

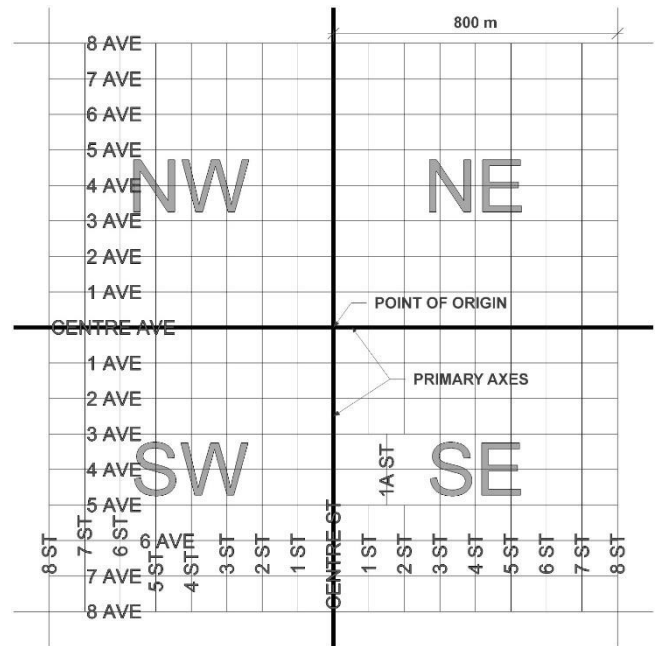
**General Rules and Guidelines**

The purpose of these general rules and guidelines is to provide for the orderly numbering of roadways, parcels of land, buildings, and units within buildings in hamlets and urban settlements. Most importantly, standardized addressing allows the location of persons in crisis to be quickly and accurately identified by response personnel such as police, fire and ambulance in emergencies involving a threat to life, health, property, or the safety of residents in the County of Minburn.

**Roadway Names**

**Numbering:**

- Roadway names are prepared and approved by the County based on an Avenue/Street grid system. Avenues run in a general east-west direction, and streets run in a general north-south direction.
- Roadway numbers increase sequentially away from a centre (or point of origin). Roadways along the primary axes are commonly given a name (i.e. Centre Ave, Main St, Railway Ave, etc.). Typically, when the central intersection of the community is, for example, located at 50 Avenue and 50 Street, it is located in the NW quadrant and no directions are indicated. When roadways cross one of the primary axes, it is important that N, E, S, and/or W directions are included for all names and addresses in the community.
- Roadway numbering is generally spaced approximately 100 metres apart (i.e., plan for 16 blocks each section/mile, or from one Range Road to the next). Where a roadway is located in between, it may be suffixed with a letter (i.e. 51A Street between 51 Street and 52 Street).
- This numbering scheme works ideally with traditional grid networks. However, special attention must be given to variations on the grid and curvilinear road patterns where numbering is still used. Where possible, avoid:
  - Allowing a road to deflect more than 45° from its primary north-south or east-west axis for a significant distance without changing from an avenue to a street, or vice versa.
  - Allowing a road to cross over the next number within the primary grid, without changing the number at an appropriate intersection. (i.e. 48 Ave runs on an angle to the primary grid, eventually crossing 49 Ave. At an appropriate intersection, the name should change to align to the appropriate reference number on the grid.)
  - Intersecting streets with streets and avenues with avenues. Where such cases cannot be avoided, special care must be given to parcel addressing.



**Naming:**

- Names may be assigned in lieu of numbering in the addressing of roads. This is particularly useful for long curvilinear or collector 'ring' roads within a neighbourhood.
- Unconventional naming of single roads or cul-de-sacs on a one-off basis should be avoided as much as possible, unless a common theme is applied consistently throughout a broader area.
- All named roads shall include a locational reference using the subdivision name, neighbourhood name, or other commonly known name, to the satisfaction of the County.

**Parcel Addressing:**

- The parcel address is based on what road the main entrance to the property is located on.
- Odd numbers are on the east and south side of roads. Even numbers are on the north and west side of roads.
- Parcel numbers increase in the same direction as roadway numbers depending on the quadrant
- Parcel addresses commence with the intersecting road to the south/east, and suffixed with two incremental numbers. Increments should be sufficiently spaced to accommodate potential subdivision of the parcel in the future.

