



**TOWN OF TORBAY**  
**CIVIC ADDRESS BY-LAWS**

February 2025



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**CAME INTO EFFECT:** These Town of Torbay Civic Address By-laws came into effect and were adopted by Council, this 3rd day of March 2025. Motion No. RES-58-2025

Signed and Sealed:

Craig Scott  
Mayor

Sandy Hounsell  
CAO

TOWN OF TORBAY CIVIC ADDRESS BY-LAWS		
Original Adoption to align with new Towns and Local Service Districts Act, 2023	March 3, 2025 – Motion # <i>RES-58-2025</i>	Rev 0

Pursuant to the authority conferred in Section 8.(1)(a) of the *Towns and Local Service Districts Act, 2023*, the Town Council of Torbay adopted the following By-law on March 3, 2025.

## **1. TITLE**

- 1.1 This document will be known and cited as the 'Town of Torbay Civic Address By-laws' hereinafter referred to as 'these By-laws'.

## **2. PURPOSE**

- 2.1 The purpose of these By-laws is to establish a set direction for the Town and its residents/developers in relation to civic address numbering and standards.

## **3. APPLICATION**

- 3.1 These By-laws shall apply within the municipal boundaries of the Town of Torbay.

## **4. REPEAL OF PREVIOUS REGULATIONS**

- 4.1 All previous Town of Torbay Civic Address Regulations and amendments are repealed.

## **5. DEFINITIONS / INTERPRETATION**

For the purpose of these By-laws, the following definitions shall apply:

- 5.1 "Act" means the *Towns and Local Service Districts Act, 2023*.
- 5.2 "Building Line" means a line established by the Council that runs parallel to the street line and is set at the closest point to a street where a building may be placed. A corner lot is deemed to have a building line setback on both the primary and flanking streets.
- 5.3 "Civic Address" means civic number and street name.
- 5.4 "Civic Number" means the number assigned to a property by the Council in accordance with these By-laws.
- 5.5 "Corner Lot" means a lot deemed to have street frontages on both a primary and a flanking (secondary) street.
- 5.6 "Council" means the Municipal Council of the Town of Torbay.

- 5.7 "Front Yard Civic Numbering Sign" means a sign that is located within the Front Yard, attached to a post or a securely fixed landscaping element that clearly marks the civic number for the street onto which it fronts.
- 5.8 "Good State of Repair" means the civic numbers are complete and visually apparent, and in a structurally sound condition, plumb and securely anchored, and all stained or painted elements are maintained and free of peeling.
- 5.9 "Grade" (as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.
- 5.10 "Lot" means a plot, tract or parcel of land that can be considered as a unit of land for a particular use or building.
- 5.11 "Main Building" means a building in which is conducted the main use of the lot on which it is located.
- 5.12 "Owner" means any person or an organization or persons owning or having legal right to use the land under consideration.
- 5.13 "Residential Lot" means a lot used exclusively or primarily for a dwelling or dwelling unit and located in a residential zone.
- 5.14 "Street" means street, road, highway or any other way designed for the passage of vehicles and pedestrians, and which is accessible by fire department and other emergency vehicles.
- 5.15 "Street Name" means the official name of a street and street type as assigned by the Town of Torbay and the Council.
- 5.16 "Street Name Sign" means the name plate and the signpost for either private or public roads.
- 5.17 "Sign" means a word, letter, model, placard, board, device or representation, whether illuminated or not, in the nature of or employed wholly or in part for the purpose of advertisement, announcement, or direction and excludes those things employed wholly as a memorial, advertisements or local government, utilities and boarding or similar structures used for the display of advertisements.
- 5.18 "Town" means the Town of Torbay

## **6. CONFORMITY WITH BY-LAWS**

- 6.1 No person shall erect, maintain or repair a civic number except in accordance with these By-laws.

## **7. ASSIGNING CIVIC NUMBERS**

- 7.1 The civic number shall be assigned by Council through the Director of Planning & Development or designate.
- 7.2 Civic numbers previously assigned by the Town are valid for the purpose of these By-laws unless directed otherwise by the Director of Planning & Development or designate.

## **8. PROCEDURES**

- 8.1 Upon the receipt of a development application, the Director of Planning & Development or designate will locate the property and determine the appropriate civic number to assign to the property.
- 8.2 Where required, the assigning of a civic number and address to a property shall form a condition of the Building Permit.
- 8.3 In those circumstances where civic numbers and addresses have not been assigned to an existing property or building by Council, the owners of the existing building shall be notified in writing of the civic number and address and required to post the civic number of the building in compliance with these By-laws.
- 8.4 No permit shall be required to install, replace and maintain a civic number sign in accordance with these By-laws.
- 8.5 Where required, the civic number shall be posted on the building in accordance with these By-laws prior to the issuance of an occupancy permit.
- 8.6 Periodic inspections of buildings throughout the Town by Director of Planning & Development or designate staff shall be undertaken to ensure compliance with these By-laws. Where it is required by the Town, the owners of those existing buildings that are not in compliance with these By-laws, shall be notified in writing and required to post the civic number on the building in compliance with these By-laws.

