

NOTE: Amendments to By-law No. 2017-078 are indicated as follows:  
~~Text that is stroked out has been removed from this by-law.~~  
Text that is highlighted in grey has been added to this by-law.

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2017-078

BEING a by-law to direct the orderly addressing of properties and appropriate naming of roads within the Township of South Stormont and to repeal By-law Nos. 60-2004 and 2007-19.

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WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 116 (1) authorizes a municipality to establish, maintain and operate a centralized communication system for emergency response purposes;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 116 (2) allows municipalities; at any reasonable time, to enter upon land to affix numbers to buildings or erect signs setting out numbers on land;

AND WHEREAS Council desires for the health and safety of the residents of South Stormont, to establish an organized system and therefore, wishes ensure accurate and efficient routing of emergency vehicles, other services and to accommodate future growth.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

**1.0 DEFINITIONS**

- 1.1 “Building” means a structure occupying an area greater than ten (10) square metres consisting of a wall, roof and floors or a combination thereof or a structural system serving the function thereof including all plumbing works, fixtures and service systems appurtenant thereto as defined in the *Building Code Act, 1992*.
- 1.2 “Building Permit” means a Building Permit issued under the *Building Code Act, 1992*, as amended.
- 1.3 “Civic Address” means the civic number, including the Unit number where applicable, and Road name assigned to a particular Building or lot.

- 1.4 "Civic Number" means the number, including the Unit number, where applicable, assigned to a particular Building lot.
- 1.5 "Highway" means a common and public Highway or a portion thereof, under the jurisdiction of the Township of South Stormont, United Counties of Stormont Dundas and Glengarry or the Province of Ontario and includes any bridge, trestle, viaduct or other structure forming part of the Highway.
- ~~1.6 "Municipal Law Enforcement Officer" means the Municipal Law Enforcement Office for the Township of South Stormont, or designate.~~
- 1.7 "Number Blade" means a sign that is affixed to a support structure adjacent to the Private Road or Highway for the purpose of displaying the Civic Number of the Building lot to which the sign relates.
- 1.8 "Owner" means the person having any right, title, interest or equity in land or his/her agent.
- 1.9 "Private Road" means single or a multi lane path accessible to vehicles that is not under the jurisdiction of the Township of South Stormont, United Counties of Stormont Dundas and Glengarry or the Province of Ontario.
- 1.10 "Property" means any land designated as a Property in the *Land Titles Act, 1990*.
- 1.11 "Road" means a Highway under the jurisdiction of the Township of South Stormont, United Counties of Stormont Dundas and Glengarry or the Province of Ontario or a Private Road.
- 1.12 "Rural" means all other areas within the Township not referred to as Urban.
- 1.13 "Township" means the Corporation of the Township of South Stormont.
- 1.14 "Unit" means an independently used space within a Building (i.e. a store within a shopping mall or an accessory apartment within a residential complex).
- 1.15 "Urban" includes the areas outlined in the United Counties of Stormont Dundas and Glengarry Official Plan as Urban Settlement Areas:
- Ingleside
  - Long Sault
  - Newington
  - Rosedale Terrace / Eamer's Corners
  - St. Andrews West

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"Chief Building Official" means the Chief Building Official (CBO) appointed by the Corporation of the Township of South Stormont."

**2.0 AREA OF APPLICATION**

The provisions of this by-law shall govern all civic addressing and road naming within the geographic limits of the Township of South Stormont.

**3.0 GENERAL PROVISIONS**

**3.1 CIVIC ADDRESSING**

3.1.1 Civic Addresses shall be assigned by the ~~Corporate Services~~ **Building Department** to all Properties with a Building(s) in the Township in accordance with Schedule "A" attached hereto.

3.1.2 New Civic Addresses shall be assigned as part of the establishment of new lots or redevelopment projects. Verification will take place as part of the Planning approval process or Building Permit process, as each is applicable, i.e. subdivision or consent, etc.