**Example: 4601 44 STREET (NW)**

The access location is on 44 St.  
The intersecting road to the south is 46 Ave. The parcel is on the east (odd) side.

○ **Example: 4611 44 AVENUE (NW)**

The access location is on 44 Ave.  
The intersecting road to the east is 46 St. The parcel is on the south (odd) side. Additional increments provided for the wide parcels.

○ **Example: 4509 46 AVENUE (NW)**

The access location is 46 Ave.  
The intersecting road to the east is 45 St. Roadways suffixed with "A" don't affect sequential parcel numbering. The parcel is on the south (odd) side and in sequence with previous numbers.



- Special care must be given to cul-de-sacs and road networks which significantly deviate from the grid. It is of utmost importance to ensure addresses are not duplicated or result in a parcel being addressed out of sequence.
- If a subsequent subdivision results in addressing where there are no numbers available, letters may be appended to the address (i.e. 607A, 607B, etc.).
- Named ring roads are addressed in sequence as though their segments were numbered according to the grid; however, they may alternatively have an independent numbering system (i.e. 100 block, 200 block, etc.). In this case, numbers increase in a counter-clockwise direction. For this type of numbering, ensure the block addresses are planned for the entire ring road for sufficient number spacing between blocks and staging of development.
- There shall be only one address per parcel of land. (A parcel of land is land as described on a certificate of title, and for which it has a unique assessment roll number.) For multi-tenant parcels, use internal unit addressing numbers.

## Unit Addressing

Where internal numbering is required as part of an address, internal numbering shall adhere to the following to the extent it is possible, similar to rural subdivision addresses:

The internal number of a multi-tenant parcel shall be assigned in a clockwise manner commencing from the main entrance of the reference address to the parcel, building, or respective floor. These terms have the following meaning:

**Floor:** a level inside of a building which can be occupied. A mezzanine, or loft, is considered a separate floor. A landing, catwalk, or other similar minor level is not considered a separate floor.

- **Basement:** floors below the main floor typically located partially or fully below grade.
- **Main floor:** means the floor located closest to the ground and typically where the access to the building via the main entrance is located.
- **Upper floor(s):** floors above the main floor.

### Main Entrance:

- In reference to a parcel of land, is the primary or central access onto the property from the road where the parcel's address is referenced.
- In reference to a structure, is the primary access into the building.

**Multi-tenant parcel:** a building, or group of buildings, with multiple units, located on a single parcel of land; i.e. a building with leasable commercial spaces, apartment buildings, etc.

- Preference shall be given to the use of numbers over letters in unit addressing. Unit numbers are placed first in an address, i.e. 101-4510 50 AVENUE is unit #101 of the parcel's address.

The following general guidelines apply to unit addressing:

**One single-storey building:** can have simple unit numbers (1, 2, 3, etc.). This could also be applied to a multi-storey building where each unit has multiple floors and/or direct access (i.e. semi-detached and town houses). Special consideration should also be given to groups of similar buildings on separately numbered parcels – it may be practical to continue the unit numbers instead of restarting at 1 for each building in the group (i.e. if the first building ends with unit 4, start the next building at 5 instead of 1).

**Multi-storey building:** have unit numbers arranged as follows (see diagram below):

- Basement units: numbered B, and where there are multiple units, numbered sequentially, i.e. B101, B102, B103, etc.
- Main floor units: numbered sequentially, i.e. 101, 102, 103, etc.
- Upper floor units: numbered in accordance with main floor units except that the first number(s) are the respective floor number, i.e. 201, 202, 301, 302, etc.

**Groups of single-storey buildings:** have each building numbered similar to a floor, where each building is numbered in a clockwise manner and each unit numbered correspondingly (see diagram below).

**Groups of multi-storey buildings** (or very large buildings, such as shopping centres and malls): can identify each building or a zone within the building with a letter:

- i.e. unit# A101 would be in reference to the first building (or zone within a building) – building "A" – located clockwise from the main entrance and would be first unit on the main floor.

