

# City of Whitehorse Municipal Addressing & Naming Guidelines & Procedures

*in support of the Municipal Addressing & Naming Policy  
adopted by Council on July 13, 1998*

## **INTRODUCTION and PURPOSE**

### **1. INTRODUCTION**

The Council of the City of Whitehorse adopted the Municipal Addressing and Naming Policy on July 6, 1998. The objective of the policy is to standardize municipal addresses and names for streets, subdivisions, Parks and Recreation Areas, City owned buildings and facilities within the City of Whitehorse so that the geographic location can be easily determined; to avoid confusion resulting from addresses or names which are too similar; and to prevent haphazard methods of address and name assignment.

### **2. PURPOSE**

The guidelines and procedures in this document are intended to support the Municipal Addressing and Naming Policy by establishing a standard format for municipal addresses and by providing procedures for assigning municipal addresses in a consistent manner.

The main objective is the orderly assignment of street names and numbers to new areas of development and to existing parcels not having municipal addresses. These guidelines will facilitate the provision of a unique identification for each building or parcel. The system is intended to be simple and flexible in order to accommodate orderly future growth.

Standardizing municipal addresses is important for several reasons:

- so that records relating to a land parcel can be easily and quickly located;
- so that the geographic location of a land parcel or building can be easily determined;
- to avoid confusion resulting from addresses which are too similar.

Guidelines and procedures for naming streets, subdivisions, Parks and Recreation Areas, City owned buildings and facilities within the City of Whitehorse are also provided.

### **3. STREET NAMING**

**Purpose:** To provide street names within the City of Whitehorse in a consistent and meaningful manner.

#### **(1) GENERAL GUIDELINES:**

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- (a) Names shall be determined and applied in accordance with the specific requirements set out in the Municipal Addressing and Naming Policy and with the guidelines and procedures set out in this document.
- (b) Final approval of street names shall rest with City Council.
- (c) Naming of streets will take into consideration, and be coordinated with, the property numbering system.
- (d) The method of assigning street names shall be consistent city wide as well as when dealing with individual streets.
- (e) Avoid duplication of names both within the City of Whitehorse and within the 911 area. The intent is to reduce mistakes or delays in dispatch of emergency services. An exception to this guideline is that the same name may be used where a cul-de-sac extends off of a street with the same name. e.g. Falaise Road and Falaise Place.
- (f) Names shall not be similar sounding or phonetically similar to the name of any street within the City and if possible within the 911 area.
- (g) The suffix "park" is not to be used when naming streets.
- (h) The thoroughfare designations "trail" and "walk" shall to be reserved for trails.
- (i) The name of a street shall be changed where it is broken by a geographical feature that would preclude the street ever being connected in the future, for example a valley or a river.
- (j) An extension to an existing street shall have the same name throughout.
- (k) Street names shall be permitted to change only at intersections or where there is an abrupt change, for a substantial length, in the direction of the street.
- (l) Where there are three or fewer properties being accessed from a lane, that lane will be considered as a driveway and will not be named.
- (m) Subdivisions shall be named with a theme in mind and street names shall reflect the theme. This serves as an additional locational device.
- (n) Names of streets shall not duplicate the name of a subdivision in another area of the city.
- (o) Names of persons of honor, community importance, or of historical significance in the City of Whitehorse, the Yukon Territory or Canada should be used where appropriate, and generally correspond with the theme of the area and other general naming policies. Representatives from the First Nations, Yukon Historical and Museums Association, Planning Services, and other groups as deemed appropriate shall be consulted to ensure the appropriateness of recommended names of local history.

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- (p) All street names shall have a thoroughfare designation appended in order to more clearly define the appropriate configuration and function of the street. The intent is to be consistent to ensure motorists and others will instantly recognize the nature of the street. Thoroughfare designations used by the City of Whitehorse are outlined in Section 4 of this document.
- (q) In the case of buildings with units on alleys, where there is no access from a street paralleling the alley, the alley shall be given a name and house numbers shall be assigned. If the unit can be accessed from a parallel street, it shall be assigned a number on that street according to the guidelines in this policy.
- (r) Street names shall be applied to a preliminary plan of subdivision before being approved by Council. Final plan of subdivision must be labelled with the street names as approved by Council before registration at Land Titles Office. Street names that are not approved at the same time as a plan of subdivision shall be approved by Council by bylaw at a separate time. A certified copy of the bylaw must be filed in the Land Titles Office in order for the new names to have effect.
- (s) An official street names list and list of reserve names will be created. Street names may be suggested by anyone in writing to Planning Services.

