



# RDBN Civic Addressing

## What is the Civic Addressing Program?

Civic addressing is the process that assigns a unique number and road name to buildings in an area, with the goal of making it easier to locate a particular building or piece of land. There is no cost to obtain a civic address.

The purpose of your civic address is to provide an easy, visible reference for all emergency service vehicles. Additionally, you require a civic address for mail delivery, utility hook-ups, telephone, and other services.

It is a policy of the Regional District to assign a civic address to every principal-use building in the District. This includes residential, recreational, and commercial structures. If you need a civic address for your building or property, please contact the Planning Department of the Regional District.



### How house numbers are chosen

Properties or buildings are assigned numbers based on a 1 digit increase for every metre of road. This means that if your address is 1000 Colleymount Road and your neighbour's address is 1500 Colleymount Rd, your driveways are approximately 500 metres apart. The Regional District uses road names provided by the Ministry of Transportation and Infrastructure.

### Mobile Home Parks

Civic addresses are assigned differently in mobile home parks. The mobile home park is addressed normally, and the owner assigns numbers to each pad. Homes in the park use the main address followed by the pad number. This means that if the mobile home park address is 1685 Guest Road and you live on pad 19, your address is 1685-19 Guest Road.

### Civic Addresses are assigned in three ways.

- 1) As part of the building permit process
- 2) Upon owner request
- 3) At RDBN discretion

**To apply for an address please fill out the form on the next page and email to the Planning Department.**

### RDBN Planning Department

37 3rd Ave, PO Box 820  
Burns Lake, BC V0J 1E0  
planning@rdbn.bc.ca  
www.rdbn.bc.ca

Call us at: 250-692-3195  
Toll free 1-800-320-3339  
Fax 250-692-3305

# Application for Civic Address

In order to issue a civic address 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)

PID: \_\_\_\_\_ or

Legal description of property: \_\_\_\_\_

\_\_\_\_\_

Driveway off of (road name): \_\_\_\_\_

Location of driveway

Measurements in  Feet  Metres (please check one)

Distance from corner of the property \_\_\_\_\_ (please include which corner using compass directions ie. NW, NE, SW, SE)

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

Name of Owner(s): \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

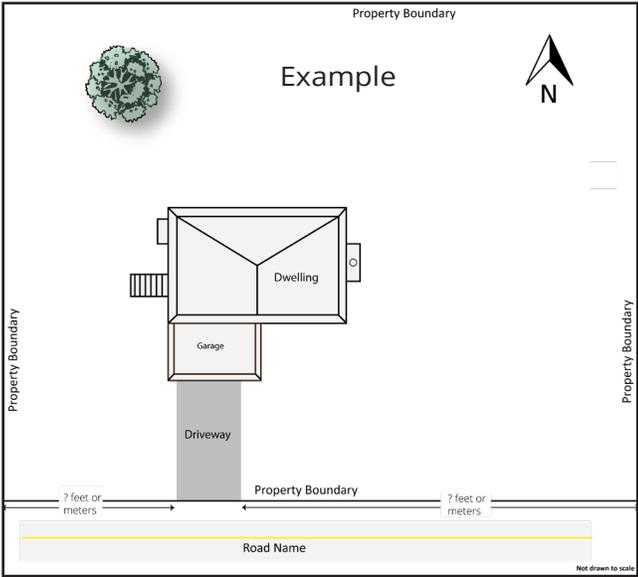
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



