

SUMMARY:

The Building Numbering bylaw outlines the policies and procedures used for assigning numbers to buildings within the City of Kelowna. Provision is also made for how building numbers must be displayed.

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CITY OF KELOWNA
BYLAW NO. 7071
REVISED: October 26th, 1998

CONSOLIDATED FOR CONVENIENCE TO INCLUDE BYLAW NOS. 7393, 7549 AND 8277

**A bylaw to assign numbers to buildings and structures
within the City of Kelowna**

WHEREAS Section 542(1)(h) of the Municipal Act being Chapter 323 of the Revised Statutes of British Columbia, 1996, as amended, authorizes the Municipal Council to regulate by by-law, the assigning of building or structure numbers to be placed in a conspicuous place;

NOW THEREFORE BE IT ENACTED by the Municipal Council, in open meeting assembled, as follows:

1. That the Inspection Services Manager be and is hereby appointed to allocate numbers of buildings and structures within the City of Kelowna.
2. That numbers be assigned to buildings on the basis of the Grid Numbering System shown schematically in Drawing Number PD A-4 designated as Schedule "A" attached to and forming part of this bylaw.
3. That numbers be assigned within the Grid Numbering System and to building types in accordance with the provisions of Schedule "B" attached to and forming part of this bylaw.

BL7393 amended Section 4:

4. That the owner of every building assigned a building number shall prominently display the building number or numbers assigned on the front of the building or at the front of the premises on which the building stands, to the satisfaction of the Inspection Services Manager. Property that has physical access from other than the road that it fronts shall be addressed from the road where the access occurs.
5. That the Inspection Services Manager is authorized to make minor changes or alterations in the display of numbers, including requiring the display of a building number on the back part of the building or premises.
6. That the Inspection Services Manager may designate a number of the Inspection Services Department staff to undertake his responsibilities under this bylaw.
7. Any person who violates any of the provisions of this bylaw is guilty of an offence and on summary conviction is liable to a fine of not more than \$2,000.00 (Two Thousand Dollars) for each offence.
8. That "Building Numbering Bylaw No. 5365-82" is hereby repealed.
9. This bylaw may be cited as "Building Numbering Bylaw No. 7071".

Consolidated Bylaw No. 7071 - Page 2

Read first, second, and third times by the Municipal Council this 23rd day of March, 1992.

Reconsidered, finally passed and adopted by the Municipal Council of the City of Kelowna this 31st day of March, 1992.

"J.H. Stuart"

Mayor

"D.L. Shipclark"

City Clerk

SCHEDULE "A"

**SEE ORIGINAL MAP FILED IN
CITY CLERK'S OFFICE**

SCHEDULE "B"

1. POLICY AND PROCEDURE FOR NUMBERING INDIVIDUAL LOTS

1.1 Determining Appropriate Number Within Grid Interval¹:

The length of the grid interval varies throughout the City; therefore no specific rule can be established for numbering. Generally, the procedure will be to increase the numbers by interpolating for every fifty feet within the interval. For example, if the interval length is 1,250 feet, the numbers will increase by four every fifty feet as in 700, 704, 708, etc. A second example of interpolating is shown in FIGURE 1.

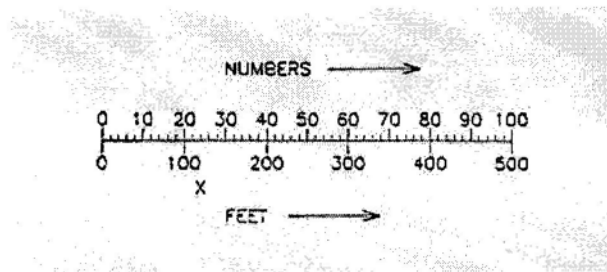


FIGURE 1: SCALE FOR INTERPOLATION OF NUMBERS
Map Scale: 1" = 200'

E.G. In 1200 interval the address at 'x' will be 1221

For single and two-family lots of standard frontage (45-100 feet), the number will be that which applies to the midpoint of the lot. For houses on larger lots and all other building types, the appropriate number will be that which applies to the location of the front entrance. For buildings with more than one entrance or lots with more than one building, see Part 2 below for the numbering procedures.