3.1.3 No Building Permit shall be issued in the absence of a Civic Address, either existing or new.

3.1.4 The Owner of the Property to which a Civic Address has been issued, unless otherwise notified, shall post the number in a conspicuous and visible manner and in accordance with the signage conventions set out in Schedule "B", attached hereto and forming part of this by-law.

3.1.5 Where a Civic Address has been issued, the Owner shall post the Civic Number pursuant to Schedule "B" herein within fourteen (14) days from the date of issuance. If the Civic Number cannot be posted due to incomplete construction, the owner shall post a temporary Civic Number, which shall not be removed until the permanent number is posted.

3.1.6 Every Property with a Building requires a posted Civic Number, either temporary or permanent, pursuant to Schedule "B" herein, on the date an occupancy permit is issued.

3.1.7 Once a permanent Civic Number is posted in a Rural location, the Owner shall maintain the Number Blade in a visible location. Where a Number Blade is no longer in a visible location, or requires relocation, the Owner shall inform the Township and request replacement or relocation.

At the discretion of the ~~Municipal Law Enforcement Officer~~ **Chief Building Official**, or designate, the Township may assume the cost for the Number Blade replacement or relocation if damage is due to a Township initiative, such as a reported collision or other circumstance.

If the need for replacement or relocation is not due to negligent action on the part of the Township, i.e.

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private snow removal, the Owner is responsible for the cost as set out in the Township's current fees and charges by-law.

3.1.8 In Urban areas, the Owner shall maintain the posted Civic Number and replace when necessary to ensure visibility.

3.1.9 No person shall post, allow to be posted or allow to remain posted, any number that is in conflict with the most recent Civic Address that has been issued by the Township.

3.1.10 Any Properties with an existing assigned Civic Number may be reassigned a new Civic Number by the ~~Municipal Law Enforcement Officer~~, Chief Building Official or designate, where:

- there are potentially ambiguous number irregularities,
- there is an inadequate supply of Civic Numbers for existing and future lot development,
- a Civic Number was issued in error, or
- there are emergency service requirements.

The ~~Corporate Services~~ Building Department will provide written notice of the Civic Address numbering change to the Owners and/or occupants of any affected Properties.

In cases where it is found that the renumbering of a Building, Unit or Property would pose undue hardship on a number of residents or businesses, the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate, at his/her discretion and in consultation with emergency response personnel, may allow the existing Civic Address to remain, provided that the existing address follows a clear numbering sequence.

It is the responsibility of the Owner to ensure that the new Civic Number is installed and visible from the Road.

3.1.11 Where a Civic Address is requested for a Property with no Building Permit or occupancy permit, but a relevant emergency response explanation is demonstrated, a Civic Address may be issued at the discretion of the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate. Fees will be applied pursuant to the Township's current fees and charges by-law.

3.1.12 Where a Civic Address for a vacant lot is requested for a Property with an approved entrance, a review will be conducted by the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate. Should the request be deemed reasonable, a Civic Address will be assigned. The Owner shall pay the fee as established in the Township's current fees and charges by-law.

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3.1.13 Where a second Civic Address is requested for a Property due to the location of a secondary Building with approved second entrance, a review will be conducted by the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate. Should the request be deemed reasonable, a second Civic Address will be assigned. The Owner shall pay the fee as established in the Township's current fees and charges by-law.

3.1.14 When land is severed by consent, with a Building thereon, the existing Civic Address shall be assigned to the appropriate Property as determined by the Chief Building Official or designate ~~Municipal Law Enforcement Officer~~. This may be included as a condition of severance.

3.1.15 All Civic Address and required updates to the Township's Civic Address and Road name system will be forwarded to the United Counties of Stormont, Dundas and Glengarry.

## 3.2 ROAD NAMING

3.2.1 Road names shall be issued by the Township in accordance with Schedule "C", attached hereto and forming part of this by-law.

3.2.2 The ~~Corporate Services~~ Building Department will review all proposed Road names to ensure that the proposed Road name meets Road naming criteria established in Schedule "C", attached hereto.

