

DISTRICT OF UCLUELET

CIVIC ADDRESS NUMBERING BYLAW NO. 1108, 2009

A Bylaw to administer and enforce the numbering of civic addresses in Ucluelet

WHEREAS the District of Ucluelet Council considers it a matter of public safety to implement the standardization of civic address numbering;

AND WHEREAS under the Local Government Act a bylaw may require owners or occupiers of real property to place on a building or structure assigned numbers in a conspicuous place.

NOW THEREFORE, the Council of the District of Ucluelet enacts as follows;

PART 1 SCOPE AND DEFINITIONS

1.1.2 Exemptions

Except as otherwise provided for in this Bylaw, this Bylaw does not apply to buildings that are exempted under Part 1 of the British Columbia *Building Code*, nor to retaining structures less than 1.2 meters in height.

1.2 DEFINITIONS

1.2.1 Non-Defined Terms

Definitions of words or phrases used in this Bylaw that are not specifically defined under Section 1.2.2 and are not defined under the *Building Code* will have the meanings which are commonly assigned to them in the context in which they are used in this Bylaw, consistent with the specialized use of terms within the various trades and professions to which the terminology applies.

1.2.2 Definitions

The following defined terms shall appear, throughout this document, in bold type to identify them as being pre-defined.

In this Bylaw:

Building includes any dwelling, residence, business premise, hotel, apartment house, barn, shed, or any other structure used to shelter a use or occupancy.

Building Official means a Building Inspector employed or contracted by the District to administer this Bylaw.

Cabin means a detached dwelling unit within the property boundaries of a civic address which functions as a self-contained dwelling unit other than the principal residence.

Civic Address Number means the primary civic address number assigned to the subject property.

District means the District of Ucluelet.

Owner means a person who is found on the registered title and/or has been authorized by the owner to act as the owner's agent or representative.

Secondary Suite means a unit within a single-family residence which functions as a self-contained dwelling unit within the principal residence.

Street includes highway, road, lane, or other public thoroughfare.

Unit means one of multiple self-contained dwelling units, or commercial spaces located in a building.

Unit number means a secondary civic address number allocated to the individual units which are associated with the primary civic address number.

1.3 PURPOSE OF BYLAW

General

This Bylaw is enacted for the purpose of regulating civic address numbering within the District of Ucluelet in the interest of public safety and emergency response.

PART 2 Applications

- 2.1 Prior to constructing a building on a property within the District the owner of that property shall request a **civic address number**, if a civic address number does not already exist. The **owner**, at the time of building permit application, shall request, and be issued a **civic address number** from the **District** planning department.
- 2.2 For a property on which there is an existing **building**, or one under construction which does not already have a **civic address number**, the property owner must request for a **civic address number** within ninety days of the adoption of this bylaw.

PART 3 Numbering of Buildings

- 3.1 An associated **civic address number** is required for all **buildings** within the **District**.
- 3.1.2 All **buildings** which contain **units** must, in addition to having a civic address allocated by the **District**, designate and post numbers for each individual **unit** that falls under the parent civic address.
- 3.2 **Multi-Unit Buildings** in a multi level, multi-unit **building**, the **units** on the lower most level shall be numbered so that all the **unit** numbers on that level begin with the number "1" and end in a logical consecutive fashion.

(1) For example the **units** on the lower floor of a residential complex will be numbered 101,102,103,104 etc...

- (2) **Unit** numbers on the second lowest level of the **building** shall begin with the number “2” and end in a logical consecutive fashion.
- (3) **Unit** numbers shall adhere to this pattern through all levels of the **building**.

3.2.1 In the case of a single story **building** containing multiple **units** the **units** shall be numbered in a numerical fashion beginning with the number “1” and shall be arranged in a manner so that someone unfamiliar with the **building** could logically anticipate the location of the next consecutive **unit** in the numerical progression.

Example: Unit 101-165 Elm Street

3.3 Cabins

Properties with multiple cabins:

- (1) Each cabin on the property shall be assigned an additional number under the principal dwelling unit’s civic address in a manner so that someone unfamiliar with the building could logically anticipate the location of the next consecutive cabin in the numerical progression; and
- (2) Where some or all of the individual cabins contain multiple **units** at varying levels shall designate a number to the cabin and a letter to the individual **units** within each cabin. The letters allocated to these **units** shall begin with “A” on the bottom floor and progress logically through the lower units on to the upper units.

Example: 165 Elm Street, Cabin 1- Unit A

3.4 Secondary Suites

A secondary **suite** within a single family dwelling unit shall be given the label “A” in conjunction with the **District** allocated civic address.

*Example: Address of principal dwelling: 165 Elm Street
Address of secondary suite: 165A Elm Street*

PART 4 Display of Civic Address Numbers

- 4.1 All **buildings** within the **District** must have their **civic address number** displayed.
 - 4.1.1 **Civic address numbers** must be a minimum of (4) four inches in height and mounted on a surface of a contrasting color in order to be easily identifiable from the street.
 - 4.1.2 **Civic address numbers** must be visible from the street which corresponds with the street cited in the civic address allocated to that building by the **District**.

4.2 Display of Unit Numbers

- 4.2.1 **Unit numbers** must be displayed on the main entrance doors of the individual **units**. The civic address does not need to be repeated at every entrance (i.e. for 101-165 Elm Street, the unit number 101 is the only number that needs to be visible at the entrance to the unit).
- 4.2.2 The **unit numbers** must be a minimum of (3) three inches in height. These numbers must be displayed on a surface that is of a contrasting color to that of the numbers.

4.3 Display of Suite Numbers

Single family dwelling units which contain a secondary **suite** must clearly display the suite letter "A" near the suite entrance so that it is easily visible from the **street**. If the **suite** entrance is not visible from the street, a directional sign indicating the suite's entrance location at that house must be displayed within clear view of the street.

4.4 Penalties and Enforcement

- 4.4.1 If a building is found to be deficient in the display of its **civic address number** the building **owner** must, upon written request from the **building official**, make the specified changes within (30) thirty days of that written notice.
- 4.4.2 If the specified changes designated by the **Building Official** in reference to section 4.4.1 are not completed within (30) thirty days of the written notification a fine of \$150.00 will be payable to the **District**. If, at that point, the work is not completed immediately the **District** will contract the necessary work out to a local contractor and charge the labor and material to the **building owner**.

PART 5 ADMINISTRATIVE PROVISIONS

5.1 Severability

If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

5.2 Citation

House Numbering Bylaw No. 198, 1968 is hereby repealed.
This Bylaw may be cited for all purposes as "Civic Address Numbering Bylaw No. 1108, 2009".

READ A FIRST TIME this 13th day of October, 2009.

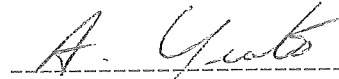
READ A SECOND TIME this 13th day of October, 2009.

READ A THIRD TIME this 27th day of October, 2009.

ADOPTED ON this 10th day of November, 2009.



Eric Russcher,
Mayor



Andrew Yeates,
CAO

CERTIFIED CORRECT: District of Ucluelet Civic Address Numbering Bylaw No. 1108, 2009.

Andrew Yeates,
CAO

