

CIVIC ADDRESS SIGNAGE GUIDELINES

What is a civic address?

- Your civic address is the number and road name used to identify homes and businesses.

Why you need a civic address number sign?

- Enables emergency responders including fire, police and ambulance services to quickly locate you.
- Also useful for delivery services.

How do I get a civic address number?

- New buildings are assigned civic numbers by the Engineering Department
- If you have an existing home/business and don't know your civic number contact the Engineering Department at 541-4370, or visit the Town Hall office at 60 Pleasant Street

Guidelines for Displaying Your Civic Numbers

The owner of a lot on which a building is located is encouraged to post civic number signs on the building or lot in the following manner:

- Civic numbers shall face towards the public or private road upon which the lot or building is situated and addressed;
- Numbers shall be posted in a location which is not obstructed from view when viewed from the closest place on the traveled portion of the public or private road upon which the lot or building is situated and addressed, or from which it has access;
- Civic numbers shall be displayed in numeral form (e.g. 123), not written form;
- The numbers should be displayed between 4 to 7 feet above grade facing the traveled road;
- The colour of numbers should contrast with the background (e.g., blue and white, black and white, etc.) upon which they are displayed and be clearly visible in the day and evening;
- The numbers should not be blocked by ornaments, displays or vegetation;
- The numbers shall be a minimum of 4 inches (10 cm) in height;
- The numbers shall read horizontally; and
- Where there are two or more units at a single address, the number or letter representing the unit portion of a civic address shall be displayed next to the exterior door which provides access to such a unit.