3.2.3 All Road names will be presented to Council for approval.

3.2.4 Where a Road name is renamed by the Township at the request of a Property Owner(s), the Property Owner(s) shall pay the cost of administration and installing new signage, pursuant to the Township's current fees and charges by-law.

3.2.6 When an existing Road is being renamed, there shall be a public notification process to obtain comments and/or suggestions respecting the new Road name from Residents of the subject Road.

## 4.0 ENFORCEMENT

4.1 No person shall hinder, obstruct or deny entrance to a Municipal employee charged with enforcing this by-law.

4.2 This by-law shall be enforced by the ~~Municipal Law Enforcement Officer~~ Chief Building Official or designate.

4.3 Every person shall:

- a) post the Civic Number in accordance with the Civic Address issued for the Property;
- b) ensure that a Number Blade and support post are installed in conformance with Schedule "B" herein;

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- c) ensure that a Number Blade and support post continue to be maintained in a visible condition and are not removed or relocated without the prior authorization of the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate;
  - d) install a Civic Number in an Urban Area in conformance with Schedule "B" hereto; and
  - e) ensure that a Civic Number continues to be maintained in a visible condition and not removed or relocated without the prior authorization of the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate.
- 4.4 In instances where the provisions of Section 4.3 are not adhered to, the Owner shall be notified in accordance with the provisions of Section 4 (4) below and the Owner shall be allowed thirty (30) days from the date of notice to comply with the notice.
- 4.5 Notice shall be deemed to be delivered in the following circumstances:
  - a) the notice is delivered by personal service to the Owner;
  - b) seven days after the date the notice is sent by prepaid registered mail to the last known address of the Owner; or
  - c) if service cannot be effected by methods a) or b) above, by posting the notice in a conspicuous and visible manner upon the property.
- 4.6 Every person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for the in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 4.7 No person shall fail to comply, or fail to allow compliance, with a notice issued pursuant to Section 4.3 of this by-law.
- 4.8 In addition to the penalty prescribed, if the Owner fails to comply or fails to allow compliance with the notice issued pursuant to Section 4.5 of this by-law the Township shall have the right to enter onto the Property and post the Civic Number as assigned to the Property and charge the Owner with the expense of same and said expense may be added to the tax roll and collected in the same manner as taxes.
- 4.9 When a person has been convicted of an offence under this by-law, the Superior Court of Justice, or any court of competent jurisdiction may, in addition to any penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence by the person convicted and require the person convicted to correct the contravention in the manner and within the period that the court considers appropriate.

## 5.0 ADMINISTRATION

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- 5.1 The ~~Corporate—Services~~ **Building** Department is responsible for the administration of this by-law.
- 5.2 The Civic Addressing, Signage Conventions and Road Naming set out in Schedules “A”, “B” and “C” respectively are hereby declared to implement part of this by-law.
- 5.3 If any section, clause, or provision of this by-law or parts thereof are found for any reason, by a court of competent jurisdiction to be invalid or beyond the power of the Council to enact, such section, clause, or provision parts thereof, shall be deemed to be severable and all other sections, clauses or provisions of this by-law shall be deemed to be separate and independent therefrom and continue in full force and effect until repealed unless and until similarly found invalid.
- 5.4 By-law Nos. 60-2004 and 2007-49 are hereby repealed.
- 5.5 This by-law shall come into force and take effect immediately upon passing.

READ and passed in open Council, signed and sealed this 27<sup>th</sup> day of September 2017.

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Mayor

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Clerk

**Schedule "A"**  
**Civic Addressing Conventions**

1.0 GENERAL CONVENTIONS FOR CIVIC ADDRESSING

1.1 A Civic Address shall consist of a Civic Number followed by a Road name and that Road name portion of the Civic Address shall consist of the name of the Road from which the principal vehicular access is obtained.