# Site Plan

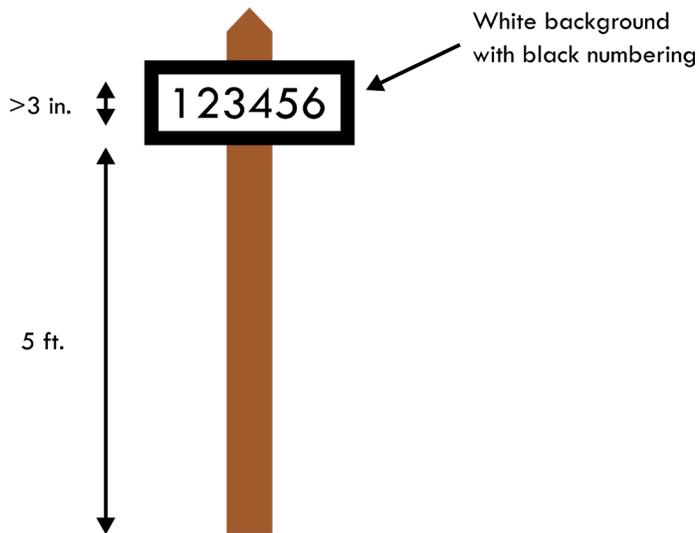


Please draw a map of your property below. Clearly indicate the dwelling location and driveway. Provide the distance from the corner of the driveway to the corner of the property.

A large empty rectangular box provided for the user to draw their own site plan.



# Displaying a Civic Address

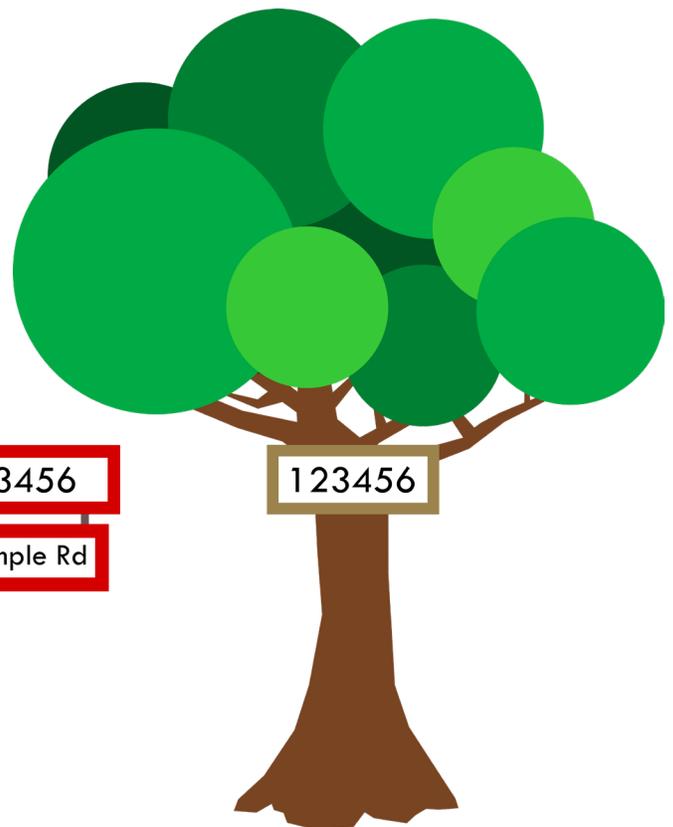
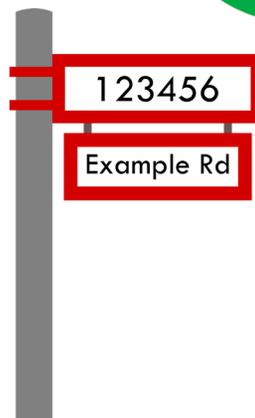
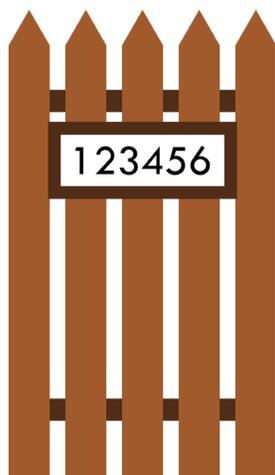


It is essential that the location and style of the sign allows emergency vehicles to find the driveway at night or in bad weather.

At least 5 ft off the ground.

Numbers at least 3 inches high.

Use black or reflective numbering on a high contrast background.



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