

BYLAW NO. 4476, 2022

Consolidated with amendments in Bylaw: (1) 5452, 2025

A Bylaw to regulate civic addressing within the City of Coquitlam

WHEREAS:

- A. Pursuant to the *Community Charter*, S.B.C. 2003, c. 26, Council for the City of Coquitlam (“Council”) may, by bylaw, assign numbers to buildings and other structures and may require owners and occupiers of real property to place assigned numbers in a conspicuous place on or near the property; and
- B. Council considers it desirable that a universal and unique civic addressing system be implemented within the City of Coquitlam.

NOW THEREFORE, the Council of the City of Coquitlam, in open meeting lawfully assembled, ENACTS AS FOLLOWS:

Part 1: Interpretation

1. Name of Bylaw

This Bylaw may be cited for all purposes as the “Civic Addressing Bylaw No. 4476, 2022.”

2. Definitions

In this Bylaw, the words listed below have the following meanings:

ACCESSORY BUILDING has the same meaning as in the *Zoning Bylaw*;

ACCESSORY DWELLING UNIT has the same meaning as in the *Zoning Bylaw*;

ADDRESS NUMBER means the number assigned to a property or one or more buildings under this Bylaw;

BUILDING NUMBER means a number assigned to a building or structure where two or more buildings or structures share the same *address number*;

CITY means the City of Coquitlam;

CIVIC ADDRESS means, as required, the combination of an assigned *address number*, *building number*, *street name* and *unit*;

COUNCIL means Council for the *City*;

FEES AND CHARGES BYLAW means the Fees and Charges Bylaw in force in the *City*, as amended or replaced from time to time;

GENERAL MANAGER means the General Manager of Planning and Development or their designate;

LOCK-OFF UNIT has the same meaning as in the *Zoning Bylaw*;

MANAGER BP means the Manager Building Permits – Approvals or their designate;

MOBILE HOME PARK has the same meaning as in the *Zoning Bylaw*;

MOBILE HOME SPACE has the same meaning as in the *Zoning Bylaw*;

OWNER has the same meaning as in the *Community Charter S.B.C. 2003, c. 26*, as amended or replaced from time to time;

STOREY has the same meaning as in the *Zoning Bylaw*;

STREET includes a street, road, lane, bridge, viaduct and any other way open to public use;

UNIT means a sub-unit or portion of a building or structure which is designed for, used as or forms a separate occupancy, including suites, bays, strata lots and apartments;

UNIT NUMBER means a number assigned to a *unit* where two or more *units* share the same *address number* or *building number*; and

ZONING BYLAW means City of Coquitlam Zoning Bylaw No. 3000, 1996, as amended or replaced from time to time.

Part 2: Civic Addressing

3. Street Names

3.1 *Council* or the *General Manager* may assign or reassign a name to any *street* within the *City*.

4. Assignment of Civic Address

4.1 The *Manager BP* may, at any time and as deemed necessary, assign or reassign a *civic address* to any building or property within the *City* pursuant to the provisions of this Bylaw.

- 4.2 Notwithstanding section 4.1 or any other provision of this Bylaw, the *Manager BP* may assign an *address number*, or allow for the change of an *address number*, not in conformity with the provisions of this Bylaw where such variance would, in the opinion of the *Manager BP*, allow for a more rational sequencing of *civic addresses* within the *City*.
- 4.3 A new *address number* will be assigned to new lots created by subdivision and new buildings approved by a building permit.

5. Address Requirements

- 5.1 Every *owner* of a property which has been assigned an *address number* by the *Manager BP* must supply and affix the assigned *address number* in a conspicuous place on a building or elsewhere on the property to which that *address number* applies.
- 5.2 An *owner* of a property must display an assigned *address number* as follows:
- 5.2.1 numbering must be in Arabic numerals;
 - 5.2.2 *address numbers* must be a minimum of 10 centimetres in height and legible against the surface they are attached to;
 - 5.2.3 numbering must be illuminated by surrounding sources in a manner that it can be read from the main thoroughfare;
 - 5.2.4 the *address number* must be visible from both directions of travel on the main thoroughfare;
 - 5.2.5 new development, or properties undergoing redevelopment subsequent to the adoption date of this Bylaw, served by a main thoroughfare and lane, shall display two *address numbers*, each visible at both locations; and
 - 5.2.6 the *address numbers* must remain visible and not become obscured by vegetation, snow or other obstruction.
- 5.3 Common driveways must show an individual *address number* posted at the driveway junction.

