



The Municipality of East Hants

Civic Addressing

Posting your Civic Number
&
Civic Numbering By-law



Planning and Development Department

P.O. Box 190 Shubenacadie, Nova Scotia
B0N 2H0

Phone: 758-2715 Fax: 758-3497

WHAT IS A CIVIC ADDRESS?

A civic address is an identification system used to address and locate buildings. Each municipality maintains civic addresses and continuously verifies civic numbers and notifies residents of their proper civic addresses.

A Civic address includes:

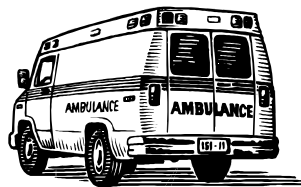
- ♦ Civic number
- ♦ Street name and street type (i.e. Street, Road, Avenue)
- ♦ Community Name

Example: 15 Cochrane Road, Enfield

All roadways are divided into intervals and civic numbers are assigned depending on where the driveway intersects the road. This system allows room for future development.

It is crucial that your civic number sign is clearly visible. A clearly visible civic number can help Police, Fire, and Ambulance services find your address in an emergency, especially at night.

Displaying your civic number also assists mail, other delivery services, your family and friends to find your home.



What is the Civic Numbering By-Law?

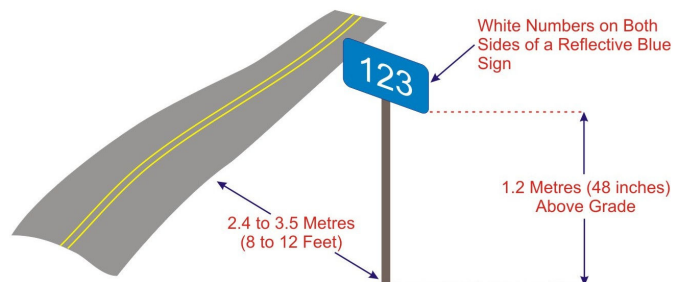
The Municipality of East Hants Civic Numbering By-Law requires that all residential and commercial properties have a proper and correctly placed civic number sign.

These signs are required to assist first responders (RCMP, Fire, Ambulance, & NS Power) with a speedy response to emergency calls.

According to the By-Law, the owner of a lot on which a building is located shall keep posted and maintained the assigned civic number in the following manner:

1. Civic numbers shall be posted in a location on the same side of the road as the use for which the civic number was assigned and in a manner so that they can be clearly seen from at least 10 metres (32.8 feet) in both directions, except that an intervening tree trunk or vertical pole or post shall not alone be considered an obstruction for purposes of this subsection;
2. Civic numbers shall be on both sides of the sign and perpendicular to the street or private road upon which the lot or building is situated;
3. Civic numbers shall be in standard Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, 9) having a left-to-right reading and a horizontal orientation. No other numbers shall be posted that could be reasonably confused with the assigned civic number;
4. The bottom of the numerals shall be a minimum of 1.2 metres (48 inches) above grade;
5. The colour of the numerals shall be white on reflective blue background.

6. No other numbers, devices or logos shall be posted in white on reflective blue background that could be reasonable confused with the assigned civic number;
7. The civic number shall be posted on a dedicated vertically mounted post at a distance of 2.4 metres (8 feet) to 3.5 metres (12 feet) from the closest edge of the travelled portion of the street or private road upon which the building is situated.



In the event of contravention of this By-Law, the Municipality may:

- ♦ Prepare a notice in writing to an owner to undertake remedial action including but not limited to the posting or re-posting of a civic number on a building;
- ♦ If the remedial action has not been undertaken or completed within 14 days, the Municipality may enter upon the private property of an owner and undertake the remedial work, and charge and collect the costs of the work, with interest from the date of the completion of the work until the date of payment.

The Municipality of East Hants Request for Civic Number Sign

Name: _____

Phone: _____

Email: _____

Civic No: _____

Single/Double sided: _____

Post (Wood/Iron): _____

Special Instructions: _____

Signs/application forms may be ordered/submitted through most area Fire Departments or direct to Enfield Volunteer Fire Department at 273 Highway 2, Enfield. Phone 883-9215, Ext. 2, online at www.enfieldfire.ca.

Signs ordered through Enfield Fire are generally ready in 2-3 days and can be picked up weekdays from 7am-6pm but preferred time is 3-7pm Fridays.

If delivery & installation of the sign is required, please advise and every effort will be made to accommodate the request. There may be an additional fee for this request.

Enfield Fire Pricing

Sign Size (# of digits in your civic address)	No Post	Wood Post	Wrought Iron Post
1 & 2 #'s	\$12.00	\$15.00	\$30.00
3 #'s	\$14.00	\$17.00	\$32.00
4 #'s	\$16.00	\$19.00	\$34.00
5 #'s	\$17.00	\$20.00	\$35.00

Contact Information

Municipality of East Hants

Mailing Address:

P.O. Box 190

Shubenacadie, NS

B0N 2H0

Civic Address:

2361 Highway 2

Milford, N.S.

Phone: 1-902-758-2715

Toll Free: 1-866-758-2299

Fax: (902) 758-3497

Email: planning@easthants.ca

For more information about 911 services:

Emergency Management Office

P. O. Box 2581

Halifax, Nova Scotia

B3J 3N5

Tel: 1-902-424-5620

Toll Free: 1-866-424-5620

www.gov.ns.ca/emo

emo@gov.ns.ca

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