
TOWN OF INUVIK

Civic Address Standards and Guidelines



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1.0 Civic Addressing Policy

1.1 Background

- (1) Commonly known as a **street address**, a **9-1-1 address**, or a **civic address**, this designation is composed of individual parts that combine to uniquely and accurately describe a specific location within the Town of Inuvik. Although frequently referenced for mail, utilities serviced, etc, civic addressing is primarily in place to aid emergency services locate properties.
- (2) At present, the Town of Inuvik does not possess any civic addresses beyond 250 Airport Road (intersection of Tower Road and Airport Road) and 171 Navy Road (North of Muskrat Road and Navy Road intersection). The Town has received numerous calls from the Airport Authority and the Federal Government regarding the assigning of street names and civic numbers beyond 250 Airport Road. Although the town had a policy in place regarding the assigning of street names such a policy no longer exist today.

1.2 What is a Civic Address?

- (1) A civic address is a unique identification system using consistent method to address and locate buildings. It consists of the following;
 - I. Civic Number;
 - II. Street name and street type (i.e. Street, Road, Avenue) and
 - III. Community Name

Example: 1400 | Airport Road | Inuvik



- (2) All roadways are divided into intervals and civic numbers are assigned depending on where the driveway intersects the road. This system allows room for future development.

1.3 Why is a Civic Addressing policy important?

- (1) The aim is to have a consistent civic addressing system throughout the town, that incorporates the current numbering system while presenting a formula for assigning future addresses. The new policy will provide direction to staff as to how civic addressing will be done throughout the town's municipal boundary, including the assigning and maintaining civic numbers, appropriate civic number signs installed, administering and maintaining road names, and ensuring that appropriate road signs are installed. Newly constructed roads like the Inuvik-Tuk Highway and the satellite access road at the Inuvik Satellite Station Facility or subdivision development in the future will be assigned civic addresses in a consistent manner. It is important to note that this new policy, once adopted, **would not require current residents to change their current civic address number.**
- (2) By updating and implementing a civic addressing policy the Town of Inuvik can advance and precede the **future requirements for the Northwest Territories 9-1-1 system**. Previous studies and reports about 9-1-1 in the Northwest Territories have outlined in detail, the necessity for civic addressing to be completed before Territory wide 9-1-1 system can be implemented. Furthermore, as outlined in the studies the lack of civic addressing adds to the complexity of implementing 9-1-1 in the Northwest Territories and forces local emergency responders to cope with the lack of addressing.

"A properly maintained civic addressing system is necessary for the proper operation of the 9-1-1 system."

1.4 Objective of the Civic Addressing System

- (1) The objective of civic addressing policy is to standardize the procedure for establishing new civic address of property along highways, newly constructed roads, erecting property numbering signs or affixing numbers to a building and accepting new road names in the Town of Inuvik.
- (2) Provide a simple yet logical system for identifying location of a property, a person or a structure that is understandable by all user groups.
- (3) Facilitate the future development of Territory wide 9-1-1 public emergency reporting service
- (4) Provide efficient emergency services to the public
- (5) Provide direction for assigning new street names
- (6) This Policy will ensure that suitable records are kept and appropriate agencies are notified regarding new addresses, etc.

2.0 Property Numbering Guidelines

- (1) The proposed civic addressing policy takes into account already established civic addresses used in the town proper and merely puts forth guidance and direction for assigning new civic addresses to unassigned locations, future roads and development. These guidelines have been provided for a variety of situations that may be encountered in assigning new addresses. It is imperative that while the following guidelines are presented they should only be followed to the extent that they make sense in a particular or specific situation. Where the situation in the field deviates from the guidelines, the civic addresses should be assigned based on common sense and accumulated experience.

2.1 General Guidelines

- (1) Even numbers shall be allotted for the North and East sides of the street. Odd numbers shall be allotted for the South and West sides of the street (see Figure 01). It is extremely important that before assigning any numbers the north-south or east-west axis are first identified. Existing streets that have existing addressing schemes which have been developed in a logical and coherent fashion, will maintain their current address.

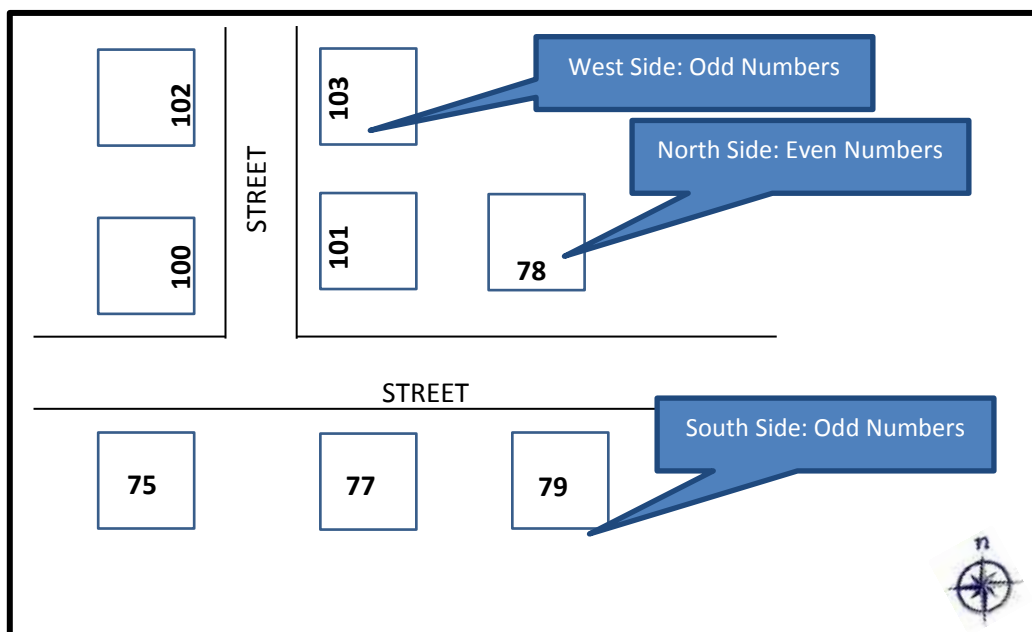


Figure 1: General Guidelines

2.2 Interval Method

- (1) The frontage interval method is used to determine civic numbers. The frontage interval is 5 metres (16.5 feet), which means that a different property address number is available (but not necessarily used) every 5 metres along a road. Should the road adjoin to a Territorial road or highway, the frontage interval will follow the Territorial standards. If no standard is in place, a number shall be assigned every 10 meters (32.8 feet) along such a road.

Recommended

- 5m intervals for built up areas
 - 5m intervals can be used for subdivision plans and or site plans
 - 10m intervals for non-built up areas
- (2) Two civic numbers are available for every unit of frontage: one number for each side of the road in accordance with the even/odd convention for that road.