6. Street Direction

- 6.1 The *street* direction will determine the direction for an ascending or descending *address number* as follows:
- 6.1.1 an *address number* will ascend in the northerly direction on a *street* which runs primarily north-south;

- 6.1.2 an *address number* will ascend in the easterly direction on a *street* which runs primarily east-west; and
- 6.1.3 in situations where a *street* curves or runs at an angle to the grid, the dominant coordinate above or below 45 degrees will be used.

7. Even-Odd Convention

- 7.1 The side of the *street* on which a building or property is situated will determine if that building or property receives an even or odd *address number*.
- 7.2 Buildings and properties on the south or west side of a *street* will receive an even numbered *address number*.
- 7.3 Buildings and properties on the north or east side of a *street* will receive an odd numbered *address number*.
- 7.4 Odd and even numbers begin at the intersection point with the main *street*, and proceed toward the end of the *street*, in the designated *street* direction format.
- 7.5 In the case of courts and cul-de-sacs, the bisecting midpoint will determine the end point for the numbering sequence for odd numbers on the north or east side, even numbers on the south or west side.

8. Building and Unit Numbers

- 8.1 A property that contains one principal building or structure may use the *address number* to reference the building or structure.
- 8.2 Where a property has more than one principal building or structure, the *Manager BP* may assign a *building number* to each building or structure.
- 8.3 Where a building or structure contains more than one *unit*, the *Manager BP* may assign a *unit number* to each *unit*. *Unit numbers* will correspond to the floor on which the *unit* is located.
- 8.4 Where the *Manager BP* has assigned a *building number* or a *unit number*, or both, the *Manager BP* may direct the manner in which the *building number* or *unit number*, or the combination of a *building number* and *unit number*, is to be assigned and displayed.
- 8.5 An *accessory building* will not be assigned a unique *address number*.
- 8.6 Numbers will not be omitted for personal or cultural reasons.

9. Mobile Home Parks

9.1 A *mobile home park* will be assigned a single *address number*.

9.2 The owner of a *mobile home park* will ensure that each *mobile home space* has a unique number that serves as a *unit number*.

10. Private Roads

10.1 A property or a building on a private road will be assigned an *address number* in conformity with this Bylaw.

11. Carriage Houses, Garden Cottages, Secondary Suites and Lock-off Units

11.1 An *accessory dwelling unit* or *lock-off unit* will not be assigned a unique *civic address*, *address number*, *building number* or *unit number*.

12. Address Changes

12.1 An *owner* may apply for a change of *civic address*, or a component thereof, by making an application to the *City* and paying the application fee according to the *Fees and Charges Bylaw*. If the proposed address complies with the address standards, the address will be changed.

Part 3: General Provisions

13. Reconsideration

13.1 In the event that an *owner* disagrees with the assignment of a *civic address* or *address number*, the *owner* may, within ten business days of notification of the assignment, request in writing that the *General Manager* reconsider the assignment. Any decision of the *General Manager* on reconsideration is final.

14. Severability

14.1 The provisions of this Bylaw are intended to be severable and, should any part of this Bylaw be found to be invalid by a court of competent jurisdiction, the finding of invalidity will not affect the validity of the remainder of this Bylaw.

READ A FIRST TIME this 4th day of July, 2022.

READ A SECOND TIME this 4th day of July, 2022.

READ A THIRD TIME this 4th day of July, 2022.

GIVEN FOURTH AND FINAL READING and the Seal of the Corporation affixed this 11th day of July, 2022.

MAYOR

CLERK