SQUAMISH - LILLOOET
REGIONAL DISTRICT

CIVIC ADDRESSING

What is Civic Addressing?

Civic addressing is a system of assigning a unique number and road name to buildings so that one can easily find them. The civic address consists of the number and the street name.

Why do I need Civic Addressing?

The purpose of a civic address is to provide a clear, easy, visible reference for emergency service vehicles to find your home. It is also required for the connection of many utilities and services such as telephone and delivery services.

When is a Civic Address assigned?

Civic addresses are assigned when a building permit application is received, or in the case of an existing building or vacant lot that requires a number but does not yet have one, upon request by the owner.

How should I display my Civic Address?

Addresses should be displayed in accordance with the Civic Address Posting Guidlines.

How do I obtain a Civic Address?

To obtain a civic address you should complete the Civic Address Request Form, including the site plan, and submit it to the Planning Department. The request form can be obtained at our website at www.slrd.bc.ca or at our office in Pemberton.

Buildings are assigned numbers based on different systems depending on which area the building is in. Planning staff will determine the correct number for the building and advise you so that it can be posted. The Regional District is still in the process of taking an inventory of existing buildings, and would be happy to work with you if you have any questions or concerns about whether an occupied building on your property requires an address, or has a proper address.

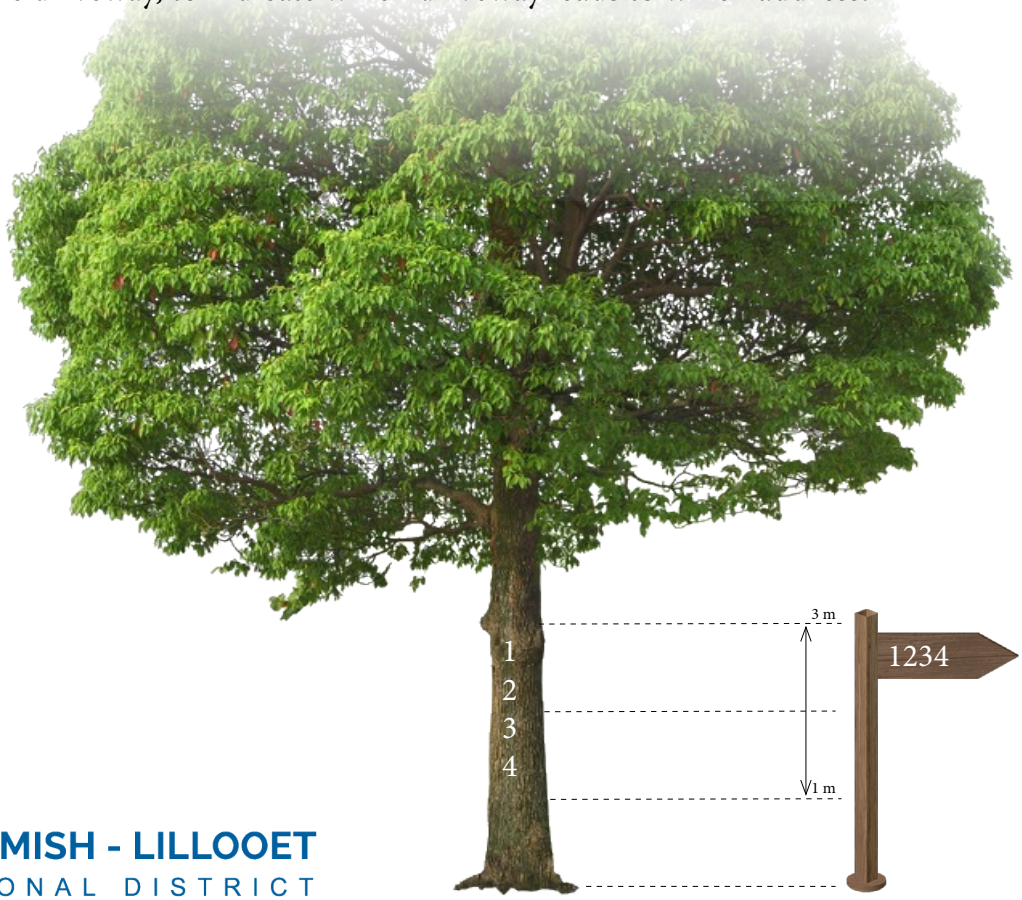
Note: A change to your civic address does not necessarily mean a change to your postal address. Contact the Post Office to confirm your mailing address.

Squamish-Lillooet Regional District
Box 219, 1350 Aster Street
Pemberton, BC V0N 2L0
Phone: 604-894-6371
Fax: 604-894-6526
Toll Free in BC: 1-800-298-7753

Email: planning@slrd.bc.ca
Web: www.slrd.bc.ca

CIVIC ADDRESS POSTING GUIDELINES

- If engineering grade reflective material is used, numbers must be at least 6.5cm tall;
- If engineering grade reflective material is not used, numbers must be at least 15cm tall;
- The civic address must be placed between one and three meters from the ground;
- Numbers must be displayed as numbers and not as text;
- Numbers may be attached to any part of a building or structure - on a fence, a separate post, on a tree, or on the house itself provided that it is clearly visible from the street;
- Numbers must be visible from the road during any season of the year, and must be visible during the day *and* night;
- If the building is farther than 10m from the street, a civic address must also be posted beside the driveway at the intersection with the street;
- If there is a common driveway that accesses more than one building with a civic address, each civic address must be posted at the driveway intersection with the street, and also at any intersections in the driveway, to indicate which driveway leads to which address.