2.0 CONVENTIONS FOR ASSIGNING NEW (or Reassigning) CIVIC NUMBERS

2.1 Generation of Civic Numbers

2.1.1 Rural Civic Numbers

All Rural Civic Numbers shall be generated in accordance with the conventions set out in the following table:

Four Digit Numbers	Five Digit Numbers	Odd Numbers	Even Numbers	Number Increase
North – South Highways	East – West Highways	North and East Sides of the Highway	South and West Sides of the Highway	North to South and West to East

2.1.2 Existing Civic Addresses in adjacent municipalities shall be given due regard.

2.1.3 Urban Civic Numbers

Urban Civic Numbers not associated with a Plan of Subdivision will be assigned a Civic Number by the ~~Municipal Law Enforcement Officer~~ Chief Building Official or designate based on number suitability and availability.

Whenever suitable, Urban Civic Numbers not associated with a Plan of Subdivision, will be assigned as set out in the following table:

Odd Numbers	Even Numbers	Number Increase
North and East Sides of the Highway	South and West Sides of the Highway	North to South and West to East

2.1.4 Civic Addresses in Plans of Subdivision

Civic Addresses will be assigned to the lots established by the approved Draft Plan of Subdivision prior to the final registration of the Plan.

The Owner shall be advised that the assigned Civic Addresses are tentative until the final registration of the Plan of Subdivision.

For a lot(s) with more than one frontage on a Road, the lot(s) will be assigned a Civic Address on the Road frontage where primary vehicular access is to be provided.

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## 2.2 Special Cases (Rural and Urban)

### 2.2.1 Crescents and U-Looped Roads

For crescent or U-Looped Roads, the prominent direction determines which side of the Road received odd or even numbers.

### 2.2.2 Cul-de-Sacs and Small Courts

For cul-de-sacs and small courts, the change from odd to even numbering occurs at a point as close to the centre line of the street as possible at the limit of the turning circle.

### 2.2.3 Curved Roads or Roads with Sharp Turns

For curved Roads or Roads with sharp turns, allowances are made in the numbering sequence to compensate for the greater number of lots around the outside of the curve.

### 2.2.4 Lots with Multiple Frontage

For properties with more than one frontage, the properties shall be numbered on the frontage where full vehicular access is provided. Where there is no vehicular access to the Property, the Property shall be numbered on the Road frontage where the principal pedestrian access to the Building is located.

For Buildings that have multiple frontages and separate entrances, only one Civic Address shall be assigned to the Building. If applicable, subsequent Unit numbers shall be assigned, which will be established by using the primary address of the Building.

### 2.2.5 Commercial Plazas and Malls

Multiple Unit Buildings that only contain a ground floor level shall be assigned Unit identifiers that follow a clear numbering sequence. Units shall be assigned as Units 1, 2, 3, etc.

Multiple Unit Buildings that contain more than one level shall be assigned Unit identifiers that contain the floor number prefix and shall be numbered in a sequential manner. The ground floor Units shall be assigned as Units 100, 101, 102, 103, etc. The upper floors shall be assigned as 200, 201, 202, 203, (second floor), 300, 301, 302, 203, (third floor), etc. Basement Units would be addressed as Lower Level 1 with Units as assigned 1, 2, 3, etc.

In the case of all commercial plazas and malls involving a single Building, the Building shall be assigned only one Civic Number and Unit identifiers that form part of the Civic Address shall be used to denote Units within the Building.

Unit identifiers shall be initially assigned as sequential numbers for each Unit in a plaza or mall. Letters of the alphabet shall be used if Units are further subdivided.

2.2.6 Multi-Unit Housing

Where there are multiple residential Units within an existing house, each Unit shall be assigned as Units 1, 2, 3, etc.

For dwellings that contain a secondary Unit, the principal Unit shall use the main Civic Address (i.e. 100 Main Street) and the secondary Unit shall be assigned as Unit A (i.e. 100-A Main Street).

For ground oriented housing forms with access to the Units from external doorways (e.g. townhouses) one civic number shall be assigned to each Unit.

For Building oriented housing forms with access to the Units from internal doorways (e.g. apartments) Civic Numbers shall be assigned in the same manner as commercial plazas and malls.