1.2 Direction on Numbering:

- (a) Area of Kelowna Grid: Numbers increase sequentially north and south of the 100 interval which is north of Knox Mountain (a line connecting Clifton Road at Boppart Court, to Glenmore Road at Union Road, to Highway 97 at Sexsmith - see Schedule A). Numbers increase sequentially eastward from Okanagan Lake.
- (b) Area of Rutland Grid: Numbers increase sequentially north and south of Highway 33 and a line which extends directly east from Highway 33 at McKenzie to the City limits. Numbers increase sequentially east and west of Rutland Road and a line extending from either end of Rutland Road to the City Limits on the north and Mission Creek on the south.

¹ Interval is defined as the difference in numbers between the two grid lines and for the purposes of this schedule is assessed to be 100. Interval length is the distance between the two grid lines.

1.3 Even and Odd Numbering

Buildings on north and west sides of streets have even numbers; on the south and east sides of streets they have odd numbers. (See also 1.4 below).

1.4 Numbering on streets which are not parallel to grid lines

Roads which do not run directly north-south or directly east-west will be numbered in accordance with FIGURE 2. Streets in sectors C and D will be numbered by the east-west grid; in sectors A and B streets will be numbered by the north-south grid.

Also, streets in A and B will have even numbers on the west and odd numbers on the east; in C and D they will have even on the north and odd on the south.

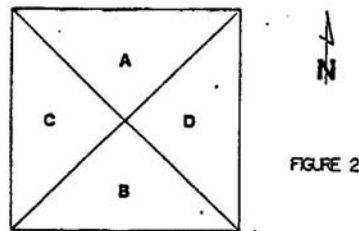


FIGURE 2

1.5 Numbering streets with only one exit (FIGURE 3)

- (a) Court or Place - (road ending in cul-de-sac) will have same numbering as street which they are off if they are less than 100 feet in length. If longer, they will be numbered according to sector in which they lie (FIGURE 2);
- (b) a Loop - will be numbered within one interval which will be determined by sector (FIGURE 2) in which road lies that is the entrance to the loop.

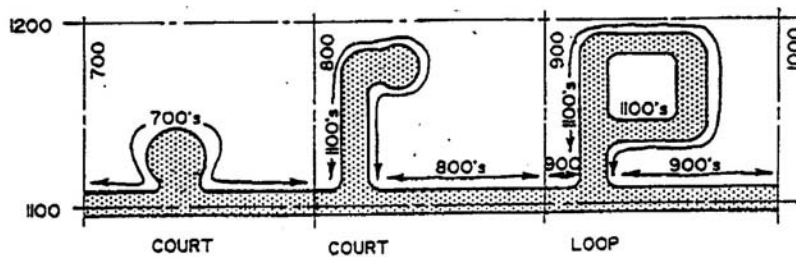


FIGURE 3

1.6 Numbering Crescents

Streets with two entrances/exits into the same street, a crescent, will be numbered according to direction of the longest segment. (See FIGURE 4.)

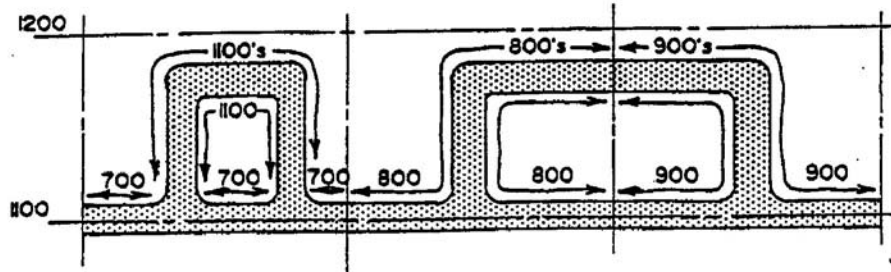


FIGURE 4

1.7 Numbering Curved Roads

Roads which curve but generally are in one direction should have the curve ignored and be numbered in accordance with their general direction, as illustrated below.