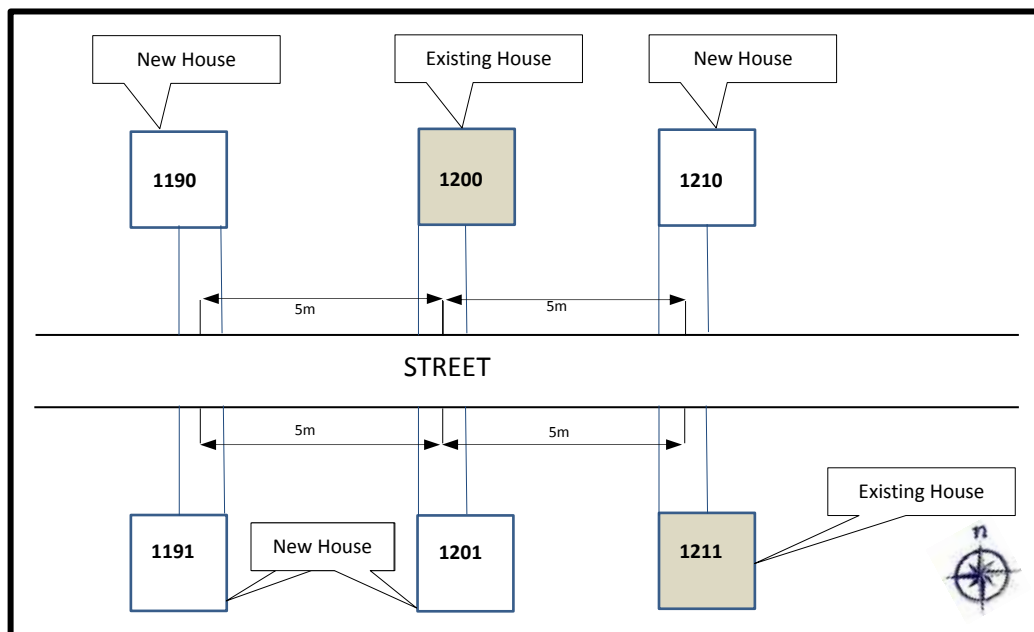


Figure 2: Interval Methods

2.3 Measuring Points

- (1) Civic numbering starting points are in accordance with the road direction established by the Town of Inuvik. The centre of the driveway is used as the measuring point for civic numbers assigned to individual properties unless there are exceptional circumstances. For comprehensive development through the plan of subdivision process, adjacent numbering patterns, the layout of new lots and street, and/or the assigning of numbers at the time of registration before driveways are built (see Section 3) may require a more arbitrary application of the frontage interval method. In these cases, the goals will be to provide balance, logic and flexibility in the assigned number scheme.

2.4 Boundary Roads

- (1) At municipal boundary lines, the Town shall continue sequentially with the civic numbers generated by the adjoining territorial road or highway.

2.5 Multiple Dwellings

- (1) In general, up to two separate dwellings can be identified by unit numbers at the same address (e.g., 135 Stan Road Unit A; 135 Stan Road Unit B).
- (2) An apartment buildings or a multiple attached dwelling (e.g., building composed of townhouse units) on one apparent block of land with a common access is given one property identification number and the units are assigned unit numbers. A unit number is skipped if such unit number would repeat the property identification number.
- (3) On-street housing projects (e.g., semi-detached or townhouse dwellings), which have direct access to the street for each unit, will be assigned a separate property identification number for each unit.

2.6 Mobile Home Parks

- (1) Mobile home parks may be addressed with road names for their internal roads and a separate civic number for each mobile home.
- (2) Alternatively, the mobile home park may be assigned one civic number with each mobile home given a unit number provided there are intersection signs on internal roads to show the ranges of unit numbers.

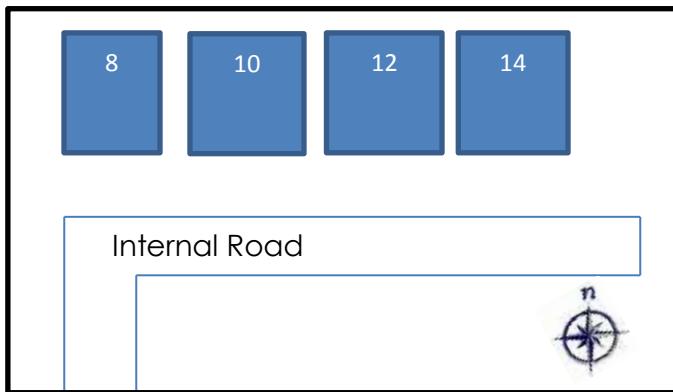


Figure 3: Separate Civic Address for each unit

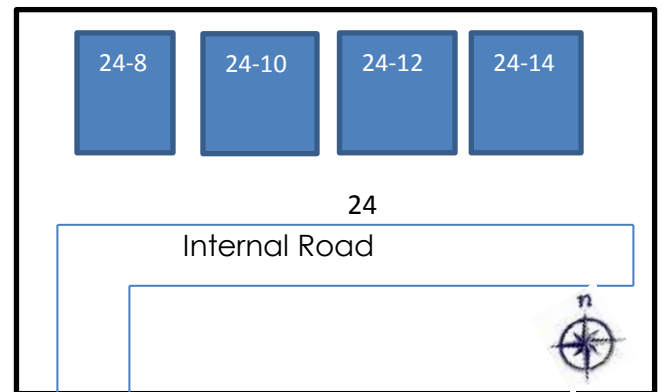


Figure 4: One Civic Number with different units

2.7 Tourist Trailer Parks, Campgrounds

- (1) A Tourist trailer park or recreational vehicle park or campground will be assigned one property identification number and the individual units or sites will be identified by their unit or site numbers.

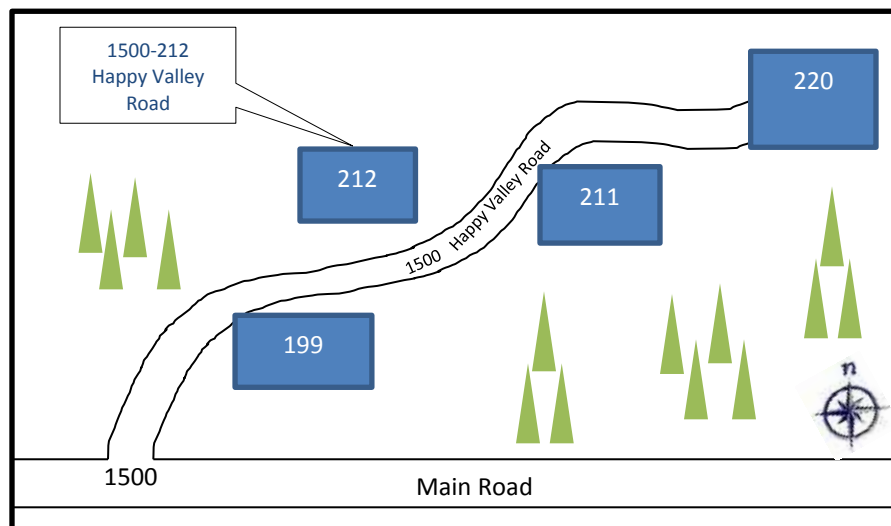


Figure 5: Campground/Tourist Trailer Park: One Civic Number with different units

2.8 Multiple Commercial/Industrial

- (1) A multiple unit commercial/industrial building, such as a shopping plaza, on one apparent block of land with a common access is given one civic number identification number and the units are assigned individual unit numbers. A unit

number is skipped if such unit number would repeat the property identification number. Units in a multi-storey commercial/industrial building should generally be assigned unit numbers in accordance with section 2.5 (multiple dwellings).

