

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>TOPIC:</b>	<b>Naming and Renaming Municipal Streets and Private Roads</b>
<b>POLICY NUMBER:</b>	<b>25</b>
<b>DATE APPROVED:</b>	
<b>DATE REVISED:</b>	<b>October 20, 2015</b>

**TITLE:**

This Policy may be cited as the “Road Naming Policy” of the Municipality of the County of Antigonish.

**POLICY:**

1.0 The purpose of the Road Naming Policy is to establish procedures for naming or renaming new or existing streets and roads in the Municipality of the County of Antigonish.

2.0 **Definitions:**

- 2.1 **“Affected resident”** means a resident living at a civic address on the street(s) or road(s) or portion of street(s) or road(s) subject to naming or renaming.
- 2.2 **“Majority approval”** for the purposes of this Policy means agreement among at least two thirds (66.6%) of the residential households required to have a civic address on the municipal street or private road (or portion thereof) in question.
- 2.3 **“Municipality”** means the Municipality of the County of Antigonish.
- 2.4 **“Municipal street”** means “street” as defined in Part XII of the *Municipal Government Act*, and excludes provincial highways.
- 2.5 **“Private road”** means any street, road, lane, bridge or other thoroughfare accessible to motor vehicles which is not a municipal street or provincial highway and which either:
  - (a) serves as a principle vehicular access to three or more lots or buildings subject to civic addressing pursuant to provincial or municipal legislation or subordinate legislation, or;
  - (b) is identified geographically on a final plan of subdivision filed after the effective date of this Policy, whether or not it is then physically in existence, or;
  - (c) which the Municipality’s Civic Addressing Coordinator otherwise determines should be assigned a name to facilitate emergency response services or other public purposes.
- 2.6 **“Provincial highway”** means any public street, highway, road, lane, sidewalk or thoroughfare owned by the Province of Nova Scotia.
- 2.7 **“Road name”** when used without additional qualification in this Policy means the name of a municipal street or private road and excludes a Provincial highway unless the contrary is stated.
- 2.8 **“Road Naming Standards and Guidelines”** means the standards and guidelines included as Appendix A of this Policy and such other standards and guidelines promulgated by

the Municipality, or by the Province of Nova Scotia and accepted by the Municipality from time to time.

- 2.9 **“Road type”** means a word or abbreviated word used in conjunction with a street or road name to describe the character of the street or road.
- 2.10 All other words used have the same meaning as in governing provincial or municipal legislation or subordinate legislation from time to time unless the context indicates otherwise.

### 3.0 **Administration:**

- 3.1 This policy shall be administered by the Civic Addressing Coordinator, as appointed by Municipal Council.
- 3.2 The Civic Addressing Coordinator shall keep or supervise the keeping of a comprehensive road names information record or system identifying all road names (including Provincial highways) in the Municipality with accompanying map, plan or other graphic representation.
- 3.3 The Civic Addressing Coordinator shall be responsible for the administration of this Policy, for the technical evaluation of proposed new street or road names in the Municipality, and for the dissemination of information to affected persons concerning any new or changed street or road names.
- 3.4 The Civic Addressing Coordinator shall be responsible for reviewing and approving proposed names for streets and roads in the following circumstances:
  - (a) A new street or road is proposed or constructed through the subdivision approval process;
  - (b) A new street or road is created by adding a third addressable building to a driveway;
  - (c) The Civic Addressing Coordinator receives an application to name or rename an existing street or road, or;
  - (d) Any circumstance wherein the Civic Addressing Coordinator determines that a street or road should be named or renamed in the interest of public safety or the prompt delivery of services.
- 3.5 When a new or changed street or road name has been approved by the Civic Addressing Coordinator he or she shall forward a road name notification with an attached graphic representation identifying the beginning and end points of the street or road and its intersection or junction with any other street or road to:
  - (a) All affected residents;
  - (b) All applicable fire and police services;
  - (c) Antigonish Regional Emergency Management Coordinator;
  - (d) Canada Post;
  - (e) Nova Scotia Transportation and Infrastructure Renewal, and;
  - (f) The applicant or initiator (if applicable).

