



RDBN Civic Addressing Program

What is the Civic Addressing Program?

Civic addressing is the system of giving a unique number and road name to buildings in an area, with the intention of making it easier to locate a particular building.

A Civic address includes a civic number, a street name, a street type and a community name.

It is the intent of the Regional District to assign every occupied building in the rural areas a civic address. This includes residential dwellings and commercial businesses. If you have not yet received a civic address for your building please contact the Planning Department of the Regional District.



Why do I need a Civic Address?

The purpose of your civic address is to provide an easy, visible reference for any emergency service vehicle which arrive at your residence.

You also require a civic address for mail delivery, utility hook-ups, telephone service and other delivery services.

How is a Civic Address Obtained?

Buildings are assigned numbers using computer software. The numbering system is based on a 1 number increase every metre along a road. This means that if your address is 5138 Anything Rd and your neighbour's address is 5164 Anything Rd, your driveways are approximately 26 metres apart.

The Regional District uses road names provided by the Ministry of Transportation and Infrastructure.

Over the past few years, Planning Department staff have recorded building locations throughout the Regional District. This is done using a GPS device (Global Positioning System) which uses satellites to determine locations.

Mobile Home Parks

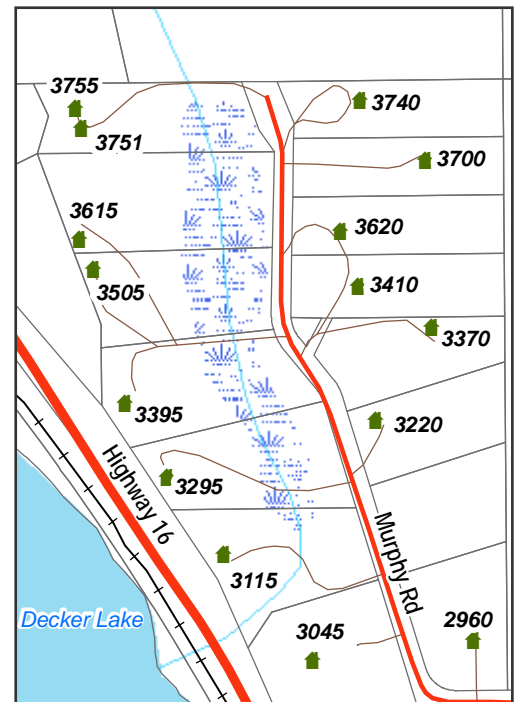
Civic addresses are assigned differently in mobile home parks. The mobile home park is given a main address and each pad will use that address and pad number as their address. This means that if the mobile home park address is 1234 Anything Rd and you live on pad 19, your address is 1234-19 Anything Rd.

Your civic address is unrelated to the provision of fire protection services.

How is a Civic Address Assigned?

Civic Addresses area assigned in two ways.

- 1) Properties within the building inspection area are assigned during the building permit process and are noted on the permit.
- 2) Properties outside the building inspection area are assigned upon request of the owner.



REQUESTING A NEW CIVIC ADDRESS

It is preferable if the location of the building and its access driveway are GPSed before a civic address is issued. However, many circumstances require that civic addresses be assigned before this can be accomplished. In order to issue a civic address from the office the following information is required:

Do you require:

A new civic address: _____

Verification of an existing civic address: _____

Please fill out as much of the following information as possible (some of this information can be found on your Tax Notice or Assessment)

Legal description of property: _____

PID: _____ OR Tax Roll Number: _____

Driveway off of (road name): _____

Location of access: _____ metres or _____ feet from (please check one):

Northeast corner of property _____ Northwest corner of property _____

Southeast corner of property _____ Southwest corner of property _____

(Supply a sketch of the property, showing the location of the access road, driveway and residence. Space is available on the last page of this brochure.)

Name of Owner(s): _____

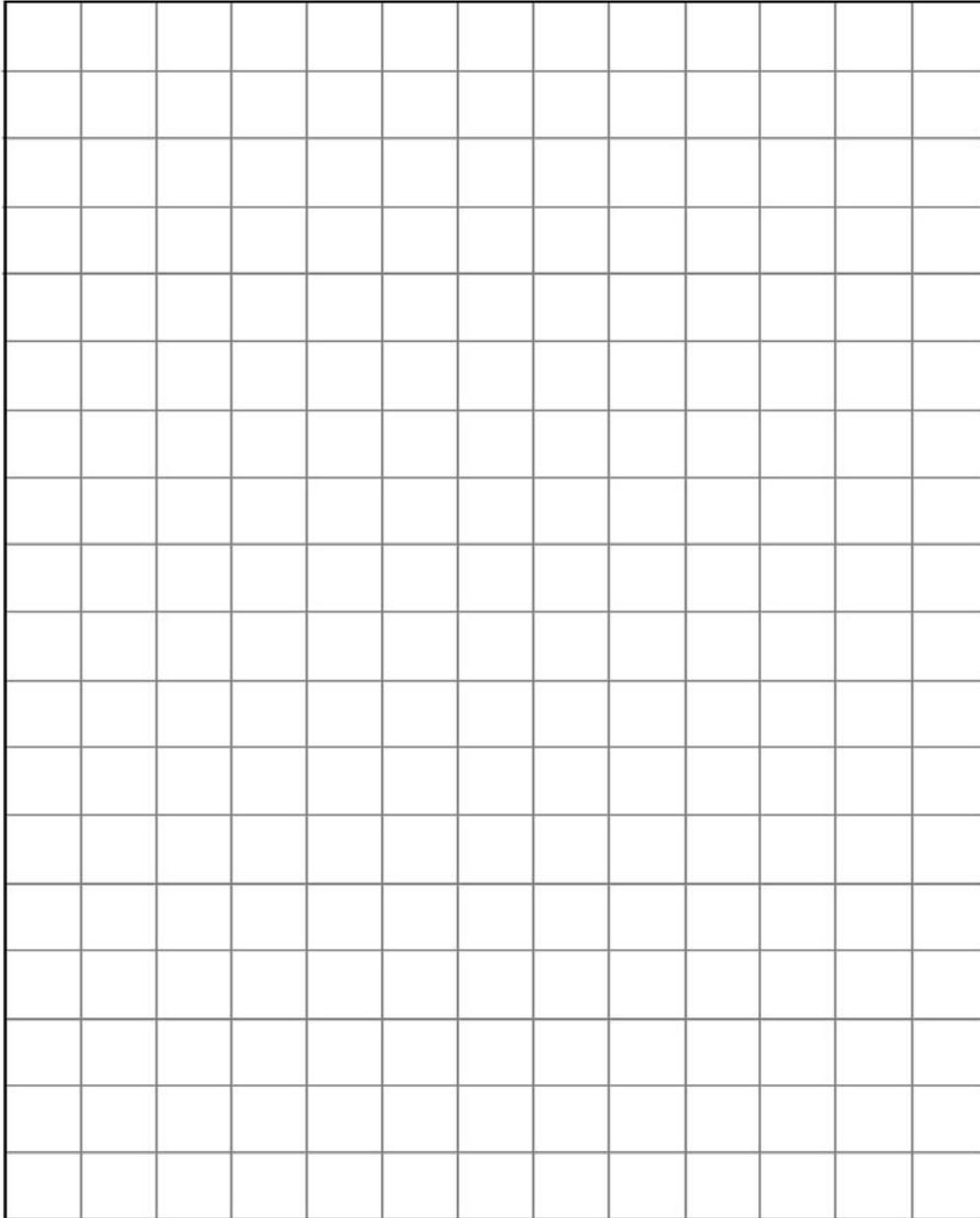
Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