2.9 Corner Lots

- (1) Corner lots shall be allocated a civic number on the road which provides the main access to the property.

2.10 Continuity of Numbering

- (1) Address numbers will continue consecutively along the full length of a road, even if it crosses a municipality boundary. In general, where there is a jog in a road or two roads with sections in common, numbering is consecutive on the higher order road.

2.11 Coordination with Existing Numbering in Built Up Areas of Town

- (1) Established numbering/addressing systems within built-up areas will remain and be utilized, so long as they have sequential numbering with odd and even numbers on opposite sides of the street and they can be worked into the surrounding pattern of numbers

2.12 Culs-de-Sac

- (1) Normally, new culs-de-sac are to be assigned civic numbers with even numbers on the north and west side and odd numbers on the south and east side, beginning at the intersection. The midpoint of the bulb is used to define the split between even and odd numbers.

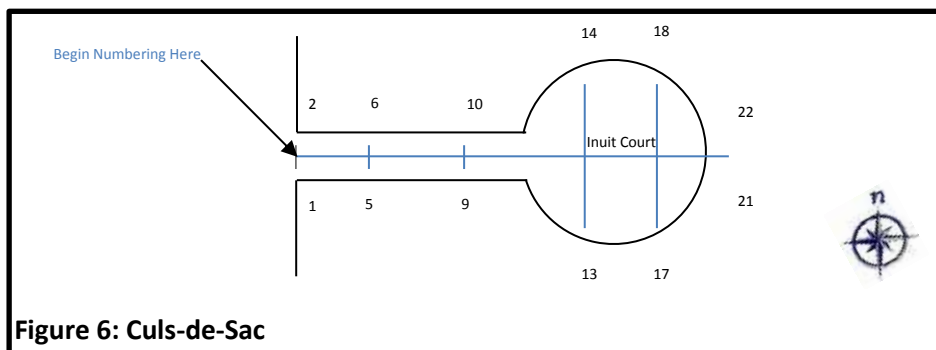


Figure 6: Culs-de-Sac

2.13 Dead End Road Way

- (1) Dead End Roadways, Courts and Cul-de-Sacs are all essentially treated the same. Odd and even numbers begin at the intersection point with the main roadway and proceed toward the end of the roadway. Appropriate frontage increments are utilized to allow a sufficient number of civic addresses along the roadway.
- (2) In the example presented in Figure 7, James Road has been civic addressed away from the intersection with Airport Road. As per the civic address standards, the even numbers are placed on the north and west side and odd numbers on the south and east side. Based on the measured distance of 560 metres for James Road the calculated civic address ranges for the end of the road are 55 and 56 respectively.

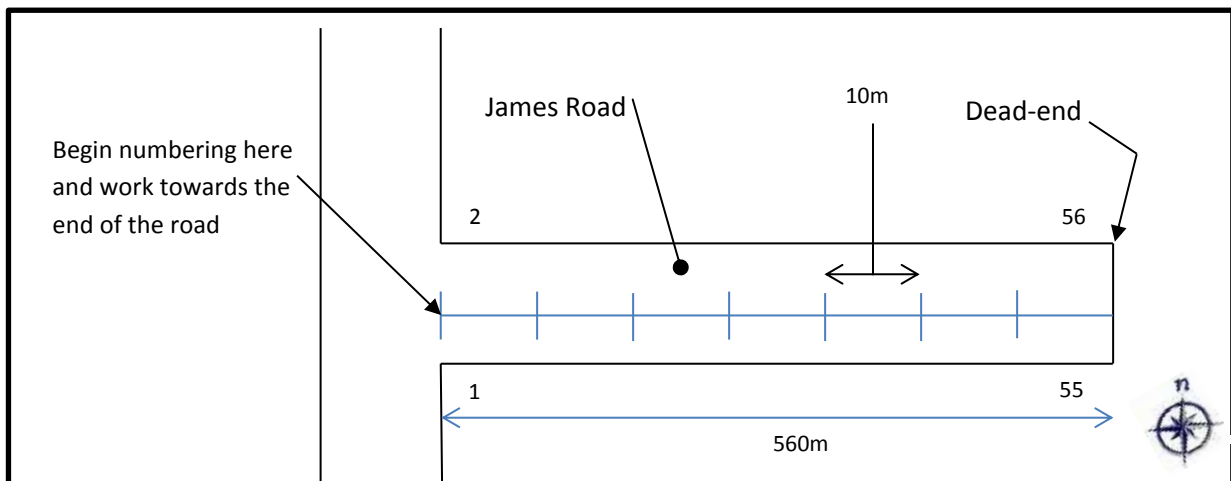


Figure 7: Dead End Road Way

2.14 Crescents

- (1) A Crescent is a road which loops away from a second road and forms a second intersection with that same road. The beginning of civic address numbers for the crescent starts from the lower civic address numbers on the intersecting road. When assigning civic address numbers, the outside of the crescents' curve should be numbered first as the frontages are larger and then the inside of the curve should be numbered to match these numbers.
- (2) In the example presented in Figure 8, the Western most intersection of Mackenzie Road and Redstar Crescent, point A, is chosen as the start point since the civic numbers along Mackenzie Road are lower at this intersection point.

