

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4076**

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**A BYLAW TO ASSIGN, REGULATE AND DISPLAY CIVIC ADDRESS NUMBERS  
IN THE SALT SPRING ISLAND ELECTORAL AREA**  
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**WHEREAS** the Capital Regional District Board has established by Bylaw No. 2082, "Salt Spring Island Numbering of Buildings Extended Service Establishment Bylaw No. 1, 1992," the service of the numbering of buildings in the Electoral Area of Salt Spring Island;

**AND WHEREAS** the Capital Regional Board wishes to implement a civic addressing system for the Salt Spring Island Electoral Area;

**NOW, THEREFORE** the Board of the Capital Regional District in open meeting assembled hereby enacts as follows:

**1.0 BYLAW APPLICATION**

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1.1 This bylaw applies within the Salt Spring Island Electoral Area.

**2.0 DEFINITIONS**

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2.1 Within this bylaw the following definitions apply:

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|-----------------|---|
| "Building"      | means a structure that is used or intended to be used for supporting or sheltering persons, a place of business or the operation of some sort of industrial activity and is the primary structure on a parcel of land; but does not include mobile homes or recreation vehicles that are situated in mobile home or RV parks as outlined in the appropriate zoning bylaw; |
| "Civic address" | consists of a civic number and a unit number if it is required;   |
| "Civic number"  | means those numbers assigned by the Capital Regional District for the purpose of numbering buildings and/or properties;   |
| "District"      | means the Capital Regional District;  |
| "Driveway"      | means any private right of way, private road or other access onto private property but does not include public thoroughfares;   |
| "Property"      | means any parcel, block or other area in which real property is held or into which real property is subdivided but does not include a street or portion of a street;  |
| "Street"        | means highway, road, lane, or other public thoroughfare but does not include a private right of way or private roads;   |

“Unit number” means a qualifying description used to distinguish a group of buildings or dwellings with the same civic number.

### **3.0 SEVERABILITY**

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3.1 If any section, subsection, sentence, clause, definition, phrase or the map in this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

### **4.0 AUTHORITY**

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4.1 It is the authority of the District to assign civic addresses to all properties and their primary buildings associated with the property.

4.2 The administration of this bylaw is delegated to the Chief Building Inspector of the District.

4.3 An owner of property within the Salt Spring Island Electoral Area who applies for a building permit for a new building shall apply to the Chief Building Inspector of the District for a civic address, and the civic address shall be affixed and displayed in accordance with this bylaw.

4.4 With written notice to the owner or occupant of the property, the District may assign, change, or reassign civic addresses where necessary to resolve potentially confusing numbering discontinuities or irregularities and to insure adequate supply of civic addresses for existing and future development.

4.5 The assignment of a civic number under this bylaw is not a representation that the property or building complies with CRD bylaws or other enactments.

### **5.0 CIVIC ADDRESS REQUIREMENT**

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5.1 Each building must be assigned a unique civic address which will be different from the civic address on other buildings situated on other properties.

### **6.0 DISPLAYING THE CIVIC ADDRESS**

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6.1 The property owner is responsible to properly and permanently affix the civic address on the building within 90 days of receiving the number or numbers as follows:

- a. If engineering grade or better reflective material is used, then each number must be at least 6.5 cm in height.
- b. If engineering grade reflective material is not used, then each number must be at least 15 cm in height and must contrast sharply with any background colour.
- c. The civic address must be between 1 and 2 metres above grade and must be visible from all directions on the street and clear from any vegetation or other obstruction that may block its view.

- d. Numbers must be displayed as numbers and not text.
- 6.2 For buildings which are greater than 10 metres from the street or where the numbers are not visible from all directions on the street, the following also applies:
- a. In addition to the civic address on the building, a duplicate set of numbers must be permanently displayed beside the driveway at the intersection with the street to which the civic number applies.
  - b. The sign must meet the requirements as outlined in section 6.1.
  - c. Extra signage may be required along the driveway to assist in locating the building.
- 6.3 If more than one property or building is accessed by a common driveway:
- a. Each civic address must be displayed at the street as described in Section 6.2.
  - b. Individual civic numbers and/or unit numbers must be clearly posted on each building as described in section 6.1.
  - c. The requirements of this section also apply where a common driveway is the second point of access for a property.

## **7.0 ALTERATION OF CIVIC ADDRESS NUMBERS**

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- 7.1 No owner of a building will display or cause to be displayed any other number than the civic number or unit number assigned by the Capital Regional District.
- 7.2 No person shall alter, renumber or change any civic address without first receiving permission from the Capital Regional District.

## **8.0 FEES**

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- 8.1 The owner of property applying for a civic address under sections 4.5 or 4.6 shall pay a fee for the issuance of a civic address in accordance with Schedule A attached to and forming part of this bylaw.

## **9.0 OFFENCE**

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- 9.1 A person who contravenes a provision of this bylaw commits an offence and is punishable in accordance with the *Offence Act* and will be subject to a minimum \$100.00 fine. A separate offence shall be deemed to be committed upon each day on which the contravention occurs.

## **10.0 REPEAL**

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- 10.1 Bylaw No. 2083 "Salt Spring Island House Numbering Bylaw No. 1, 1992" is hereby repealed.


**11.0 CITATION**

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11.1 This bylaw may be cited for all purposes as the "Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2016".

READ A FIRST TIME THIS	8 <sup>th</sup>	day of	March,	2017
READ A SECOND TIME THIS	8 <sup>th</sup>	day of	March,	2017
READ A THIRD TIME THIS	8 <sup>th</sup>	day of	March,	2017
ADOPTED THIS	8 <sup>th</sup>	day of	March,	2017

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Corporate Officer

**Schedule A**

All prices are exclusive of any applicable tax

1.	Issuance of a single civic address for standard residential use	\$175.00
2.	Issuance of a single civic address for commercial, industrial, retail or multi-tenanted unit	\$175.00 PLUS \$50.00 for each unit within the single civic address
3.	Issuance of bulk civic addressing at the time of subdivision	\$175.00 PLUS \$100.00 for each lot within the subdivision at the time of application

The Chief Building Inspector may waive the fee to a change a civic address where:

- a. An error or omission has been made by the District when assigning numbering;
- b. The Fire Chief recommends a change where he or she believes the level of emergency service response would be improved; or
- c. A reassignment is required to ensure that an adequate supply of civic numbers is available.