**4.0 New Streets or Roads Created Through Subdivision**

- 4.1 In the case that a tentative or final subdivision application involves the creation, renaming, or physical alteration of a new or existing street or road the applicant shall complete the “Application to Name a Road” section of the subdivision application form (included as Appendix B) and submit it to the Development Officer or Civic Addressing Coordinator.
- 4.2 A proposed street or road name proposed in accordance with Section 4.1 must be approved by the Civic Addressing Coordinator before the Development Officer may approve the associated tentative or final subdivision application.
- 4.3 The application process for naming new streets or roads created through subdivision shall be as follows:
  - (a) The applicant shall complete the “Application to Name a Road” section of the subdivision application form and submit it to the Development Officer or Civic Addressing Coordinator;
  - (b) The Civic Addressing Coordinator shall review the application;
  - (c) If the Civic Addressing Coordinator deems that the application does not conform to the Road Naming Standards and Guidelines, he or she shall reject the application and notify the applicant of the reason(s) for the rejection;
  - (d) If the Civic Addressing Coordinator deems that the application conforms to the Road Naming Standards and Guidelines, he or she shall approve the name(s) and notify the applicant of the approval;
  - (e) The applicant shall cause the new name(s) to be shown on the associated tentative or final plan of subdivision;
  - (f) Within seven (7) days of the final plan of subdivision being approved, the Civic Addressing Coordinator shall record the new name(s) in the Civic Address File, update the road names information record as per Section 3.2, and carry out all required notifications as per Section 3.6, and;
  - (g) If a plan of subdivision that creates a new road is repealed, all agencies notified of the new road name(s) shall be notified of the repeal.

**5.0 Existing Streets or Roads:**

- 5.1 The Civic Addressing Coordinator shall initiate the naming or renaming of existing streets or roads when:
  - (a) it comes to the attention of the Civic Addressing Coordinator that an existing street or road is unnamed, or;
  - (b) a third addressable building is added to an unnamed driveway.
- 5.2 The Civic Addressing Coordinator may initiate the naming or renaming of existing streets or roads when:

- (a) it comes to the attention of the Coordinator that a street or road has a name assigned to it which does not appear to conform to the Road Naming Standards and Guidelines.

5.3 When the Civic Addressing Coordinator initiates the naming or renaming of a street or road under sections 5.1 or 5.2 he or she shall consult residents on the private road with the goal of obtaining majority approval of a name. If majority approval is not reached in thirty (30) days, he or she may choose a name at his or her discretion in accordance with the Road Naming Standards and Guidelines. The Civic Addressing Coordinator shall then record the new name in the Civic Address File, update the road names information record in accordance with Section 3.2, and carry out all required notifications in accordance with Section 3.6.

## 6.0 **Renaming Municipal Streets or Private Roads**

6.1 Residents or the Municipality may apply to rename a street or road by submitting a completed "Road Name Change Petition Form" (included as Appendix C) to the Civic Addressing Coordinator. This application shall include a petition showing majority approval among affected residents (two thirds or 66.6%) of the proposed name change.

6.2 The application process for renaming streets or roads shall be as follows:

- (a) The applicant shall complete the "Road Name Change Petition Form" and submit it to the Civic Addressing Coordinator;
- (b) The Civic Addressing Coordinator shall review the application;
- (c) If the Civic Addressing Coordinator deems that the application does not conform to the Road Naming Standards and Guidelines, or that the application does not demonstrate majority approval of the proposed name change, he or she shall reject the application and explain to the applicant the reason(s) for the rejection;
- (d) If the Civic Addressing Coordinator deems that the application conforms to the Road Naming Standards and Guidelines and that majority approval of the proposed name change has been demonstrated, he or she shall approve the application and forward the application to Municipal Council as a motion for consideration and approval;
- (e) If Municipal Council denies the application, the Municipal Clerk shall provide the applicant with the reason(s) for the rejection;
- (f) If Municipal Council approves the application, the Municipal Clerk shall notify the Civic Addressing Coordinator of the approval;
- (g) Within seven (7) days of the application being approved, the Civic Addressing Coordinator shall record the new name(s) in the Civic Address File, update the road names information record in accordance with Section 3.2, and carry out all required notifications in accordance with Section 3.6.

**7.0 Other Jurisdictions**

7.1 The Civic Addressing Coordinator shall be responsible for reviewing and evaluating any requests from other municipal units or the provincial or federal government for input concerning the renaming of streets or roads under their jurisdiction.

**8.0 Presumption in Cases of Joint Residency or Ownership**

8.1 In administering this Policy, it shall be presumed that one resident of a household speaks on behalf of all residents and one property owner speaks on behalf of all property owners.

