



RM of Loon Lake #561

Policy Type:	Transportation Services
Policy Title:	Civic Addressing Policy
Policy Number:	300-12

Authority:	
Council Resolution #	66/24

### **Purpose:**

- The purpose of this policy is to set guidelines for the processes and procedures of civic addressing throughout the Rural Municipality of Loon Lake No. 561 (``the RM``).

### **Definitions:**

“Applicant” shall mean any person who is a registered owner of the property.

“Civic Addressing” Is a standardized system of identifying and locating properties.

“The Office” Means the office of the RM of Loon Lake No. 561.

“Signage” Means civic addressing sign, posts and hardware.

### **Scope:**

- All civic addressing shall be conducted in accordance with this policy.

### **Objective:**

- To enact a uniform system of numbering driveways and approaches available to all homeowners in the RM.
- To encourage public safety by assisting emergency responders such as police, fire and ambulance in finding a home or business quickly.
- Provides an easy method for other parties such as service and delivery companies to locate a property.

### **Policy:**

1. All signage order arrangements will be made by RM office staff
2. RM office staff shall ensure that the numbering system is properly maintained, keeping a record of all civic address numbers assigned under this policy and forward all records to Sask911.
3. Landowners will be given the option to pick up their own signs and posts from the RM office and install them in accordance with the sign installation listed in this policy.
4. If Signs are not picked up by September 1, 2024, the signs will be installed by the RM of Loon Lake public works staff.
5. For landowners that have picked up their sign, you will have until October 1, 2024 to install the sign, if not installed by October 1, 2024, the RM will install it at the expense of the landowner.

### **Sign Specifications:**

- Any civic addressing signs installed on a property after the adoption date of this policy shall abide by the following standardized specifications:
  - White text on a standard blue background.
  - Lettering 12cm Swiss 924BT text on top, 8.75 cm Swiss 924BT text on the bottom.
  - Sign size 45cm x 25cm
  - Double sided, retro-reflective to show the same colour by night as by day. Show only the municipal address number, and highway number or road name.

### **Existing Signs:**

- Any civic addressing signs posted on a property on or prior to the adoption date of this policy is hereby exempt from the restrictions above and may continue to be used as it stands,
- It is the responsibility of each individual homeowner(s) with existing signage on their property to ensure their civic addressing number listed is correct.

### **Sign Installation Guidelines:**

1. The RM of Loon Lake No. 561 will install all initial civic address signs for all residential properties at no initial cost to the landowner.
2. In the case where there is a single access to multiple family dwellings, a Unit number will be appended to the prefix of the civic number (example #1-12345 Rge Rd 1234)
3. Any replacement signs will be purchased and installed by the municipality. The cost of replacement signs and installation are the responsibility of the land owner and will be set at the current replacement cost incurred by the RM of Loon Lake No. 561 upon order.
4. Should the landowner want to install the sign, they must fill out and sign the Agreement for Installation of Civic Addressing Signage form attached (Schedule "A") prior to picking up the sign from the RM office.
5. Sign shall be posted in a location that is not obstructed from view when viewed from the closest place on the travelled portion of the municipal road from which the principal residence or lot is accessed.
6. Sign should be installed on or inside the property line, parallel to homeowner's driveway or approach, and at a 90-degree angle to the public road.
7. If possible, signs should be positioned on the shoulder of the driveway/approach, roughly 6 feet off of driveway/approach to minimize conflict with large vehicles.
8. Bottom edge of the sign should be a minimum of 1.2 meters above the natural ground level to ensure it can be easily seen from the public roadway.
9. At the request of the property owner, a farm bin yard, or other locations where public gather on private property, other than the primary residence, may be assigned a civic addressing number. The property owner will be responsible to complete the "Application for Assignment of Civic Addressing" form as attached (schedule B)
10. A member of the office staff shall then, within 30 days of the application, provide the property owner with a civic address.

11. Caution should always be exercised with any sign installation to avoid contact with underground utilities (if installing posts). Please contact Saskatchewan First call before proceeding at 1(866) 828-4888.
12. It is the responsibility of the property owner to ensure their signage remains legible and visible from the public roadway frontage. The Property owner is responsible to keep the area around the sign in good order.

**Effective Date/Repeal:**

This policy will come into effect on March 11, 2024 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to Civic Addressing and replaces all past practices. This policy may only be amended or repealed by resolution of Council.





**Civic Addressing Policy 300-12**  
**Schedule "A"**  
**Installation of Civic Addressing Signage**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Legal Land Description:** \_\_\_\_\_

You are accepting responsibility for the following guidelines for installing your Civic Address Sign

1. Sign shall be posted in a location that is not obstructed from view when viewed from the closest place on the travelled portion of the municipal road from which the principal residence or lot is accessed.
2. Sign should be installed on or inside the property line, parallel to homeowner's driveway or approach, and at a 90-degree angle to the public road.
3. If possible, signs should be positioned on the shoulder of the driveway/approach, roughly 6 feet off of driveway/approach to minimize conflict with large vehicles.
4. Bottom edge of the sign should be a minimum of 1.2 meters above the natural ground level to ensure it can be easily seen from the public roadway.
5. Caution should always be exercised with any sign installation to avoid contact with underground utilities (if installing posts). Please contact Saskatchewan First call before proceeding at 1(866) 828-4888.
6. It is the responsibility of the property owner to ensure their signage remains legible and visible from the public roadway frontage. The Property owner is responsible to keep the area around the sign in good order.
7. If not installed by October 1, 2024, I understand the RM will install it and the cost of the new sign will be at my expense.

**Signature** \_\_\_\_\_



**Civic Addressing Policy 300-12**  
**Schedule "B"**  
**Application for Assignment of Civic Addressing**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Legal Land Description:** \_\_\_\_\_

**Please provide a simple drawing showing the location of your approach/driveway onto your property. Addresses are assigned based on the access to where human activity is located (i.e. house and/or barnyard). Where you would want a first responder to easily find in an emergency.**

**This drawing will make it much easier to find the exact location on a satellite map and ensure the correct address is assigned.**

For office use only:      Latitude/Longitude of approach/driveway:

Civic Address: \_\_\_\_\_

I understand that a civic address shall be assigned to the property illustrated above within 30 days of application date.

Please check ONE of the following:

- ☐ Option 1: I will be installing the signage myself and will complete the necessary forms
- ☐ Option 2: I would like the RM to install my signage for me

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of RM Official





*sdg*