

Farm 911 – Emergency Access Point (EAP) Policy

Purpose

The purpose of this policy is to establish, regulate, and administer the Farm 911 – Emergency Access Point (EAP) program. This program is designed to assign EAP numbers to existing access points on vacant agricultural and rural lands to assist emergency services with locating properties during an emergency.

Eligibility

1. The EAP program provides property owners with an EAP number that will allow emergency services to respond to an emergency via an existing access point that does not currently have a civic address assigned to it.
2. Owners of vacant agricultural and vacant rural lands within the City of Hamilton’s Rural Area are eligible to apply for an EAP number(s), as per #17 below.
3. A maximum of one EAP number shall be assigned per existing access point. For large properties with multiple access points, separate EAP numbers may be assigned to individual access points on the same property if it is deemed necessary to improve ease of identification of the access point.
4. The EAP program is voluntary and not a requirement for existing access points.

Submitting an EAP Application

5. All applicants requesting an EAP number shall submit a Farm 911 – Emergency Access Point Application Form to the Legislative Approvals / Staging of Development Section of the Growth Management Division (hamilton.ca/addressing). There is no application fee for the submission of a Farm 911 – Emergency Access Point Application Form.
6. A map, sketch, or site plan of the property shall be included with the EAP application which identifies the following:
 - i) location of the existing access point(s) for which the EAP number is requested;
 - ii) location of other existing access points on the property, if applicable, and approximate distance between those access points;
 - iii) property lines, including approximate distance between the access point for which the EAP access is requested and the property line.
 - iv) other information if requested by staff.
7. 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 acting agent.

Reviewing the Application and Assigning EAP Address Number

8. The Legislative Approvals / Staging of Development Section of the Growth Management Division shall review the submitted application for completeness.

9. An EAP number will be determined for the access point location using the City's current street address range system. Staff, in consultation with the property owner, shall determine if additional EAP numbers may be required for additional existing access points on a property.
10. The same EAP number shall not be used at more than one (1) access point location.

EAP Address Number Notification & Signage

11. Once assigned, the applicant will be notified of the assigned EAP number and be directed to contact the Transportation Operations Section of the Transportation Division (trafficops@hamilton.ca) to initiate the sign fabrication process and confirm installation procedures. The Transportation Operations Section will fabricate the EAP sign with the assigned EAP number.
12. Installation of the signage may be completed by the City or the property owner, at the owner's discretion. If the property owner chooses to install the signage, Transportation Operations will provide directions for appropriate installation. If the City shall be responsible for the installation of the sign, Transportation Operations staff will install the sign at the earliest opportunity following assignment of the EAP number.
13. EAP sign blades will be red double-sided blades with white reflective numbering. The red and white signage will differentiate the EAP numbers from formal civic addresses that have been assigned and approved by the City.

Exceptions and Limitations

14. The EAP number shall not be used as a mailing address and is only intended to identify the location of an access point for emergency services.
15. The EAP number does not permit further use or development of the property without proper municipal and /or other approvals. Should development of the property occur in the future, the owner shall be required to submit an application for a Change / Additional Address Request Form and purchase a green and white 911 rural numbering sign.
16. The applicant is responsible to maintain both the access point and the EAP signage, including visibility of the signage. Should the EAP signage be removed and/or damaged, the applicant shall contact the Transportation Operations Section of the Transportation Division (trafficops@hamilton.ca) for a replacement sign and/or accompanying accessories (replacement fee may apply).
17. The EAP program shall only be used for vacant agricultural or vacant rural properties within the Rural Area, not including properties in the Rural Settlement Areas, as identified on [Schedule D to the Rural Hamilton Official Plan](#). (Note: vacant properties are defined as those properties which do not contain a building or structure requiring a permit under the Ontario Building Code).
18. An EAP number that has been assigned to an access point on a seasonally maintained road may not be accessible during portions of the year.

19. The issuance of a number through the EAP program does not represent municipal approval of the physical entrance including, but not limited to, the construction, location, or condition of the existing access point.
20. The approval of the EAP application does not guarantee that the access point is adequate or safe for emergency services vehicles. Where access is not adequate or safe, emergency services vehicles may not be able to enter the property via that access point, and will make a best efforts response in emergency situations.

December, 2023

NOT APPROVED