

Schedule “B” to By-law #49-21

Township of North Frontenac Private Lane Naming Procedure

1. Definitions

In this Procedure:

- a) “Council” means the Council of The Corporation of the Township of North Frontenac;
- b) “Municipality” means The Corporation of the Township of North Frontenac.
- c) “Lane” means any privately owned drivable route for the purpose of providing vehicular access to properties and buildings.

2. Purpose

To provide a consistent procedure for naming and renaming lanes that will ensure the effective implementation of lane signage for emergency and location services.

3. Application

In accordance with Section 4.4 of the Civic Addressing Policy, if more than four (4) sub-numbers are required in respect to the same entrance, the Municipality shall, where feasible, name the lane.

If a lane requires naming, then the property owner may complete and submit a New Lane Application to the Municipality with applicable fees as set out in the Fees and Charges By-law. The property owner and/or developer is required to provide three proposed names for the lane. If an application is not received, Council may name the lane.

4. Approval in Principle

Applications will be submitted to Council for an approval-in-principle of a name, or similar variant of a name, provided in the application. If none of the names provided in the application are approved-in-principle, Council may propose a different name, or Council may request a new set of names be submitted for their consideration.

5. Public Notice

Once, approval-in-principle is granted by Council, the Clerk shall provide for public notice of the proposed name and Council’s intent to pass a By-law to name the lane.

The Notice will be posted at the Municipal Office and on the Municipal Website at least 10 days’ prior to the Meeting where Council will consider the By-law. Notice will also be provided by the Clerk to all property owners who access their property using the lane at least 30 days prior to the Meeting where Council will consider the By-law. These property owners will be provided the opportunity to provide comments to Council on the proposed lane name.

6. Bylaw

A Council By-law officially establishes a lane name in the Township of North Frontenac.

7. Signage Posting

Following a By-law being passed by Council establishing a lane name, all signage for the lane shall be erected by the Township Public Works staff as soon as possible. Any previously existing addresses on the affected lane(s) shall be readdressed by the Township at no cost to the property owner(s). Properties without addressing prior to the establishment of a new lane are subject to regular applications, fees, and processes as per the Civic Addressing Policy.

8. Naming Guidelines

As provided by the 9-1-1 Public Emergency Reporting Service (PERS) Manual by Bell Canada:

- The following symbols are not permitted:

Underscore _ _

Forward Slash //

Equal sign ==

Greater than <<

Less than >>

Star **

Plus sign ++

Parenthesis (())

Colon ::

Semi colon ;;

Brackets [[]]

Period ..

Comma ,,

Ampersand ('and' sign) &&

Other recommended suggestions for Council to consider before approving a name in principal:

- Homonyms, or names that are very close in pronunciation should be avoided to prevent potential confusion when relaying this information between callers, dispatchers, and responders. Likewise, it is suggested, that names that are difficult to pronounce or have uncommon spellings of common names be avoided, as this may negatively impact the overall response time from Emergency Service Providers;
- Lane names, wherever practical, is suggested to be only one-word names; longer names require larger signs and more letters which increase setup and replacement costs.
- Avoid naming that gives recognition of any living person;
- Substantiation is preferred, for Council's information, for proposed lane names, if the source of the name is not obvious;
- No use of awkward, corrupt, discriminatory or derogatory names, in regard to race, sex, colour, creed, political affiliation, or other social factors.



Township of North Frontenac

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APPLICATION FOR A NEW PRIVATE LANE **Page 1 of 2**

CONTACT INFORMATION

Date _____

Owners Name _____
(print) (signature)

Address _____

Telephone _____
(home) (business/cell)

SITE INFORMATION

Name of official roadway (s) at new lane beginning _____

Name of official roadway (s) at new lane end _____

Geographic Township Name _____

Is this part of an Entrance Permit Application? Yes _____ No _____

If yes, provide Entrance Application Number _____

Number of properties (current and expected) on new lane _____

PROPOSED NAME INFORMATION

List the top 3 names proposed for the new lane, in order of preference:

1. _____
2. _____
3. _____

A notice will be sent to other applicable residents with the Council approved lane name to inquire about any objections.

APPLICATION FOR A NEW PRIVATE LANE

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LOCATION INFORMATION

Please provide a sketch of the area, labelling all significant roads and landmarks. Provide a description of any properties on the new lane for accurate site identification, including things such as building colour and style, distance from the entrance, signs, landmarks, etc. Show north arrow on the sketch. Attach a copy of a survey if available,

APPLICATION FEE is in accordance with the Civic Addressing Policy (per the Fees & Charges By-law as amended) and is payable with this application

FOR OFFICE USE ONLY

NEW LANE NAME AS PASSED BY COUNCIL _____

RANGE _____ TO _____

TOTAL LENGTH _____