Multiple Unit Developments (Multi-family, etc.)

There are several approaches that may be taken in numbering multiple unit developments:

1. A number is assigned to the property where the driveway intersects the main roadway. This becomes the address for all units within the development. Structures within will be numbered as units in a sequential numerical form that provides for ease of use (i.e. Units 105,106,107, 220 River Ave).



2. In a multi-unit development with more than one storey, the property address is assigned as noted above, along with the first number in the suit/unit number which is the floor number and the last two numbers are the unit numbers. (another example: 312, 207 Sunset Drive would be unit 12 on the third floor).

3. In a multi-unit development where there is only **one building**, you may choose to address each unit separately without a site number. For example: 10 Riviera Way.

6.6 Numbering Multiple Building Developments (Multi-family, etc.)

There are several approaches that may be taken in numbering multiple building developments:

1. A site number is assigned to the property where the driveway intersects the main roadway. This becomes the address for all units within the development.
2. In a multi-unit development with more than one building, the building is given a number, then numbered as units in a sequential numerical form that provides for ease of use (i.e. 1000, 625 Railway Street West).
3. In a multi-unit development with more than one storey, the first number in the suite number designates the building number, the second number is the floor number and the last two numbers are the unit numbers (i.e. 1343, 625 Railway Street West)

6.6a Numbering Residential Accessory Suites

1. In a single-family home with a suite added, the main level is the given number and the suite is the given number plus A (i.e. 6A West Terrace Close).

6.6b Numbering Residential Home Zoned CB with Separate Offices

1. Determining factors
 - a. Common area with a single entrance – can use main house address
 - b. All business using PO boxes – no addressing required
 - c. Business requesting unique mailing address require approved addressing
 - d. A business that has a separate entrance requires approved addressing

6.7 Commercial / Industrial Buildings

1. Each parcel is assigned one municipal address, with location addresses and or bay/suite numbers assigned to each retail or commercial unit.
2. Suite numbers are assigned to the building at the time of construction, and are assigned to allow for interior partitioning changes, i.e. main floor 101, 309 First Street East, 102 309 First Street East, etc. and upper floor 201, 309 First Street East, 202, 309 First Street East, etc. Do not use "A" for the address when a bay is split. Every commercial unit must have a number.
3. Legacy numbering
 - a. There are older commercial buildings currently using "A", "B" etc. example 117A & 117B River Ave.

6.6 Numbering Multiple Commercial Building Developments.

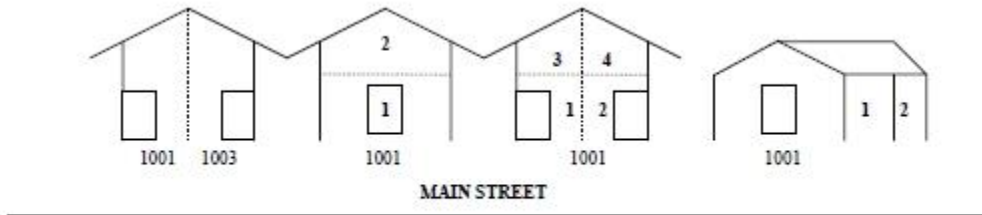
There are several approaches that may be taken in numbering multiple building developments:

1. A site number is assigned to the property where the driveway intersects the main roadway. This becomes the address for all units within the development.
 - a. In a multi-unit development with more than one building, the building is given a number, then numbered as units in a sequential numerical form that provides for ease of use (i.e. 1101, 544 Railway Street West).
 - b. In a multi-development with only one building always assign a 4-digit building number in case the property is consolidated which allows for additional building(s).
2. If no site number is assigned to the property, each building is given a unique building number and the same street address (i.e. 1, 3, 5 - 75 Bow Street or 101, 103, 105 - Bow Street Common). This approach should be **grandfathered in only** and no longer used for new buildings. Note: the reason for this is that if at any point an additional floor or additional building is added in the future this numbering scheme will not allow unique addressing for CRU.

6.8 Numbering Duplex/Fourplex Buildings

A side by side duplex where each unit has a separate physical entrance, each unit shall have a numerical location separated by an interval of two. Where you need to keep addresses aligned on one side of the street with the opposite side, addressing between duplexes/row houses may be increased by multiples of four, but must be increased by two within the parcel.

An up and down or front and rear duplex shall have one location address and each unit is assigned a suite number. (See diagram below).



6.9 Numbering Rear Buildings / Landlocked Structures

In exceptional cases when parcels with rear dwellings or buildings require numbers, a number qualifier or alpha may be assigned (e.g. 2102 A). This approach should not be used if there is more than one rear structure. If this is the case the building should be numbered in accordance with section 6.6.

If there are rear entrances, or hidden structures, a post should display the number with an appropriate arrowhead, on the path leading to the entrance.

Auxiliary buildings to commercial or industrial sites are not assigned separate numbers unless required/requested by a utility company or Cochrane Emergency Services.

Addressing of mechanical/utility rooms located at the rear of a building should contain the building number followed by an "R" (e.g. 108R).

6.10 Numbering Buildings with Entrances to Multiple Streets

In many cases, buildings have multiple entrances to different roadways. A location number should be assigned based on the most prominent entrance point. Where a more prominent access is not evident the subdivision officer shall determine, in consultation with the owner, the most appropriate address.

