

**City of Hamilton
Municipal Addressing Policy
(additions shown in tracked changes)**

1.0 Responsibility:

The Planning and Economic Development Department is responsible for the municipal addressing of all structures and properties in the City of Hamilton. A number assigned by the Planning and Economic Development Department is considered the official Municipal Number regardless of any other number assigned by any other outside agency or City Department.

This document is to be used for assigning any new Municipal addresses within the City of Hamilton.

2.0 General Policies

- a) That the intersection at King Street and James Street shall be deemed the Directional Starting Point for the purpose of municipal addressing on arterial and collector roads. The Directional Starting Point will be followed, where possible, and the streets will be numbered outwardly towards the City of Hamilton boundary.
- b) That one address shall be assigned per legal lot of record, except where otherwise permitted in this policy.
- c) That the addressing of local streets shall start from the Arterial, Collector, or closest major road.
- d) That the right hand side of a street shall be assigned “EVEN” numbers (*beginning with ‘4’*), and the left side of the street shall be assigned “ODD” numbers (*beginning with ‘3’*).
- e) That a default space for numbering shall be incrementing odd or even numbers for every 6m of frontage, e.g. 4, 6, 8, 10, or 3, 5, 7, 9.
- f) That an area with an established numbering pattern shall continue to use that numbering pattern.
- g) That Cul-de-sacs shall be addressed with the lowest numbers starting at the intersection; except that addressing shall be continuous when a “Court” and “Street” have the same name and intersect with each other.
- h) That a municipal address shall be assigned to the legal lot frontage determined by the zoning by-law on corner lots.

- i) That more than one municipal address may be assigned for use by tenants or additional buildings erected on one parcel of land, if available, and without requiring a change to the addresses of adjacent properties.
- j) It is not the policy to avoid any particular number for any reason (13, 44, 69, 666). It is not the policy to assign “rounded-off” municipal numbers (50, 400, 555, and 1000).
- k) That only whole numbers are to be assigned to establish a separate identity for each building. If necessary, and renumbering of surrounding buildings is not an option, ½ numbers shall be used. The use of letters for separate buildings shall not be used, i.e. 5A, 5B, 5C.
- l) That municipal civic addresses will generally not be assigned to vacant or severed lands until such time as an application for a building permit has been submitted or the conditions of the approved severance application have been completely fulfilled. In cases where the approval of a consent application creates a situation where the original address now falls out of sequence from the newly created lots, it will have to be renumbered through the “Change/Additional Address Request Form”.

3.0 Policies for new Development

- a) **Single family dwellings** – That dwellings will be numbered by increments of 4’s
- b) **Semi-detached dwellings** – That each dwelling will be numbered by increments of 2’s with an interval of 2 between buildings.
- c) **Street Townhomes** – That each dwelling will be numbered by increments of 2’s with an interval of 2 between buildings.
- d) **Quadraplex Street Townhomes** – That the individual dwellings be addressed consecutively based on the location of the driveway frontage.
- e) **Condominium Townhouse, Commercial, or Industrial blocks** – That one municipal address be assigned to the Main access driveway for the Condominium Blocks. It is the developer’s responsibility to assign unit numbers for each Condominium unit.
- f) **Apartment buildings** – That one address per apartment building be assigned, and the owner assigns the individual unit numbers as required.
- g) **Commercial, Industrial, and Institutional Sites** – That one address be assigned per property, unless it is required to avoid confusion with multiple buildings on a site.

- h) **City Parkland** –That parkland properties be addressed based on the location of buildings, structures, parking areas, splash-pads, or playground areas.
- i) **Utilities-** That addresses be assigned to utility facilities for reference purposes in the event of an emergency situation, and a “Change / Additional Address Request Form” has been submitted.

4.0 Policies for the Rural Area:

- a) **Agricultural land** – That more than one municipal civic address may be given to a property where there is a second dwelling or large accessory buildings. Further, more than one Farm 911 – Emergency Access Point (EAP) number may be assigned to an individual property if more than one access exists and it is deemed necessary to improve ease of identification.
- b) **Other development** – For Commercial, Industrial, Institutional, and Parkland properties, please refer to section 3.0.
- c) **911 Rural Numbering Signs** –
 - i) Hamilton By-law 02-312 identifies the procedures and placement for the green and white coloured 911 rural numbering signs (municipal civic address signs for non-vacant properties).
 - ii) Appendix “A” identifies the procedures and placement of the red and white Farm 911 - Emergency Access Point (EAP) signs applicable to vacant rural and agricultural properties.

5.0 Change of Address / Additional Address

- a) A request for an address change or an additional number shall be made by using the “Change / Additional Address Request Form” and the appropriate fee is charged ‘once per property’, in accordance with the approved Growth Management User Fees.
- b) A request for a Farm 911 - Emergency Access Point (EAP) sign shall be made by using the Farm 911 - Emergency Access Point Application Form. There shall be no cost to the applicant for the assignment of the Emergency Access Point (EAP) number or for the fabrication or installation of the signage.

Approved by Council on March 9th, 2005
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