

Category: Development Services/Planning Dept.

Subject: Guidelines for Assigning Civic Addresses

Purpose

This document provides guidelines for the orderly assigning of civic addresses and addresses for units within buildings, to be used in the evaluation of subdivision, development, building and business licence applications and evaluation of address change requests. The policy works in conjunction with "Civic Addressing and Street Naming Bylaw 2025-28".

Scope

This policy applies to property owners and developers regarding the assignment of civic and unit addresses in the City of Penticton.

Policy

1.0 General

- 1.1 Addressing will generally follow the "City of Penticton Master Addressing Grid" as amended from time to time.
- 1.2 For streets and avenues, the following shall apply:
 - (a) Streets run north and south with even numbers on the east side and odd numbers on the west side.
 - (b) Avenues run east and west with even numbers on the south side and odd numbers on the north side.
- 1.3 When assigning civic addresses, numbers should be spaced evenly in accordance with the block number assigned by the "Master Addressing Grid" with a preferred spacing of four or more between the addresses.
- 1.4 For **cul-de-sacs** (place or court), and **crescents**, the following shall apply:
 - (a) Address numbering shall be between 101-199.

- (b) **Cul-de-sacs** will not have any odd numbers and:
 - (i) Will be numbered with all even numbers, starting with the number 102 as the first address on the right-hand side when entering the cul-de-sac.
 - (ii) The numbers will be numbered sequentially, with the final lot on the right-hand side as one leaves the cul-de-sac, numbered 198. All numbers in between will be spaced evenly.
- (c) **Crescents**:
 - (i) The numbering shall always begin at the entrance where the numbering on the connecting road is the lowest. The entrance where the number starts shall be called the 'principle entrance'.
 - (ii) When entering the principle entrance the even numbers shall be on the right hand side, and shall stay on the right-hand side all the way to the connecting street. Odd numbers shall be on the left-hand side.

2.0 Assigning addresses for specific building types

2.1 General

- (a) For parcels with one building, the building address shall be the same as the civic address.
- (b) Units within a building shall be addressed with unit numbers of the main civic address.
- (c) Units will be addressed starting with 101, 102, 103 etc on the ground floor with 201, 202, 203, etc on the second floor and so on. Any floors located below grade shall be addressed starting with 99 and working backwards (99, 98, 97 etc.).
- (d) Small scale multi-unit residential development addressing may be assigned based on multiple guidelines depending on the development design.
- (e) Alpha digits are not permitted except in unusual circumstances with approval from the GM of Development Services or their designate.
- (f) If a building is demolished, the vacant land will retain the civic address, and associated alias addresses will be inactivated.

2.2 Corner Lots and Double Fronting Lots

- (a) Buildings on a corner lot will be assigned a civic address which corresponds to the direction in which the principal entrance faces the road right of way.
- (b) For corner lots or double fronting lots, where units/buildings face more than one street frontage, multiple civic addresses may be assigned rather than unit numbers.

2.3 Legal Secondary Suites and Carriage Houses

- (a) In the case where a single detached house has a secondary suite, the single detached house shall keep the main civic address, the secondary suite is assigned Unit #2 of the main civic address.
- (b) In the case where a single detached house has a carriage house, the single detached house shall keep the main civic address, the carriage house is assigned Unit #2 of the main civic address.
- (c) In the case where a single detached house has a carriage house and the carriage house's principal entrance faces a different road right of way, the carriage house shall be assigned a civic address that corresponds with the road right of way it faces.
- (d) In the case where a single detached house has a secondary suite and a carriage house, the single detached house shall keep the main civic address, the secondary suite is assigned Unit #2 and the carriage house is assigned Unit #3.

2.4 Security/ Operator Dwelling Unit and Caretaker Suites

- (a) A legal Security/Operator Dwelling Unit or Caretaker Suite will be assigned an address based on the development design and relevant guidelines.