6.11 Numbering Condominiums

Addressing a condominium development is no different than addressing town houses or high-rise apartments. Each unit is assigned a number. Wherever possible, units with direct ground access are to be assigned consecutive numbers to the street they front. High rise units are numbered by combining the floor number with a number representing the units' geographic relationship to other units on the same floor.

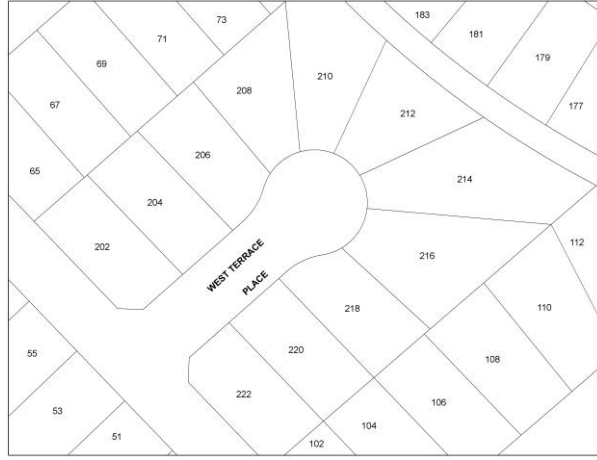
6.12 Numbering for Consolidations

A consolidation is the combining of two or more parcels to form a larger property. Consolidation of parcels occurs when a building or development straddles property boundary lines. When this occurs, new numbers are assigned accordingly as required. Address numbers previously assigned are re-used wherever possible.

6.13 Cul-de-sac Numbering

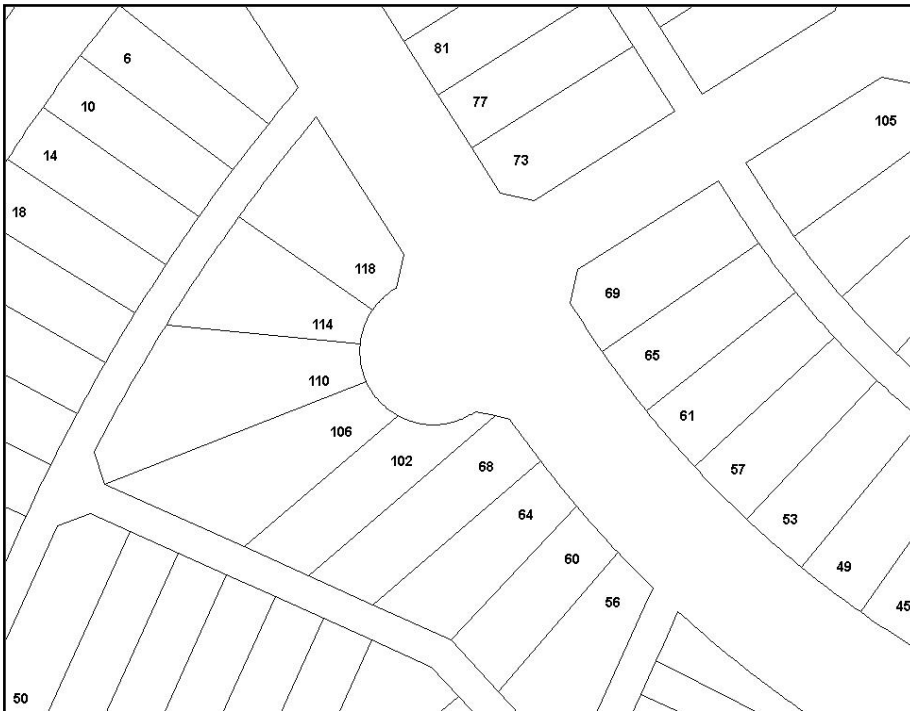
Numbering properties on Cul-de-sacs other than circle/crescent-shaped roadways is to be handled as follows:

1. Cul-de-sacs can be addressed in a clockwise or counter clockwise fashion.
 - a. Where the numbering on that side of the street which is used to access the cul-de-sac are odd numbers, all addresses in the cul-de-sac are to be odd numbers (incrementing by 4) 205, 209, 213, etc.
 - b. Where the numbering on that side of the street which is used to access the cul-de-sac are even numbers, all addresses in the cul-de-sac are to be even numbers (incrementing by 4) 206, 210, 214, etc.
2. Cul-de-sac's that have a combined total of less than 12 lots will be addressed consecutively (i.e. 2, 6, and 10).
3. Cul-de-sac's that are more than 4 lots in length (to the neck) will be using odd/even parity opposite of each other (see diagram).



6.14 Bump-Out Numbering

Numbering in bump-outs should maintain odd or even numbering that exists on that side of the street.



6.15 Alphabetic Qualifiers (house number alphas)

While provision is made for house number alphabetic qualifiers (i.e. 6907A), use of them is discouraged. Canada Post has indicated that alphabetic qualifiers tend to be “dropped” by users, resulting in duplications.

6.16 Alphabetic Letter Identifiers – Numbering Common Properties and Parking Lots

A *P* (for parking) and a *C* (for common property) is added to the end of the building number (without a dash) to help more easily identify these types of properties within our systems (e.g. 136C Sunset Point).