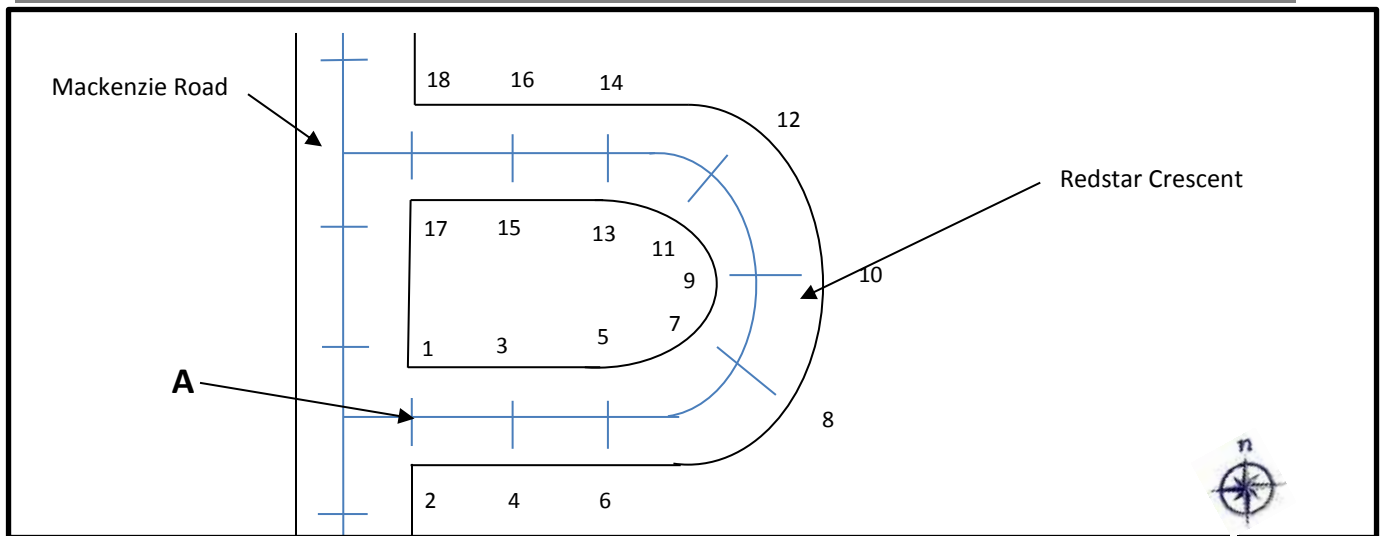


Figure 8: Crescent

2.15 Meandering Roads

- (1) A meandering road is defined as a road that changes direction and intersects frequently with other roads. As a result these roads present some difficulty when assigning consistent civic address numbers.
- (2) In the example depicted in Figure 9, Harley Street is a meandering road that intersects with several other roadways. Civic addressing along Harley Street begins to the East of point A and progresses sequentially and continuously to point B and beyond. The continuity of civic addressing has been maintained along Harley Street even though it has intersected several other roads.

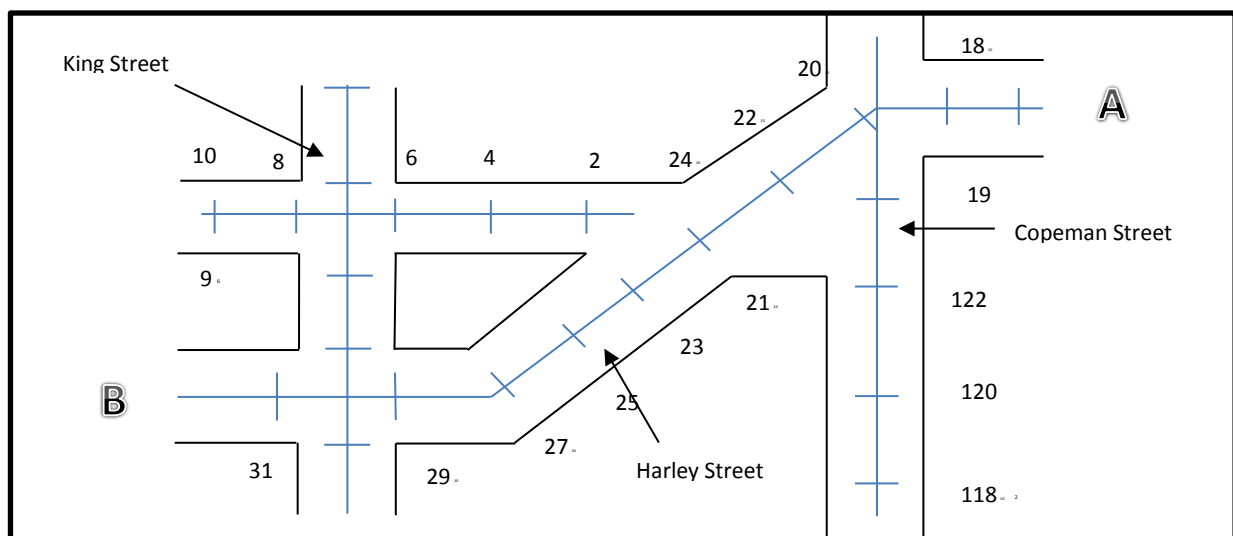


Figure 9: Meandering Road

2.16 Private Roads

- (1) Multiple dwellings or approved building lots that exist on a private right of way are considered to be the same as a residential property and each will require a unique civic address.
- (2) Street names must be assigned and will require verification that they are unique.
- (3) When three or more house/structures exist along this driveway, it is considered a road and should be assigned a unique name.
- (4) The policies described herein shall apply to lots/development on private roads.

3.0 Determining New Civic Numbers

3.1 General

- (1) The new civic numbers will be determined using a nearby known civic address as a reference point. In instances where a civic address is not known a road hierarchy approach will be utilized. The road hierarchy or order of importance of roadway types within the municipal boundary of the Town of Inuvik can be outlined as follows: arterial routes, collector routes, local routes and private roads.
- (2) In the example represented in Figure 10, area A is an existing correctly civic addressed area which meets the standards, and area B requires civic addressing. The start point to begin civic numbering area B should be the ending civic number of area A. Thus, the beginning civic number for area B will be the next number in the sequence for area A.