## **9. EXISTING CIVIC NUMBERING SIGNS MAY CONTINUE TO BE USED**

- 9.1 A civic number which is displayed on a building or property on the date of the enactment of these By-laws shall continue to be its civic number until such time as Council may, by written notice, direct otherwise.
- 9.2 Civic numbering signs that do not conform to these By-laws may continue to be used until such time as the Council advises the property owner in writing of a revised civic number.

## 10. CIVIC NUMBER REQUIREMENTS

- 10.1 The owner of a property on which a main building is located shall post the civic number(s) of the property in accordance with these By-laws.
- 10.2 Unless otherwise determined by Council, the owner of a property shall keep the civic number of the property as assigned by the Town posted at a location in accordance with these By-laws.
- 10.3 Where the building is comprised of multi-tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by the posting and display of a suite or tenant number.
- 10.4 Where it is determined by the Town of Torbay officials that the assigned civic number cannot be easily read when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated, or from which it has access. The civic number shall be posted on the structure or facility and shall also be posted on a ground sign or at the end of the access driveway.
- 10.5 The Director of Planning & Development or designate may by written notice to the owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a street or road.
- 10.6 The Director of Planning & Development or designate may, in writing, require an owner to place any number of civic numbering signs located on the property adjacent to the entrance of a driveway, including within the Town of Torbay, which provides emergency vehicle access to a building.

## 11. CIVIC NUMBERING STANDARDS

- 11.1 A civic number shall be displayed on the main building of each property in a conspicuous location and displayed in a visually suitable manner, such that:
- 11.2 It is in Arabic numbers;
- 11.3 The civic number shall be displayed in a horizontal orientation;
- 11.4 The color of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- 11.5 The minimum character size of numerals on residential properties shall be in accordance with the following table:

Distance of Building Line Setback from Street Line	Minimum Character Size
0 – 15 m (0 – 49.2 ft)	10 cm (4 inches)
15 m – 20 m (9.2 – 65.8 ft)	15 cm (6 inches)
Greater than 20 m (65.8 ft)	20 cm (8 inches)



- 11.6 The bottom of the numerals on residential properties shall be a minimum of 1.2 m above grade;
- 11.7 The minimum character size of numerals on non-residential properties shall be 250 mm;
- 11.8 The bottom of the numerals on non-residential lots shall be a minimum of 2.0 m above grade;
- 11.9 The civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the street or private road;
- 11.10 The civic number shall be displayed on the side of the building that faces towards the street or private road upon which the property is addressed; and
- 11.11 The civic number shall be displayed in a location which is not obstructed from view when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated or from which it has access.

## **12. PUBLIC AUTHORITIES**

- 12.1 The provision of these By-laws shall apply to all public authorities except in those cases where an exception from By-law is required to respond to an emergency or for a public purpose.

## **13. MAINTENANCE**

- 13.1 Maintenance of the civic number sign shall be the responsibility of the owner.
- 13.2 Every property owner shall maintain a civic number in a **good** state of repair.

## **14. CORNER LOTS**

- 14.1 A civic number on a property that is a corner lot shall face the street that the address specifies and shall be easily seen from the street by Town staff, fire department and/or other emergency vehicles. Council may, in its discretion, specify the location of the civic number as it deems necessary.

## **15. RESIDENTIAL LOT – FRONT YARD SIGN**

- 15.1 No person shall erect or construct a civic sign for residential purposes in the area of the lot between the building line and front lot line with the exception of the following instances:

- 15.1.1 where there is not a more visible location on the front elevation of the building; AND
- 15.1.2 where an established form of front yard civic numbering signage has been established along a street, a new civic numbering sign may be erected such that is consistent with this form of front yard signage provided the sign:
  - 15.1.2.1 does not create a visual obstruction for vehicles entering or exiting the lot,
  - 15.1.2.2 does not create an obstruction to the travelling public,
  - 15.1.2.3 does not interfere with snow clearing operations, and
  - 15.1.2.4 is consistent and is in line with other signs in the immediate neighborhood.

## **16. SUBSIDIARY APARTMENTS**

- 16.1 Civic address for Subsidiary Apartments must be in accordance with these By-laws.
- 16.2 Civic address for Subsidiary Apartments shall consist of the civic number for the property followed by a letter identifying the Subsidiary Apartment.
- 16.3 Civic addresses for Subsidiary Apartments must be displayed on a part of the building closest to its private entrance and be clearly visible when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated or from which it has access.

## **17. PROHIBITED POSTINGS**

- 17.1 An owner shall not post or permit to be posted any part of a civic address which is not assigned to the property.
- 17.2 An owner shall not display on a property any number which is not the assigned civic number with the exception of a lot number, unit number, or a number which is clearly part of a business name.
- 17.3 No lot number, unit number, or suite number shall be posted without the word "lot", "unit" or "suite" preceding the posted number.



**18. RESPONSIBILITY FOR DAMAGE**

18.1 The Council shall not be liable for any damages for the repair of any civic numbering sign whatsoever where the council, its employees or agents or otherwise have acted without negligence. In particular, the Council shall not be liable for any damages for the repair of any civic numbering sign whatsoever during the normal operation of municipal operations located within the Town of Torbay.

**19. ENFORCEMENT**

19.1 The By-laws shall be enforced by the Director of Planning & Development, or any designate or person appointed by Council.