

**THE CORPORATION OF THE DISTRICT OF SAANICH**

**BYLAW NO. 7453**

**TO REGULATE THE DESIGNATION, AFFIXING AND  
DISPLAYING OF STREET ADDRESSES**

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The Municipal Council of The Corporation of the District of Saanich in open meeting assembled enacts as follows:

**Definitions**

1. In this Bylaw,

“Lot” 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 thereof.

“Director of Engineering” means the person duly appointed by Council to act as Director of Engineering and any person authorized to act on his or her behalf.

“Director of Planning” means the person duly appointed by Council to act as Director of Planning and any person authorized to act on his or her behalf.

“Plan of Subdivision” includes a bare land strata plan registered under the *Condominium Act*.

“Street” means any road, lane, bridge, viaduct and any other way open to the use of the public but does not include a private right-of-way on private property.

“Street Address” means the number assigned to a lot under this bylaw and set down as part of the Saanich base map plates.

**Subdivision Plan**

2. Upon the registration of a plan of subdivision the Director of Planning shall assign a street address to each lot in the subdivision.

**Change of Address**

3. Where an owner of a lot wishes to change the street address, the owner shall submit an application, in the prescribed form, to the Director of Engineering together with a non-refundable application fee of \$100.00 and the Director of

Engineering shall decide in accordance with this bylaw whether or not to permit the change.

### **Guidelines**

4. In assigning street addresses and considering changes to them, the Director of Planning and the Director of Engineering shall be guided by the following rules:
  - a) The lots on the North and West sides of any street shall have even numbers and those on the South and East sides of any street shall have odd numbers.
  - b) In the case of diagonal or intersecting streets or irregular or diagonal blocks, numbers shall be assigned to conform to the general numbering pattern in the Municipality, so that numbers shall conform to similar numbers on all parallel streets as far as possible.
  - c) Street addresses shall follow a logical, consistent pattern to enable ready access by emergency vehicles and provide for numbering of street addresses in future subdivisions.
  - d) No street address shall be changed during the period of time between the filing of an application for a building permit and the issuance of an occupancy permit for that building.
  - e) No street address shall be changed for a lot between the time an application for a Plumbing, Sign, Driveway Access or Blasting Permit has been submitted and the time the permit is issued or denied.

### **Displaying Address**

5. Every person owning or occupying a building in the Municipality, except outbuildings and ancillary buildings upon the same lot as the main building, shall affix and keep affixed upon the building in a conspicuous place as near and practicable to the front entrance of the building, the street address assigned to the lot.

### **Duplicate Address**

6. Every person owning or occupying a building the street address of which is disguised, concealed or not clearly visible from the street, shall display a duplicate of the street address in a conspicuous place near the main entrance to the property from the street.

### **Design and Size**

7. Each street address shall be of a design and size that is clearly legible and visible from the street.

### **Obstruction by Vegetation**

8. The owner or occupier of any building shall not allow the street address to become obscured by vegetation.

### **No Alteration Without Permit**

9. No person shall alter, renumber or change any street address without first receiving permission from the Director of Engineering pursuant to this bylaw.

### **Offence**

10. Any person who contravenes this bylaw by doing any act which it forbids or omitting to do any act which it requires to be done is guilty of an offence and is liable on summary conviction to a fine of not less than \$50.00. A separate offence shall be deemed to be committed upon each day during and in which the contravention occurs or continues.

### **Repeal**

11. Bylaw No. 4850 being the "Building Numbering Bylaw, 1982, No. 4850" is hereby repealed except insofar as it may repeal any other bylaw.
12. This bylaw may be cited for all purposes as the "**STREET ADDRESS BYLAW, 1995, No. 7453**".