2.2.7 Multiple Industrial Buildings / Industrial Parks

Where multiple industrial Buildings are located on one lot, each Building shall be assigned one Civic Number and where the location of any Civic Number on any Building within the complex is not apparent from the adjacent Road where access is obtained, the range of addresses and directions to each shall be displayed on a sign visible from the Road which principal vehicular access is obtained.

For Units and common Buildings within an industrial complex, Civic Numbers shall be assigned in the same manner as commercial plazas and malls.

2.2.8 Multiple Residential Buildings

Where multiple residential Buildings are located on one lot, each Building shall be assigned one Civic Number and where the location of any Civic Number on any Building within the complex is not apparent from the adjacent Road where access is obtained, the range of addresses and directions to each shall be displayed on a sign visible from the Road which principal vehicular access is obtained.

2.2.9 Public / Private Utilities

Properties that contain such public and private utilities and related facilities as hydro and telecommunication towers or parking areas require a Civic Address. The facilities shall be numbered on the Road frontage where full vehicular access is provided.

3.0 CIVIC ADDRESS APPROVAL PROCESS

3.1 When a Property Owner requires a new Civic Address or Civic Address reassignment, the following procedure shall be followed:

- a) obtain from the Owner, a legal Property description or plan of survey and if any Building(s) is located or planned on the Property, a plan showing the location of all Buildings and location of principal

vehicular access. This is generally through Building Permit application process;

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- b) ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate, assigns new Civic Address;
- c) update official records and plans as required, this includes, but is not limited to:
  - Township system
  - United Counties of Stormont, Dundas and Glengarry
- d) inform Owner and occupants of Civic Address; and
- e) order Number Blade, post as required and process invoice.

3.2 New Civic Addresses may be provided to Property Owners over the telephone, but will not become official until the Owner is advised in writing. The issuance of the Building Permit may be considered advised in writing.

**Schedule "B"**  
**Signage Conventions for Civic Addresses**

1. URBAN CIVIC NUMBER SIGNAGE CONVENTION

1.1 Properties that have been assigned a Civic Address and are located within the Urban Area of the Township shall comply with the following:

- a) All Civic Numbers in the Urban Area shall be posted on the Building façade closest to the Road for easy identification and recognition by emergency response personnel.
- b) Where the Building is equal to or greater than fifteen (15) metres (50 feet) from the Road right-of-way or where:
  - the Building façade is not clearly visible from the Road,;
  - the Building is obscured by such features as vegetation, gates, topography and/or other structures;
  - the Property is located in the Urban / Rural fringe near or at the Urban limit but still displays some Rural features; or
  - at the Owner's request and cost,

the Civic Number shall be placed on a post with a Number Blade. The post shall measure between 1.5 metres (5 feet) and 1.8 metres (6 feet) above grade and be located at the intersection of the driveway to the Building and the Road right-of-way. Numbers on the Number Blade shall be a minimum height of 10 centimeters (4 inches).

- c) Every Property with a Building or a demonstrated need for an Urban Civic Number in the Township shall have its assigned Civic Number posted in plain, (preferably block), legible, distinguishable, numerals (i.e. 1, 2, 3). Roman numbers shall not be used as posted Civic Numbers.
- d) Notwithstanding Section 1. 1. b) above, Civic Numbers shall be a minimum of 17.5 centimeters (7 inches) in height and shall face and be visible from the Road to which the Civic Address applies.
- e) Civic Numbers shall be set on a background of a contrasting color and be illuminated or located where they can be easily seen at night.
- f) Civic numbers posted on doors shall be avoided. Where a Civic number must be placed on a door, the number shall be on the external most door (e.g. on the outside of the screen door and not on the main door where it may be difficult or impossible to read due to being shielded from view by the screen or storm door).

g) The posting of the Unit portion of a Civic Address, if applicable, shall be in plain view from the outside of the exterior door that provides access to such a Unit.

h) For Civic Addresses to be displayed on a stone block masonry façade, the developer or Owner of the Property must contact the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate, prior to obtaining a Building Permit, to confirm that the Civic Address on the stone block masonry is correct, would be visible from the appropriate street for emergency response personnel.