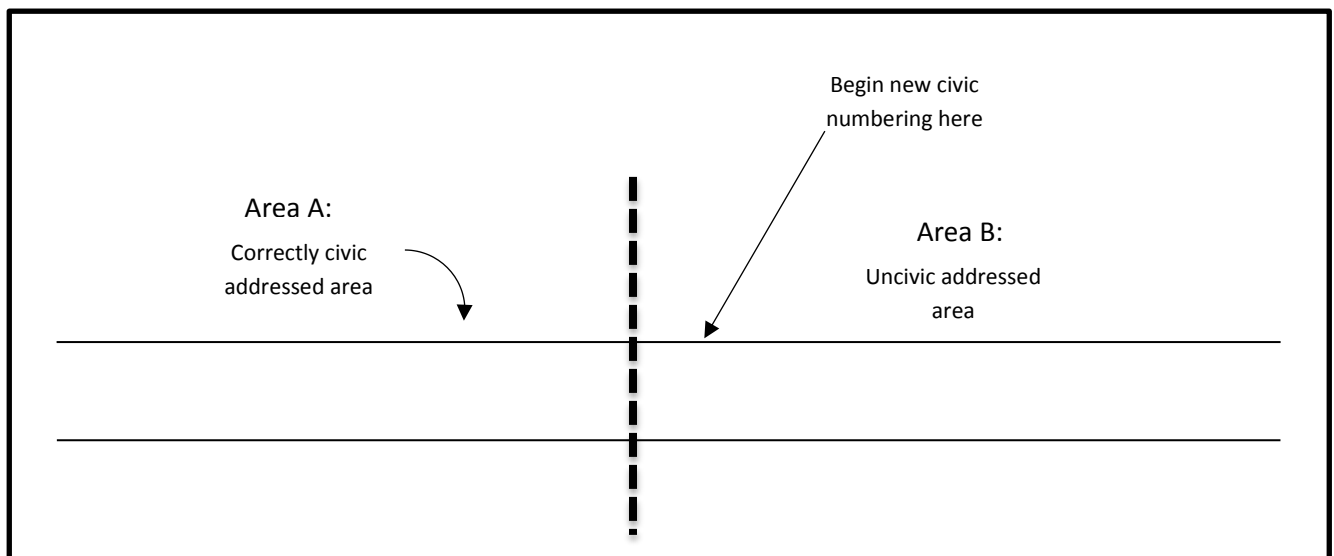


Figure 10: Last Know Civic Address

3.2 Checking

- (1) Any new civic numbers should be checked against the civic addressing maps to ensure that the number falls within the ranges identified at the nearest intersections of the subject road.
- (2) Also, new numbers can be checked against a newly created Civic Addressing Number Database to ensure that new number is logical.

3.3 Civic Address Point

- (1) The civic address point is considered the point on a property at which the civic address is calculated utilizing the specified address interval method (e.g. 10 metres).
- (2) The civic address point will normally be established based upon the location of the driveway leading to the building to be civic addressed. In situations where the driveway cannot be used, the civic address point will be the front door of the building.

3.4 Starting point for Addressing

The first civic number on a street can be calculated using several methods and are listed in the following section.

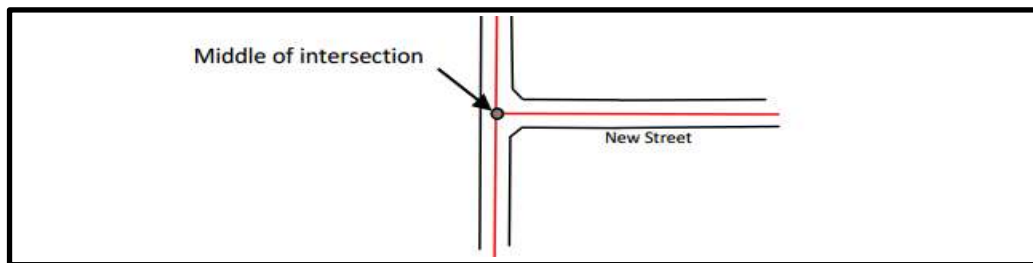


Figure 11: Commence measurement from the middle of the intersection

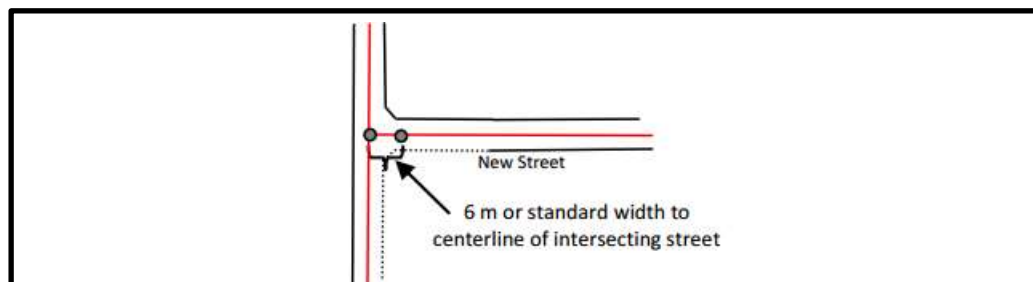


Figure 12: Commence measurement from the curb and adding six metres, or the standard width to the centreline of the intersecting street.

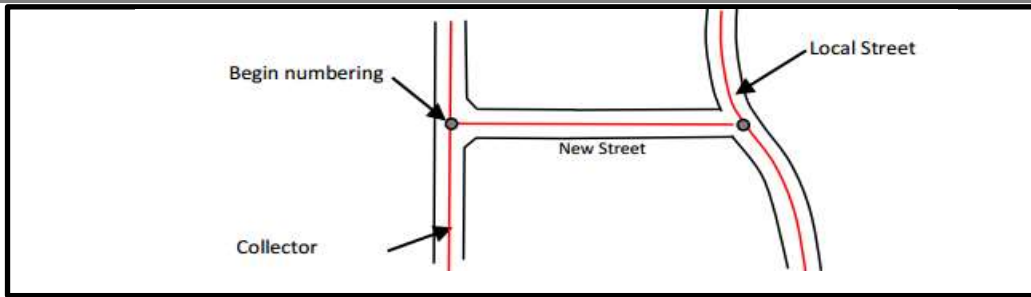


Figure 13: A street that spans from a minor collector to a local street would be numbered beginning at the end connected to the minor collector.

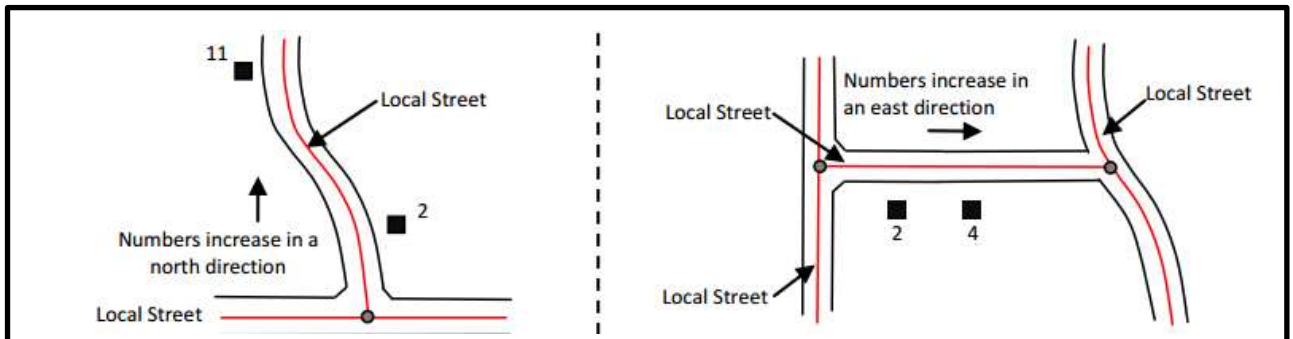


Figure 14: For connecting streets that have an equal priority, numbers increase progressing in a north and or east direction.