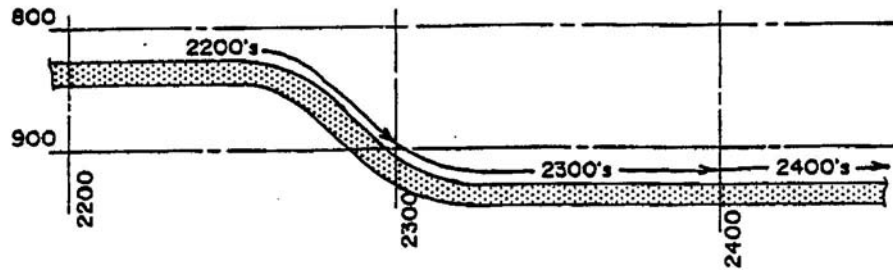


FIGURE 5

BL8277 replaced Section 2:

2. NUMBERING VARIOUS BUILDING TYPES

Note - all building types underlined below refer to those defined by the City of Kelowna Zoning Bylaw No. 8000, and its amendments unless otherwise noted.

2.1 Numbering Buildings on Corner Lots

Buildings on corner lots are to be provided number(s) which correspond to the direction in which the front entrance faces the public right-of-way.

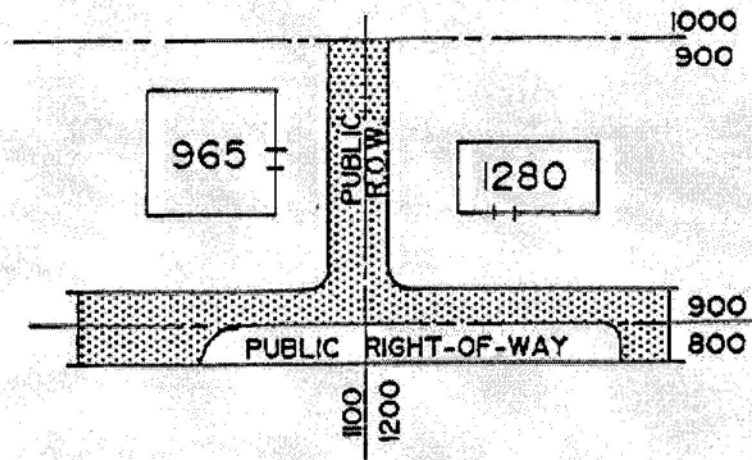


FIGURE 6

2.2 Permitted Numbering Types

The use of letters to designate suites or units, as in 714 and 714A, will not be permitted. This will avoid the possibility of the letter becoming part of the building numbers in the future. Instead, suite or suites are to be numbered as in Unit 1-714 Oak Street and Unit 2-714 Oak Street.

BL8277 replaced sub-section 2.3:

2.3 Numbering Single Detached Housing and Suites

All Single Detached Housing units with or without suites shall be given one (1) number. Suites in single family dwellings will be numbered according to 2.4 below only if the suite has separate utilities.

BL8277 replaced sub-section 2.4:

2.4 Numbering Duplex and Semi-detached Housing

All Duplex and Semi-detached housing will be given numbers for each unit. (See FIGURE 7).

