



Town of Whitby Policy

Policy Title:	Internal Private Street Naming/Addressing for Residential Block Developments
Policy Number:	CA 130
Reference:	Council Resolution #1035-94
Date Originated:	June 13, 1994
Date Revised:	Not applicable
Review Date:	As required
Approval:	Council
Point of Contact:	Planning Department

Policy Statement

The Internal Private Street Naming/Addressing for Residential Block Developments Policy is to provide guidelines and procedures for property recognition through the appropriate naming and addressing of private streets.

Purpose

The purpose of this policy is to ensure that all individuals, most specifically the emergency services, have the ability to recognize a property location through its street name and address.

Scope

This policy shall be applicable to any development which has not, to date, received a building permit.

Index

1	Residential Block Developments	2
2	Procedures	2

1 Residential Block Developments

- 1.1** Residential block developments which incorporate private roadways shall, upon approval through the Planning and Public Works Department:
- Name the private internal roadway, utilizing the suffix 'WAY' and individually address the units on the private street of which the unit fronts; and,
 - Where within a block townhouse development, any of the individual units have direct access (i.e. driveways) to a public street, those individual units shall be addressed accordingly from this public street.

2 Procedures

- 2.1** Every proposed internal private street name shall be forwarded to the Town of Whitby Planning Department. The Department shall determine if the proposed name has already been used or is similar to any existing street names. If there is no duplication or similarity, the Department shall proceed to circulate the proposed name.
- 2.2** Municipal staff shall circulate the proposed internal private street name to the municipal Fire and Public Works Departments and the Regional Planning Department for review. The Public Works Department will be required to provide street addressing as part of the approval process. If no objections are received, the Planning Department shall proceed to have the name reserved through the Regional Planning Department for exclusive use by the Town as a private roadway.
- 2.3** Upon receiving final approval, the application shall erect a sign (in accordance with Town standards) identifying the said street. The sign shall be designed to accommodate the working, 'Private' within the sign, as shown on the attached page.
- 2.4** The Planning Department shall include the private internal street name on all municipal maps noting that the streets are private.
- 2.5** The Public Works Department shall notify the appropriate persons (i.e. Fire Dept., Canada Post, etc.) of the addressing/street name for the development complex.

Appendices

Appendix 1 Street Name Sign

This Policy is hereby approved by Council Resolution # 1035-94 on this 13th day of June, 1994.

BROCK ST N

VARIES

15 cm or 20 cm

TOWN STANDARD

COLOUR SCHEME: REFLECTIVE
BLUE WITH WHITE MESSAGE.

LETTER SIZE: 10cm ON 15cm SIGN
15 cm ON 20cm SIGN

CIVIC WAY
PRIVATE

VARIES

15 cm or 20 cm

PRIVATE ROAD STANDARD

2" RED POPPY WITH GREEN, BLACK CENTER

FALLON CT

VARIES

15 cm or 20 cm

WAR VETERANS STANDARD

COLOUR SCHEME: REFLECTIVE
BLUE WITH WHITE MESSAGE.

320015.2

ALL DIMENSIONS IN MILLIMETRES EXCEPT WHERE NOTED

THE CORPORATION OF THE TOWN OF WHITBY

PUBLIC WORKS DEPARTMENT

CHECKED *[Signature]*
APPROVED *[Signature]*
DATE JAN. 1993

STREET NAME SIGN

REVISION No.
SCALE N.T.S.
DWG No. 501