**9.0 Signage on Municipal Streets or Private Roads**

9.1 In the interest of public safety or the prompt delivery of services, the name of all municipal streets or private roads shall be displayed on a physical sign or signs erected in compliance with section 9(c) of the *Civic Addressing By-Law*.

9.2 The Municipality shall erect signage at the road intersection(s) in compliance with section 9(c) of the *Civic Addressing By-law*. The fees for erecting this signage shall be collected accordingly:

- (a) In the case of a new street or road being named, a road name sign shall be erected by the Municipality once all required fees are paid to the Municipality by the developer or initiator;
- (b) In the case of a street or road being named or renamed at the initiation of the Civic Addressing Coordinator or the Municipality, a road name sign shall be erected by the Municipality with all required fees being borne by the Municipality;
- (c) In the case of a street or road being renamed at the initiation of a resident, a road name sign will be erected by the Municipality after all required fees are paid to the Municipality by the initiator.

**10.0 Policy Review**

This policy is to be reviewed once every two years unless the Planning Advisory Committee deems such a review to be unnecessary.

## Appendix A - Road Naming Standards and Guidelines

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- (1) All new street or road names shall be selected in accordance with the following principles:
  - (a) Avoid duplication. There should be no duplication of street or road names and numbers used as names should be avoided. It is also preferable not to differentiate street and road names exclusively by selecting a different road type (e.g. Portland Road and Portland Drive).
  - (b) Avoid confusion. Street or road names that sound similar should be avoided. The reason for avoiding similar or similar sounding names is to eliminate diction problems when people are reporting names under stress.
  - (c) Establish continuity. A street or road running in one compass direction should have one name only and should have the same name throughout its entire length within the Municipality and adjoining municipalities if possible.
- (2) All new street or road names shall be selected in accordance with the following standards. Street or road names should be:
  - (a) easy to pronounce;
  - (b) comprised of recognizable words or acceptable combination of words;
  - (c) easy for a person with an intermediate reading level to spell;
  - (d) take into account any long-standing local usage of names or words used in the name;
  - (e) in good taste;
  - (f) contain only those special characters which can be electronically recorded and manipulated with ease using varying conventional software, and shall exclude stylized symbols found in the Latin 1 ASCII set (e.g. #, %, etc.)
- (3) Qualifying words such as Upper, Lower, New, Old, etc., should be avoided unless the qualifying word has been applied in some other official context (e.g. the word can be found in use in the *Nova Scotia Gazetteer*).
- (4) Street or road names should be alpha-numeric and names using a numeric should be rejected (e.g. "First Street" would be acceptable, while "1st Street" would be unacceptable).
- (5) Where a new street or road is a continuation of an existing street or road, wherever possible the new will be given the same name as the existing.
- (6) Including the abbreviated road type, street or road names shall have no more than 35 characters.
- (7) If the street or road is named after a topographic feature or place name, the name should reflect the official name as found in the *Nova Scotia Gazetteer*.

**Appendix A - Road Naming Standards and Guidelines**

- (8) A personal name (a combination of given name and surname) should not be applied to a public road unless such an application is in the public interest. In the case of a public street or road, the person commemorated should have contributed significantly in the area in which the street or road is located. The adoption of a personal name during the lifetime of the person concerned should only be made in exceptional circumstances. Formal titles of distinction such as Captain, Major, Admiral, etc., should be avoided.
- (9) Company or commercial product names and names associated with copyright or trademarks should be avoided.
- (10) Names containing words in languages other than English, French, Mi'kmaw, and Gaelic should be avoided except where a proper noun is used.
- (11) Words should be spelled correctly according to the *Oxford English Dictionary* and names consisting of more than one language should be avoided except to the extent of using an English, French, or Gaelic road type.
- (12) All street or road names should have an associated road type selected in accordance with Section 13. Existing non-conforming road types may continue to be used to avoid the cost, confusion and disturbance of changing the name based only on the type.
- (13) Road types are abbreviated words used in conjunction with a road name to describe the character of the road. The road type used as part of a name should be the type that most accurately corresponds with the physical characteristics of the street or road being named. Road types should be selected from the following list:
  - (a) "Avenue (Ave)" a wide spacious road within an urban/incorporated area;
  - (b) "Boulevard (Blvd)" a wide spacious road within an urban/incorporated area;
  - (c) "Circle (Cir)" a small residential public road which shape is circular;
  - (d) "Court (Ct)" a relatively short road that ends in a cul-de-sac;
  - (e) "Drive (Dr)" long cul-de-sac or through road;
  - (f) "Lane (Ln)" an access road on private property. There may or may not be a private right-of-way;
  - (g) "Loop (Loop)" a road of limited length forming a loop, having no other intersecting road, and functioning mainly as direct access to abutting properties that may be designated for one- way or two-way traffic;
  - (h) "Place (Pl)" either a small residential road or a narrow road in a commercial area;
  - (i) "Road (Rd)" rural, public roads; through roads;
  - (j) "Street (St)" a road within an urban/incorporated area, and;
  - (k) "Way (Way)" a short access way.

**APPLICATION FOR SUBDIVISION**

	<p><b>EASTERN DISTRICT PLANNING COMMISSION</b></p> <p>32 Paint Street Unit 4 Port Hawkesbury NS B9A 3J8</p> <p>1-888-625-5361</p>	<b>FOR OFFICE USE ONLY:</b>			
		File Number:			
		Application Received:	Date:		
			Initial:		
		Application Complete:	Date:		
			Initial:		
		Processing Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Registration Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>SUBDIVIDER RELATED INFORMATION:</b>					
Name of land owner(s):					
Address of land owner(s):					
Postal code:		Phone number:			
Subdivision name (if applicable):					
Documents to be returned to:					
Correspondence to be directed to:					
<b>LAND TO BE SUBDIVIDED:</b>					
Location:					
Municipality:		Antigonish <input type="checkbox"/> Inverness <input type="checkbox"/> Victoria <input type="checkbox"/> Richmond <input type="checkbox"/> Port Hawkesbury <input type="checkbox"/>			
Type of Application:		Preliminary <input type="checkbox"/> Tentative <input type="checkbox"/> Final <input type="checkbox"/> Instrument <input type="checkbox"/>			
Parcel Identifier:		Is the land migrated?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
For Lots:		Remainder lot?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Development Proposed:		Single Family: <input type="checkbox"/> Other (Please specify):			
Plan prepared by:		Date (mm/dd/yy):			
Plan certified by:		Date (mm/dd/yy):			
<b>WATER SERVICES:</b>		<b>SEWER SERVICES:</b>		<b>ACCESS:</b>	
Municipal	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	Municipal	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	Public Road	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
Drilled well	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	On-site	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	Private Road	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
Dug well	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>	Assessment required by Nova Scotia Environment: Yes <input type="checkbox"/> No <input type="checkbox"/>		Right of way	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
Other	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>			Other	Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
				If private road, provide total length in kilometres:	
<b>CERTIFICATION:</b>					
I certify that I am the owner or am acting with the owner's written consent:					
Signature:		Date (mm/dd/yy):			
Signature:		Date (mm/dd/yy):			
Signature:		Date (mm/dd/yy):			
Signature:		Date (mm/dd/yy):			

**Appendix B - Application for Subdivision Form**

<b>APPLICATION TO NAME A ROAD</b>	
Complete the following section if the proposed subdivision involves naming a new road or renaming an existing road.	
First choice of road name:	
Second choice of road name:	
Existing road name (if applicable):	
Local, historic, or cultural significance of name(s) (if applicable):	
<p>If more than one road is proposed, provide a sketch or plan showing all existing and proposed roads. Label all proposed roads with first and second choice names:</p>	

**ROAD NAME CHANGE PETITION FORM**

 <p><b>EASTERN DISTRICT PLANNING COMMISSION</b> 32 Paint Street Unit 4 Port Hawkesbury NS B9A 3J8  1-888-625-5361</p>	<b>FOR OFFICE USE ONLY:</b>		
	File Number:		
	Application Received:	Date:	
		Initial:	
	Application Complete:	Date:	
		Initial:	
	Signage Fee Enclosed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>INITIATOR INFORMATION:</b>			
Name of initiator(s):			
Address of initiator(s):			
Postal code:			
Phone number:			
Email address:			
Preferred method of contact:			
<b>ROAD NAME INFORMATION:</b>			
Municipality:			
Existing road name:			
First choice of new road name:			
Second choice of new road name:			
Local, historic, or cultural significance of name(s) (if applicable):			
<b>PETITION:</b>			
Name:	Civic Address:	Mailing Address:	Signature:
Please submit this form by email to: <a href="mailto:bbutts@edpc.ca">bbutts@edpc.ca</a> Or by letter mail to: Civic Address Coordinator, Eastern District Planning Commission, 32 Paint Street Unit 4, Port Hawkesbury NS, B9A 3J8			