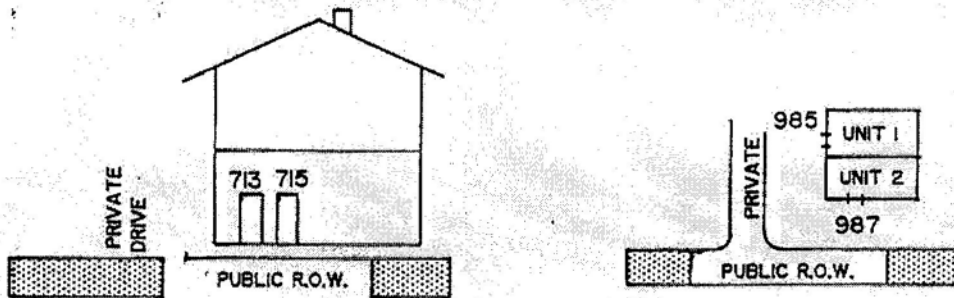


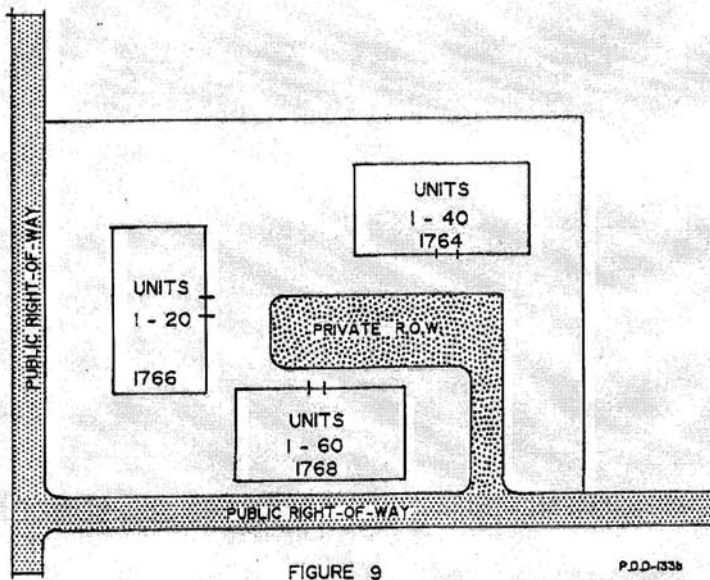
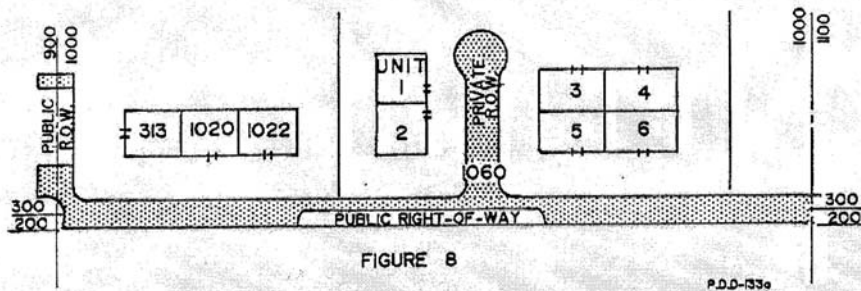
FIGURE 7

BL8277 replaced sub-section 2.5:

2.5 Numbering other Multi-Family Buildings

All Row Housing, and Stacked Row Housing will be given numbers for each front entrance providing all the front entrances face a public right-of-way. If one or more front entrances face other than a public right-of-way, only one (1) number will be given per lot and unit numbers will be provided by the building owner. FIGURE 8 provides several examples of numbering buildings with three or more units.

Each apartment building with a common entrance for a number of suites will be provided with one (1) number, and the owner will provide suite numbers (See FIGURE 9).



BL8277 replaced sub-section 2.6:
2.6 Numbering Mobile Homes

Mobile Homes in a Mobile Home Subdivision will be numbered as Single Detached Housing. (See 2.3 above).

Mobile Home Parks will be provided a single number. Park owners may provide unit numbers for individual mobile spaces within it.

2.7 Numbering Commercial and Industrial Buildings

Commercial and Industrial buildings may be given one number for each unit which has a separate entrance facing the public right-of-way, providing all entrances face the public right-of-way. If any entrance faces other than the public right-of-way, or if there is a common entrance for a number of units, one number will be given for each building and the owners will provide unit numbers.

BL7549 and BL8277 amended sub-section 2.8:

2.8 Numbering of Buildings located in a Comprehensive Residential Golf Resort (CD6) Zone as designated by the City of Kelowna Zoning Bylaw No. 8000:

- (a) All building types shall be assigned a number conforming to Sections 2.1 to 2.7 of this Schedule, provided that each entrance faces a public right-of-way or a private internal road system.
- (b) If the buildings are numbered from a private internal road system, the numbering shall be assigned conforming to the Grid Numbering System in Schedule "A" and Sections 1.1 to 1.7 of this Schedule.
- (c) Private road names shall be approved by the Director of Planning & Development Services.

3. CHANGE OF ADDRESSES AND MAPPING

3.1 Change of Address

An address may be changed at the request of the City or the Post Office, and under limited circumstances at the request of the owner. Valid reasons for changing an address are: to correct past errors in addressing; duplication of numbers on a street; changed layout as a result of subdivision; or reconstruction or modification of a building to face a different direction, especially on corner lots. Other reasons may be acceptable only if they eliminate addressing conflicts or confusion.

All address changes are to be handled by the Inspection Services Department who will assign new addresses and inform the owners and relevant agencies.

3.2 Mapping of Addresses

All mapping of house numbers and revisions to the same will be done by the Planning & Development Services Department.