

COUNTY OF ST. PAUL #19

Policy Number

ADM-75

Title

Rural Addressing

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Date Approved

Policy

Authority: Tax Department

Title: Rural Addressing Policy

Policy Statement: A rural addressing system shall be established for the Entire County.

Purpose: To provide a clear and consistent framework of property Identification that will comply with the standards set by Alberta Municipal Affairs and enhance emergency response as well as delivery of services to residents.

Procedure:

1. All residential dwellings located within the municipality will have a rural addressing number assigned. When a new multi lot subdivision is approved the Municipality will assign lot numbers to each parcel, with a main access sign/signs. All residential dwellings located within the hamlets of Mallaig and Ashmont will have house numbers assigned and given to the owners to install in a clear and visible location.
2. All new residential dwellings or public facilities will have a rural addressing number assigned and the sign will be erected within a one year time period. However that does not preclude residents from erecting a temporary sign during construction.
3. All rural addressing signage will be ordered by the Tax Department and installed by the Public Works Department. Prior to any installations an Alberta One Call request must be completed.

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Procedure (cont):

4. The Public Works Department will acquire GPS locations and pictures of the signs and will submit them to the GIS personnel for updating.
5. The Tax Department will update the tax system and will forward all rural address numbers to Telus 911.
6. A record of the allocation of all Rural Addressing numbers shall be kept.
7. Residents will be responsible for notifying the County if their sign is damaged or lost. Replacement of the sign will be at the discretion of the County.

	Date
Approved by Council	
Amended	
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