

POLICY MANUAL	Policy No. 6-14
For Municipality of South Dundas	Effective Date: August 8, 2022
Subject: Civic Addressing of Undeveloped Lots	DEPARTMENT: All Departments

Policy:

The purpose of this Policy is to establish and regulate the civic addressing of undeveloped lots to assist first responders with locating properties during an emergency.

Property owners of agricultural lots shall refer to Policy No. 6-10 Emily 911 Farm Entrance Program.

Eligibility:

The Civic Addressing of Undeveloped Lots policy provides property owners of vacant land(s) within the Municipality with a voluntary opportunity to apply for a civic address that will allow first responders to better identify and respond to an emergency.

Submitting an Undeveloped Lot Civic Address Application:

All applicants requesting a civic address sign for their undeveloped lot shall complete and submit an Undeveloped Lot Civic Address Application (attached) and Acknowledgement form (attached) to the Municipality of South Dundas. All applications shall be accompanied with the associated fee payable to the Municipality of South Dundas in the amount outlined in the most current Fees and Charges By-law. The applicant shall be the property owner or must otherwise include a letter from the property owner designating the applicant as the property owner's agent.

Undeveloped Lot Civic Address Application Review

The Director of Transportation shall review the application form and will determine the appropriate location for the requested sign. The Director will issue a civic number for the property using the roads odd/even configuration. The same civic address number shall not be used at more than one access location on the same property. Civic address signs will reflect the current design standard used by the Municipality.

Process

After the application has been reviewed and approved, the Director shall issue a sign with the corresponding civic address and install the sign and post. Administration shall notify Stormont, Dundas and Glengarry United Counties GIS and Mapping Services Department with the location and civic address number.

Limitations

The civic address sign for an undeveloped lot shall only be used to better identify vacant properties for first responders and shall not be used as a mailing address or for the collection of residential waste. Obtaining a civic address sign for an undeveloped lot does not guarantee that access is adequate for emergency vehicles and where access is not adequate, emergency vehicles may not be able to enter the property. The owner is responsible to ensure the sign is in good working condition and is clearly visible from both directions of the travelled portion of the road. Should the sign be damaged, knocked down, or removed, the owner is required to contact Administration for a replacement. The assignment of a civic address for an undeveloped lot does not permit further use of, or development of, the property without appropriate application and approval.