i) For Units contained within a Building, the Civic Number for each residential Unit shall be posted on the façade of the house where the entrance of the Unit is located. Where the posting of the Civic Number for the Unit on the façade of the Building is not possible, the posting of the Civic Number shall be in plain view from the outside of the exterior door that provides access to the Unit. Where necessary, wayfinding signage shall be installed.

j) Where multiple buildings are located on a lot and the Civic Numbers for the Buildings are not visible from the Road, the range of Civic Addresses must be displayed on a ground sign. The ground sign must be located in a prominent location of the property where the principal vehicular access is obtained. The size and colour of the Civic Numbers on the ground sign must comply with the signage conventions in this Schedule.

k) Where, in the opinion of the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate, it has been determined that the location of the Building or other demonstrated use on a lot such that the civic numbering requirements outlined in this Schedule are inadequate with respect to the visibility of the Civic Number from the Road, the ~~Municipal Law Enforcement Officer~~ Chief Building Official may impose additional requirements (i.e. directional signage) relating to the visibility of the Civic Number to ensure efficient wayfinding and public safety.

## 2. RURAL SIGNAGE CONVENTIONS

2.1 Properties that have been assigned a Civic Address and are located within the Rural Area of the Township shall comply with the following:

a) Each Property with a Building assigned a Civic Address shall be identified by a Number Blade installed by the Owner in a location approved by the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate.

b) Number Blades installed in conformance with this section shall conform to the specifications determined by the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate and shall be available through the Township of South Stormont only, described as follows:

- Aluminum Blades – (8 inches X 24 inches)

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- Numbers on Blades – 17.5 centimetres (7 inches) in height
- Posts – metal square tubing (minimum of 1.5 metres and maximum of 1.8 metres)

c) Persons who have made application for construction of new Buildings within the scope of this section shall pay the fee, pursuant to the Township's current fees and charges by-law, for the cost of the number and blade as part of the Building Permit process.

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d) Upon issuance of a new Civic Address as a result of new construction or use, the Property Owner shall be responsible for obtaining the required locates and the installation of the new Civic Number and sign post. The ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate, shall determine the location of the sign post.

e) The Civic Number will be placed on the sign post at a height of not less than 1.5 metres (5 feet) and not greater than 1.8 metres (6 feet).

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f) The sign post shall be placed at a distance not to exceed 2 metres (6 feet+/-) from the entrance on or near the Property line set back far enough from the Road to ensure it is not affected by snow removal activities, or as otherwise approved by the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate.

g) The Civic Number shall be placed at a distance perpendicular to the travelled portion of the street so as to be clearly visible to traffic travelling in either direction.

h) If the principal Unit and secondary Unit (i.e. basement apartment, in law suite, secondary suite) of an existing Building a Number Blade, which identifies the Civic Number for each Unit, is required to be installed at the driveway entrance of the property. Number Blades shall be installed which identifies the principal Unit as Unit A (i.e. 100-A) and the secondary Unit as Unit B (100-B) and so on.

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i) The Number Blade shall be maintained by the Owner in a visible location and shall not be altered or relocated without prior authorization of the ~~Municipal Law Enforcement Officer~~ Chief Building Official, or designate.

**Schedule “C”  
Road Name Conventions**

**1.0 ROAD NAMING SUFFIXES AND DEFINITIONS**

The suffix designation assigned to new Road names shall comply with the following recognized suffixes and shall conform to the roadway characteristics provided in the description.

Road Type	Road Name Suffix	Description
Avenue Street Lane	Ave St Ln	A limited throughfare serving local areas.
Boulevard	Blvd	A broad roadway, often lined with grass and gardens and are usually major arteries.
Causeway	Cswy	A raised road across low or wet ground.
Court	Crt	A short street, often closed at one end.
Drive	Dr	A winding throughfare that is usually greater than three hundred (300) metres in length.
Highway	Hwy	Provincial Highway 138
Road	Rd	A limited thoughfare often greater than three hundred (300) metres in length that usually carries heavy traffic.
Crescent	Cr	A short throughfare that begins and ends on the same street.
Square	Sq	A widening of a street that creates an island between the extreme boundaries of the street. An open place or area formed at the meeting of two or more streets.