**(2) STREET NAMING PROCEDURES**

- (a) Any person may propose a name for a new street, or a previously unnamed street, within the City of Whitehorse in writing to Planning Services, indicating the location of the street and a suggested name.
- (b) At the time of an application for a new subdivision, the proposed street names shall be provided by the developer on a preliminary or sketch plan. If no new names are proposed, they will be chosen by Planning Services from the reserve list.
- (c) The Planning Technician verifies that the name is not already in use, nor similar to any name used, in the City or 911 area. Names not being used immediately for a new street will be added to the reserve list for use by the City.
- (d) Proposed new names will be forwarded to The Government of the Yukon, Community and Transportation Services, as a check for duplication within the communities immediately outside City of Whitehorse boundaries and within the 911 area. In addition, an updated City of Whitehorse Street Name List is to be forwarded to same agency as updates occur to serve as a resource so that duplication may be avoided.
- (e) Representatives from the First Nations, Yukon Historical and Museums Association, Planning Services, and other groups as deemed appropriate, shall be consulted to ensure the historical accuracy, significance and appropriateness of recommended new street names where these names reflect local history.

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- (f) Street names must appear on the preliminary subdivision plans to be approved by Council. Council shall also establish the effective date of the new names.
- (g) Street names that are not approved at the same time as a plan of subdivision shall be approved by Council by bylaw at a separate time. A certified copy of the bylaw must be filed in the Land Titles Office in order for the new names to have effect.
- (h) Once a name, or names, is approved, the applicant/developer is advised in writing.
- (i) Approved names are added to the official street name list.
- (j) All agencies on the circulation list (appendix A) must be notified in writing of the new street names and effective date as established by Council. A location map will accompany this notification. Agencies may be added to or deleted from the circulation list where deemed appropriate by Planning Services.
- (k) The Official Street Name list is updated by the Planning Technician and all maps are updated by the Engineering Department once the registered plan of subdivision, with the new street names, is received by both departments.
- (l) A request is made to the City's Public Works Department for the manufacture of the street signs and the installation of these signs by the effective date.

#### **4. THOROUGHFARE DESIGNATIONS**

**Definition:** Thoroughfare designations refer to the street-name suffixes. The most commonly used are "street", "avenue" and "road".

**Purpose:** To provide general, consistent standards for using thoroughfare designations in the City of Whitehorse. When used consistently, thoroughfare designations serve as further locational devices, indicating the nature of a street.

#### **GUIDELINES**

- (1) In the downtown, streets are laid out in a grid pattern. "Avenues" run approximately south/north and "streets" run approximately east/west. Any new streets in the downtown will conform to the existing "street" and "avenue" conventions if they follow the grid pattern. If not, they will conform to the defined thoroughfare designations.
- (2) A portion of Crestview subdivision is a grid/block plan with avenues running north/south and roads running east/west. A portion of Porter Creek subdivision is a grid pattern with avenues running east/west and streets running north/south. In both of these cases, any new "avenue" or "street" designations should follow the naming convention within the particular subdivision.
- (3) In the future, for new subdivisions using a grid pattern, the "avenue" designation should only be used where the streets are laid out in a grid pattern and should

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follow a north/south direction, unless it is used as in the second definition (see below).

- (4) **DEFINITIONS** of thoroughfare designations to be used by the City of Whitehorse when naming streets:
- (a) **Avenue** means a thoroughfare within a grid street plan which runs north/south in new subdivisions and which follows the existing directional pattern in established neighbourhoods; a broad thoroughfare which may be lined with trees.
  - (b) **Boulevard** means a collector or minor arterial that has a landscaped median or boulevard character implied in the name.
  - (c) **Circle** means a short thoroughfare which returns to itself
  - (d) **Close** means a cul-de-sac with a relatively short length
  - (e) **Court** means a cul-de-sac with a relatively short length
  - (f) **Crescent** means a "U" shaped thoroughfare which begins and ends at the same adjoining roadway
  - (g) **Drive** means a minor arterial or collector that is winding or meanders
  - (h) **Highway** means a major arterial; a designated territorial thoroughfare
  - (i) **Lane** means a private drive, a short thoroughfare that ends in a cul-de-sac, a short connector, an alley, or a local street in a rural area
  - (j) **Loop** means the same as crescent
  - (k) **Place** means the same as close and court
  - (l) **Road** means a lengthy roadway which may change direction, a heavily used major collector or arterial, particularly rural in character
  - (m) **Square** means a cul-de-sac with a large turning circle
  - (n) **Street** means a thoroughfare running east/west in Downtown and Crestview, or north/south in Porter Creek; any thoroughfare not defined specifically in these definitions
  - (o) **Terrace** means a residential loop or a thoroughfare that follows the contours of sloping terrain
  - (p) **Way** means an interior road or a principal collector
  - (q) A **cul-de-sac** is defined as a street or passage closed at one end. The nature of a cul-de-sac is further defined by the thoroughfare designation used.

**5. NAMING NEIGHBOURHOODS/SUBDIVISIONS**

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**Purpose:** To provide names to new areas of development as a means of differentiating from other areas, to serve as a ready locational devices and as a means of providing a sense of identity to each neighbourhood.