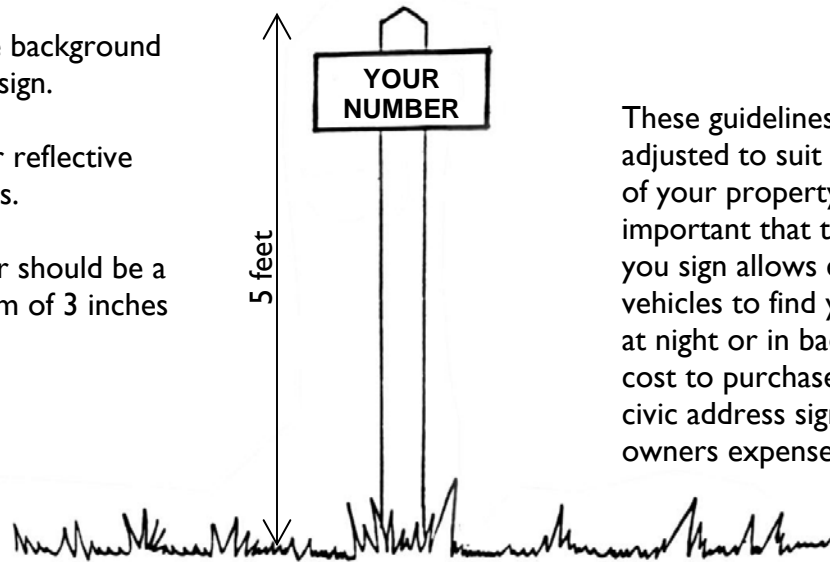
CIVIC ADDRESS REQUEST SITE PLAN

Please draw a map of your property below. Clearly indicate the dwelling locations and driveway

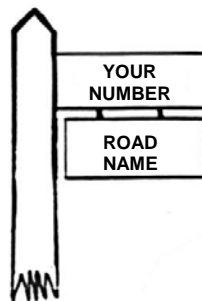
A large grid for drawing a site plan. The grid consists of 15 columns and 15 rows of squares, providing a space for the user to draw a map of their property, including dwelling locations and a driveway.

Sample Guidelines for Displaying a Civic Address

- A white background for the sign.
- Dark or reflective numbers.
- Number should be a minimum of 3 inches high.

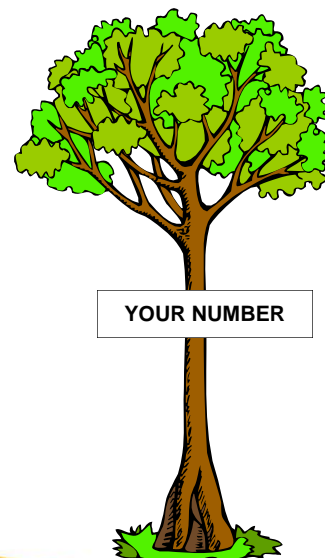
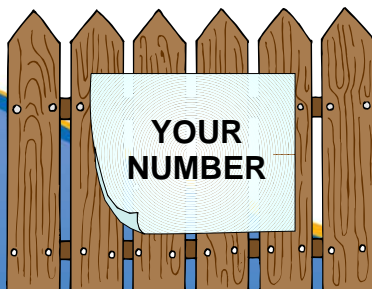


These guidelines should be adjusted to suit the conditions of your property. It is important that the location of you sign allows emergency vehicles to find your driveway at night or in bad weather. The cost to purchase and install the civic address sign is at the owners expense.



The road name could also be part of the sign.

Other examples of displaying a civic address:



Need More Information?

Come visit the Planning Department! We are located at the RDBN Office at 37 3rd Avenue, Burns Lake, BC. Call us at: (250) 692-3195 or toll free in BC 1-800-320-3339 Fax: (250) 692-3305

Visit our website at: www.rdbn.bc.ca