**2.0 CONVENTIONS FOR ASSIGNING NEW NAMES OR RENAMING A ROAD**

- 2.1 All Highways and Private Roads accessible to vehicles shall be named.
- 2.2 Names shall include a maximum of twenty-eight (28) characters (including spaces and a single suffix type)
- 2.3 Street names beginning with silent letters (e.g. knight or pneumonia) shall not be permitted.
- 2.4 The use of symbols (i.e. !, @, #, etc.) shall not be permitted.

- 2.5 Names that duplicate existing Road names, or are phonetically similar, or are easily confused with any Road name in the area shall not be permitted.
- 2.6 Duplication of Road names within neighbouring municipalities shall be avoided.
- 2.7 The use of apostrophes (') and hyphens (-) shall be avoided.
- 2.8 The use of alpha characters in front of names (e.g. N, S, E or W) shall be avoided.
- 2.9 Names that attempt to differentiate by use of differing suffixes shall not be permitted (i.e. Gore Avenue and Gore Road).
- 2.10 Continuity in the naming of a single throughfare shall be exercised whenever possible. Ideally, a street running continually should have the same name throughout its entire length. If development is phased, and a Highway will eventually connect, the throughfare continuity naming convention should apply.
- 2.11 Names incorporating both first and last names of individuals shall be avoided except in cases where an honour is being conferred, such as in the recognition of an exceptional individual or celebrity.
- 2.12 Roads bearing commercial names shall not be permitted.
- 2.13 The use of historical names shall be encouraged.
- 2.14 Any proposed Road names that contains geographical reference shall be appropriate to the location (i.e. Riverside Drive should be beside a river).
- 2.15 Names that lend themselves to inappropriate short forms or modification shall be avoided.
- 2.16 Names that are discriminatory, offensive or derogatory shall not be permitted.

### 3.0 ASSIGNING ROAD NAMES FOR PLANS OF SUBDIVISION

- 3.1 Draft Plans of Subdivision shall be submitted to the Township, the developer shall submit in writing the proposed names of the new Highways for review and approval. Once the Township has formally approved the Road names and provided written confirmation to the developer the names shall be shown on the Final Plan of Subdivision to be submitted to the United Counties of Stormont Dundas and Glengarry for approval and registration.

### 4.0 RURAL ROAD SIGN CONVENTION

- 4.1 Rural Road signs must include the Road name, the Civic Number range for that Road and the municipality's name.



- 4.2 Rural Road signs must be green in color with 11 centimeter (4 inch) white reflective letters.
- 4.3 The Road name must be placed at the top, in the centre of the Road sign, with the Civic Address range underneath the Road name and the municipality name placed in the centre, below the Road name.
- 4.4 The Road name must be 50% larger than the municipal name placed above the Road name.
- 5.0 URBAN ROAD SIGN CONVENTION
- 5.1 Urban Road signs must be white in colour with 11 centimeter (4 inch) black contrasting letters.

TOWNSHIP OF SOUTH STORMONT  
PART I Provincial Offences Act

By-law No. 2017-078 Civic Number and Road Naming By-law

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
1.	post or allow to be posted unassigned Civic Number	3.1.9	\$25.00
2.	fail to post assigned Civic Number within 14 days	3.1.5	\$25.00
3.	fail to properly install Number Blade and support post	4.3 b)	\$25.00
4.	fail to support post in a visible condition	4.3 c)	\$25.00
5.	fail to properly install Civic Number	4.3 d)	\$25.00
6.	fail to maintain a Civic Number in a visible condition	4.3 e)	\$25.00

**Note:** The general penalty provision for the offences listed above is section 4.6 of By-law No. 2017-078, a certified copy of which has been filed.