2.5 Duplexes

- (a) **Side-by-side Duplexes:** Each dwelling unit will be assigned a unique civic address (provided numbering is available) or will maintain the main civic address and be assigned Unit 101 and Unit 102 from lowest to highest following the direction on the street.
- (b) **Back-to-back Duplexes:** The building will maintain the civic address. Unit 101 will face the street and Unit 102 will face the rear of the property.
- (c) **Stacked Duplex:** The building will maintain the civic address. Unit 101 will be assigned to the ground floor unit and Unit 201 will be assigned to the upper floor unit.
- (d) **Two Duplex Buildings on One Lot:** The buildings will maintain the civic address. Unit 101 and Unit 102 will be assigned to the units fronting the road right of way, from lowest to highest following the direction on the street. The units fronting the rear will be assigned Unit 103 and Unit 104 with Unit 103 located behind Unit 101 and Unit 104 located behind Unit 102.
- (e) **Duplexes with Suites:** The main units will be addressed as outlined above, with the suite assigned a unit number.

2.6 Townhomes

- (a) If the dwelling units are directly accessed from the road right of way, each unit will be assigned a unique civic address (provided numbering is available) or unit numbers will be assigned.

- (b) If only one dwelling unit is directly accessed from the road right of way and other units are accessed from a lane, each dwelling unit will be assigned a unit number.
- (c) If more than one townhouse building exists on a single lot, each dwelling unit will be assigned a unit number of the civic address starting with 101. If the number of units exceeds 99, unit numbering may be between 1-999. The entrance where the unit numbers start will be called the 'principle entrance', with Unit 101 closest to the right side of the principle entrance.
- (d) **Townhomes with Suites:** The main dwelling unit will be addressed as outlined above, with the suite assigned a unit number.

2.7 Mobile Home Parks

- (a) Mobile homes will be assigned a unit number of the civic address starting with 101. If the number of units exceeds 99, unit numbering may be between 1-999. The entrance where the unit numbers start will be called the 'principle entrance', with Unit 101 closest to the right side of the principle entrance.

2.8 Bareland Strata Developments

- (a) If the bareland strata development has a named 'private road', each strata lot will be assigned a unique civic address of the named private road.
- (b) If the bareland strata 'private road' has not been named, individual strata lots will be given the main civic address plus a unit number. Unit numbers shall be assigned as follows:
 - (i) Units will be addressed starting with 101 through to 199. The entrance where the numbers start will be called the 'principle entrance', with Unit 101 closest to the right side of the principle entrance.
 - (ii) If the number of units exceeds 99, unit numbering may be between 1-999.
- (c) In the case of 2.8.(a) and 2.8.(b), space may be left between the addresses/unit numbers to accommodate additional dwelling units.

2.9 Apartment Buildings

- (a) The building will maintain the civic address and units will be assigned to each dwelling unit starting with 101, 102, 103 etc on the ground floor with 201, 202, 203, etc being the second floor and so on. Any floors located below grade shall be addressed starting with 99 and working backwards (99, 98, 97 etc.).
- (b) Where more than one apartment buildings exist on a single lot, an independent civic address will be given to each building.
- (c) Amenity spaces shall be assigned a unit number and be labelled as "Amenity Room".

(d) Strata/rental offices located in apartment buildings shall be assigned a unit number.

2.10 Commercial Developments

- (a) **Single storey developments:** Where more than one commercial building exists on a single lot, an independent civic address may be given to each building with unit numbers assigned to each commercial space. Alternatively, units may be addressed starting with 101, 102, 103 etc. and continue from building to building (for example Building I may have units 101-104 and Building II will have units 105-108).
- (b) **Two storey developments:** Each building may have its own civic address containing unit numbers within. The units will be addressed starting with 101, 102, 103 etc on the ground floor with 201, 202, 203, etc being the second floor and so on for each building/civic address.
- (c) Additional space may be left between the unit numbers to allow for future tenant infill and subdivision of commercial units.

2.11 For campgrounds, RV parks, motels and hotels

- (a) Campgrounds, RV parks, motels and hotels will be given one civic address.
- (b) Individual campsites, RV pads, motel or hotel rooms will not be assigned civic addresses by the City of Penticton.
- (c) For associated uses, such as food and beverage establishments, rental businesses operating on the property or other commercial businesses, an address or unit number may be issued.

Related Resources:

City of Penticton Civic Addressing and Street Naming Bylaw No. 2025-28

Approval History			
Previous revisions/replaces:			
Approved by Council on:		Resolution No.:	

Certified Correct:

Angie Collison, Corporate Officer