- (1) The name of a subdivision or neighbourhood shall represent a theme for which corresponding street names shall be used.
- (2) Any person wishing to propose a name or theme for a new subdivision within the City of Whitehorse may do so in writing to Planning Services. The Planning Technician verifies that the name is not already in use or not similar to any name used in the City

or 911 area. Names not being used immediately for a new subdivision will be added

to the reserve list for use by the City.

- (3) At the time an application for subdivision is submitted to Planning Services for approval, a subdivision name may be proposed by the developer. If no proposal is made, Planning Services will select a name from the reserve list.
- (4) Representatives from the First Nations, Yukon Historical and Museums Association, Planning Services, and other groups as deemed appropriate, shall be consulted to ensure the historical accuracy, significance and appropriateness of recommended new names where these names reflect local history.
- (5) Once a theme name is approved, all proposed names for that area, including streets, Parks and Recreation Areas and City owned buildings and facilities, shall correspond to the theme. It is advisable to ensure enough names can be found to correspond with the theme before the theme itself is approved.
- (6) Prior to final approval of an Area Development Scheme, a neighbourhood/subdivision name or theme shall be proposed by the consultant or by Planning Services. The previous general procedures will then be followed.

## **6. HISTORICAL NAMES**

- (1) Where possible, names having historical or cultural significance to the City of Whitehorse, the Yukon Territory, or Canada, or those reflecting individuals who have made a significant contribution at the territorial, national or international level, shall be considered for theme names and names of streets where deemed suitable. An historical names list shall be compiled.
- (2) Historical names shall follow the general guidelines and procedures outlined in this policy.
- (3) Representatives from the First Nations, Yukon Historical and Museums Association, Planning Services, and other groups as deemed appropriate, shall be consulted to ensure the historical accuracy, significance and appropriateness of recommended

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new names where these names reflect local history and to provide names and information for an historical names list.

**7. NAMING PARKS & RECREATION AREAS AND CITY OWNED BUILDINGS AND FACILITIES**

**(1) DEFINITION:**

“Parks and Recreation Area” as defined in the Parks and Recreation Areas Bylaw means any designated municipal outdoor area, associated structures, features and displays used to accommodate the active and passive recreation of residents of the City or enhance the beauty or preserve the natural surroundings of the community including:

- (a) developed parks, playgrounds and landscaped areas with structures or fixtures such as rinks or play apparatus or floral displays or seating areas that have been installed,
- (b) undeveloped park areas as designated and listed in the Official Community Plan or acquired through subdivision;
- (c) campgrounds owned and/or operated by the City;
- (d) City trails including Trans Canada trails, connector trails and local trails as defined in the City Trail Plan;
- (e) greenbelts and buffer areas under the ownership or control of the Crown, Commissioner of the Yukon, or the City of Whitehorse;
- (f) public utility lots;
- (g) garden/floral displays, planters, trees, hanging baskets or boulevards that are maintained by the Parks and Recreation Department.

**(2) PROCEDURES**

- (a) Any person wishing to propose a name for a Parks and Recreation Area within the City of Whitehorse may do so in writing to Parks and Recreation Department.
- (b) Parks and Recreation Department shall forward proposed names, if any suggestions are received, to Planning Services.
- (c) The Planning Technician verifies that the name is not already in use or not similar to any name used in the City. Names not being used immediately for a Park and Recreation Area will be added to the reserve list for use by the City.
- (d) Planning Services will then coordinate with the developer or surveyor to ensure the names of Parks and Recreation Areas appear on the final plan of subdivision prior to approval by Council.

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- (e) Names shall adhere to the relevant sections of the General Policies, Section 3.(1), and to the Historical Names policies, Section 6., of this document.
- (f) Representatives from the First Nations, Yukon Historical and Museums Association, Planning Services, and other groups as deemed appropriate, shall be consulted to ensure the historical accuracy, significance and appropriateness of recommended new names where these names reflect local history.
- (g) Parks and Recreation Areas defined in Sections 7.(1)(e), (f) and (g) need not be named.

**(3) CITY OWNED BUILDINGS AND FACILITIES**

- (a) Any person wishing to propose a name for a City owned building or facility may do so in writing to Maintenance and Safety Services or to Engineering Services.
- (b) The responsible department shall forward requests and suggested names, if any are received, to Planning Services.
- (c) The Planning Technician verifies that the name is not already in use or not similar to any name used in the City. Names not being used immediately for a City owned building or facility will be added to the reserve list for use by the City.
- (d) Names shall adhere to the relevant sections of the General Policies, Section 3.(1), and to the Historical Names policies, Section 6., of this document.
- (e) Representatives from the First Nations, Yukon Historical and Museums Association, Planning Services, and other groups as deemed appropriate, shall be consulted to ensure the historical accuracy, significance and appropriateness of recommended new names where these names reflect local history.
- (f) Final approval of a new name rests with Council who will also establish an effective date for the adoption of the name.
- (g) Planning Services will coordinate the manufacture and installation of name signs for City owned buildings and facilities by the effective date established by Council.

**(4) SCHOOLS**

The naming of schools shall be the responsibility of the respective school authority. