

# The Corporation of the City of Penticton

## Bylaw No. 2025-28

*A Bylaw outlining the orderly civic addressing of properties and buildings and appropriate naming of streets, respecting the cultural, social and natural history of Penticton.*

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WHEREAS section 39 of the *Community Charter* provides that a Council may assign names and numbers to a highway, assign numbers to buildings or structures and require owners or occupiers of real property to place assigned numbers in a conspicuous place on or near the property;

AND WHEREAS the Municipal Council is desirous of enacting such a bylaw that will create an orderly way to assign addresses to properties and buildings and to assign street names to new streets that reflect and enhance Penticton's cultural and natural history;

NOW THEREFORE the Municipal Council of The Corporation of the City of Penticton (the "City") in open meeting assembled hereby ENACTS as follows:

### 1. Title

This Bylaw may be cited for all purposes as "Civic Address and Street Naming Bylaw No. 2025-28".

### 2. Definitions

In this Bylaw the following definitions have the following meanings:

"**Building Unit**" includes a residential dwelling unit, industrial or commercial premises operated as a separate business within a single building or series of buildings, to which a separate address may be assigned under the **Guidelines for Assigning Civic Addresses**.

"**Guidelines for Assigning Civic Addresses**" means the Council Policy that provides guidelines for the orderly assigning of civic addresses and units within buildings, as amended from time to time.

"**Property Line**" means the boundary between a parcel of land on which an address is located and the highway.

"**Street Name Reserve List**" means a Council-approved list of names for use as street names within the City of Penticton, as amended from time to time.

"**Street Naming Guidelines**" means the Council Policy that provides guidelines for the orderly assigning of street names, as amended from time to time.

### 3. Scope

This Bylaw applies within the City of Penticton.

### 4. Severability

A declaration by a court of competent jurisdiction that a section or provision of this Bylaw, including anything shown on Schedules to the Bylaw is invalid, shall not affect the validity of the Bylaw or any part of the Bylaw other than the section or provision, or part of the Schedule declared to be invalid.

### 5. Enforcement

The General Manager of Development Services, Planning and Licensing Manager, Building Department Manager, Planning Clerk, Fire Inspector, Building Inspector, Licensing and Property Use Inspector and Bylaw Enforcement Officer are authorized to enforce the provisions of this Bylaw.

### 6. Civic Addressing

#### 6.1 General provisions

- .1 Civic addresses shall be assigned by the City in accordance with this Bylaw and the associated **Guidelines for Assigning Civic Addresses**.
- .2 An address not assigned by the City under this Bylaw or otherwise is deemed to not be a valid civic address.
- .3 No building permit, business licence or municipal utility account shall be issued to a property, residential dwelling unit or other **Building Unit** without a valid civic address.
- .4 No person shall post any address that is in conflict with the most recent civic address that has been issued by the City.

#### 6.2 Re-addressing existing properties or units

- .1 A property or a building or **Building Unit** will be assigned an address through property redevelopment prior to or at the time of subdivision, building permit, or business license issuance, as outlined in the **Guidelines for Assigning Civic Addresses**.
- .2 For all other address change requests, consideration will be given to the change of a street address or **Building Unit** number change upon receipt of a formal written request with sufficient justification and where the new street number and **Building Unit** number(s) fit within the existing addressing framework of the street or building.

- .3 Consideration will be given to changing addresses in the following instances:
  - (a) where a residential dwelling or other building is on a corner lot and faces a different street than what it is currently addressed;
  - (b) where an owner objects to the existing street number as being culturally objectionable;
  - (c) for marketing purposes;
  - (d) in the case of a subdivision or redevelopment where there is a need to accommodate additional addresses; or
  - (e) to avoid duplication or confusion with another similar valid civic address.
- .4 The applicant for an address change under section 6.2.2 and 6.2.3 must pay the prescribed fee in the City's Fees and Charges Bylaw.
- .5 The City assumes no responsibility for:
  - (a) the costs associated with any change to an address;
  - (b) the notification of any person or organization that a change of address has occurred; nor
  - (c) losses, damages or claims arising for any reason from a change of address.
- .6 In the case where a subdivision or building permit triggers the change of an address for property(ies) not involved in the subdivision or building permit, all costs arising from the change of address shall be at the expense of the applicant, paid to the city's Planning Department as determined by the Fees and Charges Bylaw, with reimbursement forwarded by the Planning Department to the affected property owner(s).

### 6.3 Address number visibility for Buildings and Building Units

- .1 Every owner shall place and maintain assigned address numbering, on a contrasting background and of a character size in conformance with Table 1, on the building and in a place that is easily visible from the **Property Line**.

*Table 1: Minimum size of street address characters*

Distance from the <b>Property Line</b>	Minimum character size (non-illuminated)	Minimum character size (illuminated or reflective)
0-6 m	10 cm (4 in)	7.5cm (3 in)
6-20 m	15 cm (6 in)	10 cm (4 in)
Greater than 20 m	20 cm (8 in)	15 cm (6 in)

- .2 For buildings which are greater than 20 metres from the **Property Line** or where numbers are not visible from all directions on the street, or in the case of a panhandle lot, 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 **Property Line** to which the civic number applies.
  - (b) the numbers must meet the requirements as outlined in Table 1.
- .3 Where landscaping or other structures obscure the visibility of a building from the street, the owner must erect on the property, a sign not exceeding 0.4m<sup>2</sup> in size, clearly visible from the **Property Line** displaying the street numbers in accordance with the minimum character sizes outlined in Table 1.
- .4 Where an individual **Building Unit** has exterior access, every owner shall place and maintain the assigned unit number, on a contrasting background and of a size in conformance with Table 1, on the unit entry door or in close proximity to the unit entry.
- .5 Where an individual **Building Unit** entry having an exterior entry is not visible from the street, the owner must erect directional signage indicating the direction that unit is located on the building or property in a location clearly visible from the **Property Line**.
- .6 For buildings with internal units, the owner must place unit numbers:
  - (a) on each unit's door or in close proximity to the door; and
  - (b) the unit numbers must be of a minimum character size of 10 cm (4 in).
- .7 For properties with back lanes, the assigned civic address must also be affixed to a building, sign or fence so that the property's civic address is also identifiable from the **Property Line** adjacent to the back lane.
- .8 For vacant properties (properties with no buildings), civic addressing does not have to be posted.
- .9 All building addresses and unit numbers shall be made of a durable material and affixed to the building, sign or other surface so as to not be easily removed.
- .10 In the case where more than one property or building is accessed via a common driveway:
  - (a) individual civic numbers and/or unit numbers must be clearly posted on each building as described in Table 1;

- (b) each civic address must be displayed at the street as described in section 6.3.2; and
  - (c) if a driveway branches to provide access to more than one property, numbers meeting the requirements of section 6.3.2 shall be displayed at each point of intersection to indicate which driveway leads to which address.
- .11 In the case where physical access to a property is only from an un-named lane, easement or private road, an address marker will be placed at the **Property Line** and directional signage will be installed at the lane entrance to where the property may be accessed.

## 7. Street Names

- .1 City Council is the approving authority for the assignment of new street names. Proposals for new names will be brought forward to City Council for consideration from Planning Department staff in accordance with the **Street Naming Guidelines**.
- .2 Names for new streets will generally be selected from the **Street Name Reserve List**, maintained by the City's Planning Department and amended from time to time.
- .3 Consideration will be given to street names not on the **Street Name Reserve List**, taking into consideration criteria in the **Street Naming Guidelines**.
- .4 New names will be added to the **Street Name Reserve List** through Council approval in accordance with the **Street Naming Guidelines**.
- .5 Re-naming of existing streets will follow Council's Street Name Change Policy.

## 8. Penalties

- .1 Except as otherwise provided in this Bylaw, any person who violates any of the provision of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this Bylaw commits an offence and is liable on summary conviction to a fine of not more than \$2,000.
- .2 In addition to any other penalty, the Licence Inspector or the Bylaw Officer may issue a Bylaw Notice or Municipal Ticket Information to a person for a violation of this Bylaw.
- .3 Each day during which an offence is continued shall be deemed to constitute a new and separate offence.

9. Repeal

- .1 "Civic Address and Street Naming Bylaw No. 2018-51" and the amendments thereto are hereby repealed upon the adoption of this Bylaw.

READ A FIRST time this	day of	, 2025
READ A SECOND time this	day of	, 2025
READ A THIRD time this	day of	, 2025
ADOPTED this	day of	, 2025

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Julius Bloomfield, Mayor

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Angie Collison, Corporate Officer