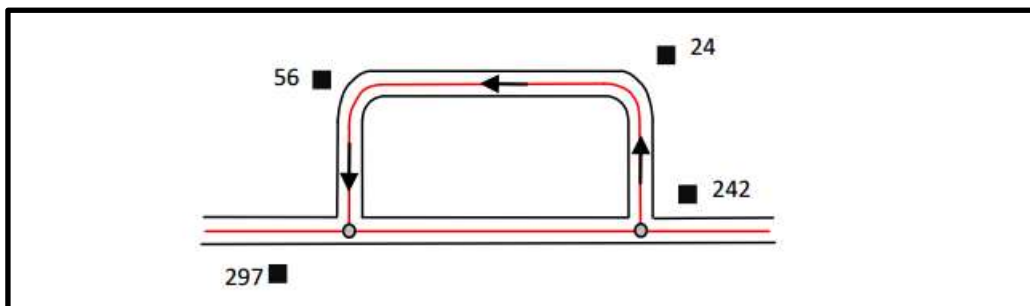


Figure 15: A crescent is numbered from the end with the lower civic numbers for the source street.

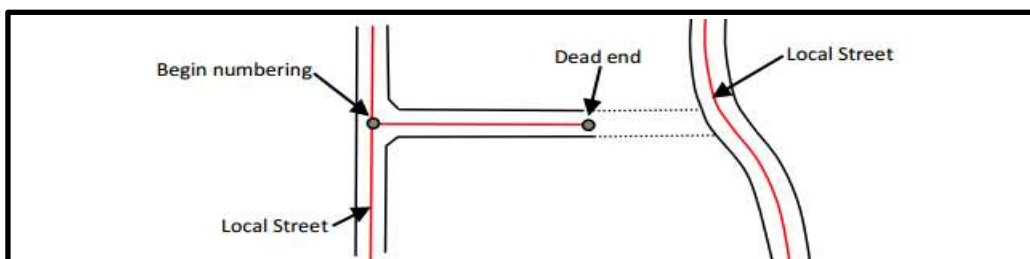


Figure 16: A dead-end street are always numbered from the accessible end of the street. If there are future plans to connect the street through to another street, this may be taken into consideration.

3.5 Formula

- (1) The civic addressing system produced by the Town of Inuvik Planning and Development Department was developed using a formula based on the frontage interval method described in Sections 2.1 and 2.2.
- (2) Every measurement that was taken along a road was converted to a frontage interval by dropping the last digit (e.g., 432 becomes 43). This frontage interval number was then multiplied by two to ensure consistent calculations and available numbers for both sides of the road. The resulting number was increased by one, for a property on the odd side, or by two, for a property on the even side of the road (ensures that property identification numbers “1” and “2” are reserved for the beginning of the road).
- (3) In some cases, the property identification numbers for a road were then increased by a large factor, such as 500 or 1000, to avoid duplicating other addresses in the Town. With the Town’s 5 metre frontage interval civic addressing system in place, property identification numbers for new development can be calculated by measuring accurately from the driveway centre point for properties with known identification numbers. The known number may be found on the property number sign or on an intersection sign (measure from centre of intersection). See Figure 17 and 18 for a diagram of how to calculate a new property identification number in this fashion. **Where a property identification number is not available (e.g., new road) or convenient (e.g., large distance away), the Municipality should be requested to use its fifth wheel measuring device.**

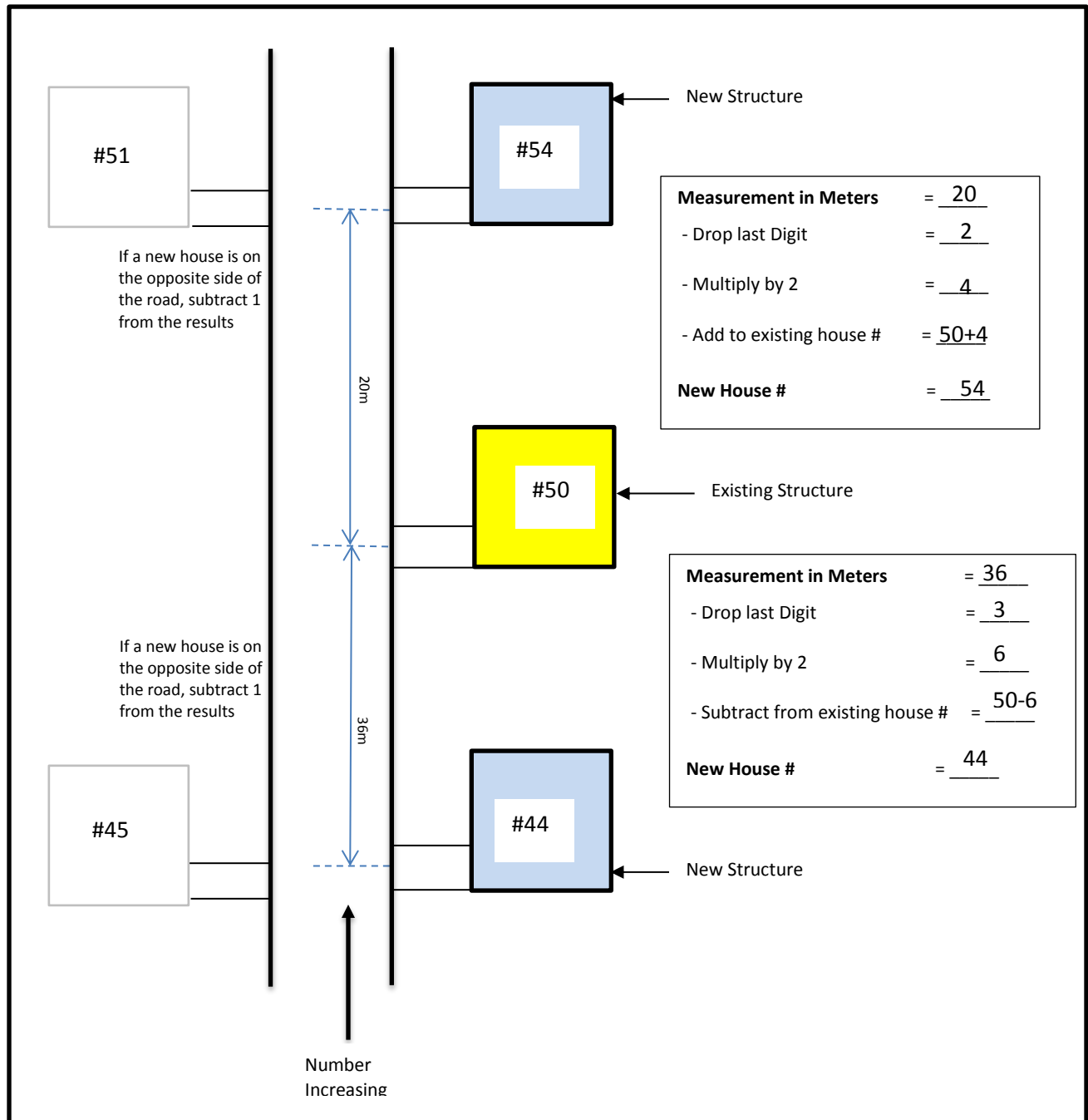


Figure 17: Know Property Identification Number is an EVEN number



3.6 Changing and Reassigning of Civic Numbers

- (1) Town Staff responsible for assigning new civic numbers may change or reassign civic numbers where necessary to avoid potentially confusing numbering irregularities and also ensure there is adequate supply of civic numbers for existing and future development in the Town of Inuvik. Affected landowners shall be notified in writing.
- (2) The Town of Inuvik Shall not be liable for any cost or damage whatsoever that may be incurred by a property owner due to the reassignment of their civic number