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CIVIC ADDRESS REQUEST FORM

If you require a new civic address, or a verification of an existing civic address, please complete the following information and return this form to the SLRD Planning Department at the address below.

This request is for:

- ☐ A new civic address
- ☐ Verification of an existing address

Owner Information

Name: _____

Mailing Address: _____

Phone Number: _____ E-Mail address: _____

Tenant Information (if applicable)

Name: _____

Phone Number: _____ E-Mail address: _____

Property Information

Legal Description (Lot, Block, DL, Plan, etc.): _____

PID: _____ Tax Roll Number: _____

Driveway is off of this road: _____

Location of driveway is _____ m (or _____ ft) from the _____ corner of the property.
(please indicate which corner using compass directions eg. northeast, northwest, southeast, or southwest)

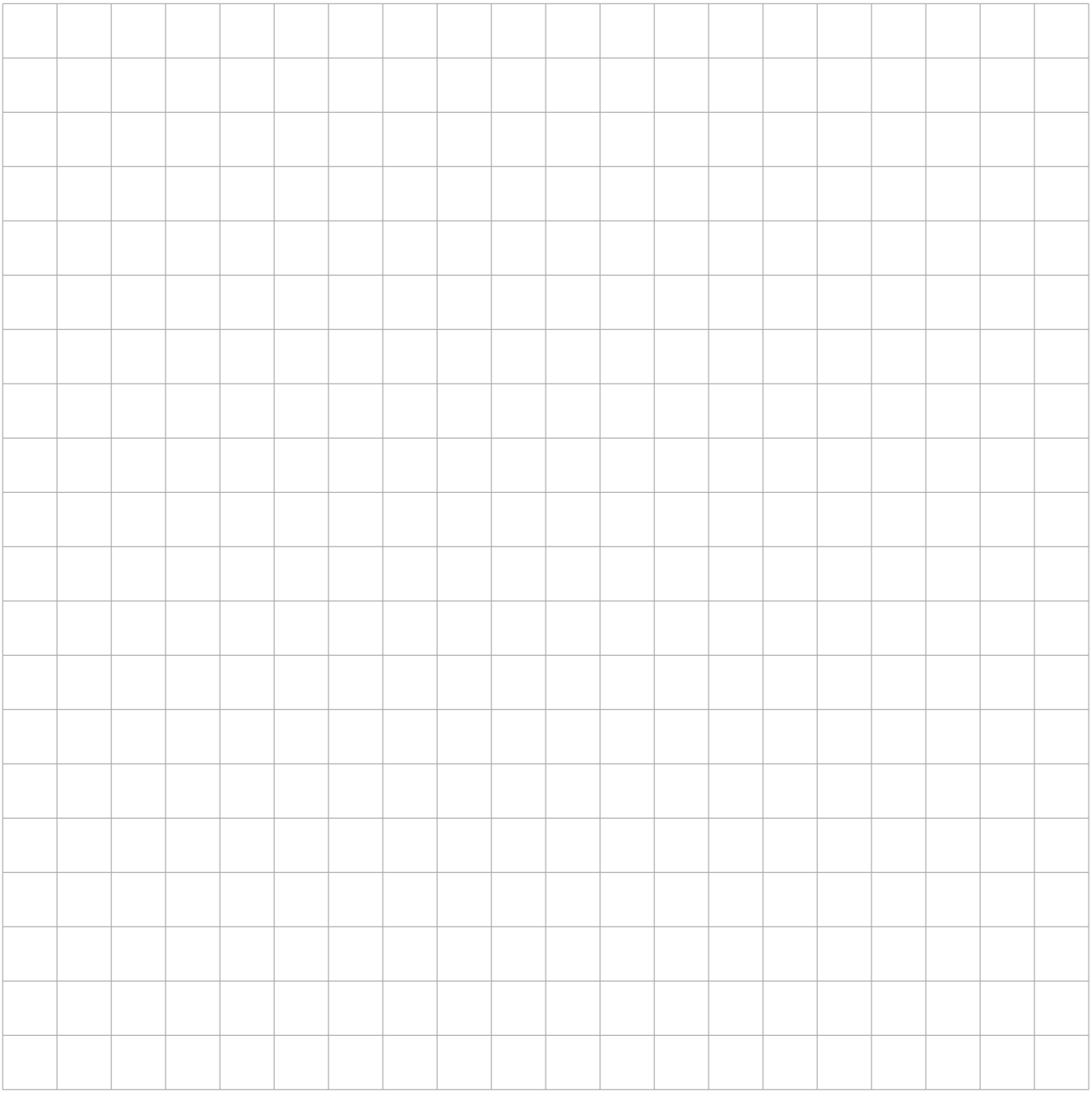
Please provide a sketch of the property, showing the location of the road, driveway, residence and any other relevant information, such as any existing homes with addresses, or splits in the driveway that lead to other buildings, etc.)

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REQUESTING A NEW CIVIC ADDRESS - SITE PLAN

Please use the space below to provide a sketch of the property, showing the location of the following (use a separate sheet, or attach any additional maps, plans, etc. as necessary to show the site and house):

- ☐ Road
- ☐ Driveway
- ☐ House to be numbered
- ☐ Any other houses



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