4.0 Issuing New Property Numbers

- (1) Civic Numbers for existing vacant lots and new lots created by consent (severance) shall be issued when the owner or contractor submits a request for a development permit with the town.
- (2) Civic numbers for new lots in plans of subdivision should be assigned forthwith after the plan has been registered with the Land Officer in order that numbering can be posted during preliminary development. The approval to assign the civic numbers shall be in consultation with the planning and development department/Land Officer.
- (3) The installation of signage is the responsibility of the owner/developer at their expense and must meet the standards outlined within this policy
- (4) Any costs related to the purchase of the property civic number plate, post (if required) and materials, and the cost of the installation is the responsibility of the property owner / developer.

4.1 GUIDELINES FOR POSTING PROPERTY NUMBERS

- (1) Applies where the main building to which the property number applies is within 30 feet of the edge of the road surface.**
 - (a) Where the main building to which the property number applies is within 30 feet of the edge of the road surface, and is clearly visible from the road, the number shall be placed on the main building.
 - (b) The property number shall be displayed on the right hand side of the door at a height not less than 4 feet and not greater than 6 feet above the door threshold. The property number shall not be displayed on the door.
 - (c) Where the door does not face the road or street to which the civic address applies, the property number shall be displayed on the right-hand side of the wall facing the travelled road at 5 to 7 feet above grade. 6.1.4 The numbers shall be a minimum of 4 inches in height and shall face towards and be clearly visible from the road or street to which the civic address applies.

- (d) Property numbers shall be of white, engineering grade, reflectorized "3M Scotchlite or equivalent" on a green, engineering grade, reflectorized "3M Scotchlite or equivalent" background. 6.1.6 Property numbers shall read horizontally.
- (e) The property number shall be displayed in numeral form (eg. 116) and not in written form (eg. one hundred and sixteen).
- (f) Where there are two units or more 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. The property number shall be displayed as per 4.1 (1) (a)

(2) Applies where the main building to which the civic number applies is not within 15.2 metres (50 feet) of the edge of the road surface.

- (a) Where the main building is not within 15.2 metres (50 feet) of the edge of the road surface, the civic number shall be displayed on a post located beside the driveway at the road or street to which the civic address applies.
- (b) The first priority for sign post placement will be clear visibility from the travelled portion of the road. Secondly, the post should be as far back as possible from the travelled portion of the road so as to minimize vandalism while maintaining clear visibility.
- (c) The civic number shall be displayed on a post approximately 1.7 metres (5.5 feet) above grade but in no case less than 1.2 metres (4 feet) above grade.

(3) Other guidelines for civic number sign installations

- (a) The posting of civic number signs in any future development shall comply with these performance standards. Existing property owners are encouraged to convert their signage to these standards.
- (b) Where the above performance standards cannot be met, the location of the civic number sign shall be decided upon through consultation with town staff.
- (c) The civic number sign and post shall be maintained by the property owner.

- (d) Vegetation shall be maintained, i.e. pruned or spaced, to allow the civic number sign to be seen from vehicles travelling on the road which is used to access the property.
- (e) There shall be no duplication of civic number signs.

5.0 Road Naming Guidelines

5.1 Road Name Registry

- (1) The Town of Inuvik shall establish a Road name registry containing both present and possible future names. The Town staff member responsible for implementing the Civic Addressing policy shall be responsible for maintaining a sufficient supply of road names in the Town of Inuvik Road Name Registry, according to the guidelines outlined within this policy.
- (2) Whenever possible, the naming of the roads in the Town of Inuvik will be determined by reference to:
 - (a) the surnames of local pioneer families in the community who have contributed greatly to the Town of Inuvik
 - (b) the names of prominent former residents who contributed through community involvement / athletic / business acumen;
 - (c) the names of local servicemen who made the ultimate sacrifice;
 - (d) any prominent geographic or other natural feature which makes a site unique or identifiable; or
 - (e) a historic name which once identified the location
- (3) Developers or community members requesting to have a street named with reference to the above mentioned are responsible for conducting the research necessary to establish an appropriate name for proposed roads and subdivisions.
- (4) Once a name has been selected, it will then be circulated to the town staff member responsible for assigning civic addresses for review. The public works committee will then be responsible for recommending the names to council for approval.

5.2 Road Name Guidelines

- (1) When new road names are assigned or accepted they must not duplicate a name within the Town.
- (2) Where a new road is a continuation of an existing road, the new road will be given the same name as the existing road.

- (3) It is necessary to ensure that there will be no confusion with regard to locating a property; therefore, a new name should not be overly difficult to pronounce, easy to spell, must be in good taste, or sound the same as another road name in the Town of Inuvik (such as Smith, Smyth, Smythe and Smith's).
- (4) Consideration must be given to the long-standing local usage of the name by the local public
- (5) Qualifying words must be avoided but may be accepted in cases where the qualifier has been applied in an official context (ie. Tundra Gazetteer). For example: upper, lower, new, old, etc.
- (6) Names submitted with special characters (ie. hyphen, genitive apostrophe, etc) will be accepted only if the special characters are found in a subset of the extended ASCII character set. This subset does not include stylized symbols such as #, %, etc.
- (7) Road names, including road type, must have no more than 35 characters (including special characters and spaces)
- (8) No formal titles of distinction will be associated with the personal name ie. Captain, Major, Reverend, etc.
- (9) Company or commercial product names, as well as names associated with copyright or trademarks must be avoided.
- (10) A personal name (a combination of given name and surname) must not be applied to a road unless such application is in the public interest. The person commemorated must have contributed significantly to the area where the road is located. The adoption of a personal name during the lifetime of the person concerned must only be made in exceptional circumstances. Ownership of land must not in itself be grounds for the application of the owner's name to the road. In fact, ownership of the land must not confer upon the owner the right to name the road without consultation with the other resident(s).
- (11) If the road is named after a geographic feature, the name must reflect the official name
- (12) No road name signs shall be posted displaying any road name other than the official street names maintained in the Town of Inuvik Road Name Registry

- (13) The road type must be chosen from the standard list of prefixes and suffixes as outlined in section six (6) of this policy. All names must have an associated road type

5.3 Subdivisions

- (1) The developer may submit names for all new subdivision streets to the Town for the approval of Council. Final Decision for the naming of roads in the new subdivision shall be at the sole discretion of Council with recommendation from the Public Works committee. All names must meet the criteria set out in section 5.2

5.4 Private Road

- (1) The owner of a private road must submit a request to Town for the approval of Council to have the road name assigned. All names must meet the criteria set out in section 5.2. A proposed road name will be cleared through the Town's registry of road names prior to being accepted by the Town's Council.
- (2) Where a private road within the boundary of the Town is owned by the territorial or federal government, they will have full discretion in assigning names as long as those names are in lined with our civic addressing policy. The selected name will be submitted to the staff member responsible for civic addressing policy. The public works committee will then provide recommendation before proceeding to council for final approval.

5.5 Road Renaming

- (1) Renaming a road should be avoided, whenever possible
- (2) From time to time Council may direct that a road be renamed. The new road name must meet the road naming approval criteria outlined in section 5.2
- (3) Property Owners directly affected by the road name change would be notified and a deadline would be given for written comments in favour or against the proposal
- (4) The granting of a road name change would only occur if there was unanimous support for such a change. Unanimous would be defined as not receiving any

negative written comments regarding the proposed name changes following the direct notification.

- (5) Following the direct notification process the renaming of the streets shall be that the proposed name change would be advertised for two weeks in the local newspaper, on the town's website and social media platforms
- (6) The Town Staff member responsible for Civic Addressing, through approval from council may, by written notice to affected owners, rename a road when a duplication of the name exists within the Town or when renaming would provide a general improvement to the Town's administration of essential services and is in the public's interest .

5.6 Rejection

- (1) If the proposed road name information provided is inaccurate, incomplete or does not agree with the guidelines, the submission will be rejected. If a submission is rejected, the rationale will be communicated to individual, organization or developer submitting the request.

5.7 Posting Road Names

- (1) Identification of Territorial or municipally owned road is the responsibility of the respective jurisdiction
- (2) The owners of a private road shall ensure that a road name sign is erected according to the specifications listed below
- (3) Road name signs shall be mounted on separate poles from regulatory signs, whenever possible, and be located at all intersections in a manner approved by the Public Works
- (4) Road name sign plates shall be extruded aluminum blades with heat activated application of engineering grade reflective vinyl to the plate. Lettering shall be reflective white. Lettering should be on both sides of the sign where applicable.
- (5) Lettering shall be done by the application of die cut letters, or by the heat-fixed screening process, subject to the approval of the Public Works Director. Lettering shall be upper case standard block condensed style. Lettering size and sign plate height shall be as follows:

200 mm (8") high sign blank

150 mm (6") high street name

50 mm (2") high address numbers, if required.

5.8 Road Types

(1) The use of street name suffixes typically describes the type of road, length or its shape; however may be used to uniquely identify a road with the same street name. The following designations should be used:

- AVENUE (AV) - A roadway or thoroughfare that is continuous and not limited to a single subdivision.
- BOULEVARD (BL) - A street with a landscaped median, dividing the roadway.
- CIRCLE (CIR) - Permanently dead-end street or terminating in a cul-desac and containing a centre island.
- COURT (CRT) - Permanently dead-end street or terminating in a cul-desac.
- CRESCENT (CR) - A curvilinear street.
- DRIVE (DR) - A curvilinear street.
- LANE (LN) - Minor street within a subdivision.
- PARKWAY (PY) - A thoroughfare designated as a collector or arterial, with a median reflecting the parkway character implied in the name.
- PLACE (PL) - Permanently dead-end street or terminating in a cul-desac, or short through street.
- ROAD (RD) - A designated thoroughfare.
- STREET (ST) - The common or default suffix.
- WAY (WY) - A curvilinear street.

5.9 Street Direction Suffixes

Street Name Direction Suffix	Abbreviation
West	W
East	E
North	N
South	S
North West	NW
North East	NE
South West	SW
South East	SE

6.0 Notification of Assigned Address

- (1) Immediately following the assigning of a new or changed address number for a building or a lot, the town's staff member responsible for making the necessary entries and assigning new civic addresses is responsible for providing written notice to the applicable agencies and departments which require continuous update of Town's address changes. These agencies would include but are not limited to the following:
- (a) Fire Department
 - (b) Police Department
 - (c) Property Assessment Office
 - (d) Ambulance Service
 - (e) Canada Post Corporation
 - (f) Inuvialuit Regional Corporation
 - (g) Gwich'in Tribal Council
 - (h) Territorial Government, Department of Transportation
 - (i) Government of Canada, Natural Resources Canada



Development & Planning

2 Firth Street, Box 1160, Inuvik, NT, X0E 0T0, 867-777-8614, kjoseph@inuvik.ca

CIVIC ADDRESS REQUEST FORM

Applicant Name: Interest (if not owner): _____

Telephone: _____ Email: _____

Mailing Address: _____

Registered Owner's Name (if different than applicant): _____

Telephone: _____ Email: _____

Mailing Address: _____

If the applicant is not the registered owner of the property, please submit a letter from the registered owner granting you permission to use the property for the intended use.

Tax Assessment Roll #: _____

If this Civic Address Request is to meet a condition of a Development Application, please provide the application file number: _____

Street Name: _____ Nearest Intersection: _____

Lot: _____ Block: _____ Plan: _____ Type of Building (if applicable): _____

Property Identification Number of Nearest Addressed Property on the Same Road: _____

Are you requesting a new civic address? _____

Are you requesting a change to an existing civic address? _____

Applicant Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Office Use Only:

Date: _____

New Civic Address:

_____ Application #: _____

REQUESTING A NEW CIVIC ADDRESS – SITE PLAN

Please include a sketch showing lot frontage, addresses of neighbouring properties, road name, location of driveway, and buildings on lot. To determine a civic address, a distance measurement is taken to the centre of the driveway; therefore, the driveway **MUST** be in and marked with a name sign.

[illegible]



Development & Planning

2 Firth Street, Box 1160, Inuvik, NT, X0E 0T0, 867-777-8614, kjoseph@inuvik.ca

REQUEST FOR STREET NAME CHANGE

Applicant Name: Interest (if not owner): _____

Telephone: _____ Email: _____

Mailing Address: _____

Registered Owner's Name (if different than applicant): _____

Telephone: _____ Email: _____

Mailing Address: _____

If the applicant is not the registered owner of the property, please submit a letter from the registered owner granting you permission to use the property for the intended use.

Tax Assessment Roll #: _____

Unofficial Name (if applicable) : _____

Nearest Intersection: _____ Lot: _____ Block: _____ Plan: _____

1st Choice of New Name: _____ 2nd Choice of New Name: _____

Reason for Request to Change Name:

Applicant Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Office Use Only:

Date: _____

New Civic Address:

Application #: _____

REQUESTING A NEW STREET NAME – SITE PLAN

Please include a sketch showing lot frontage, addresses of neighbouring properties, road name, location of driveway, and buildings on lot.

[illegible]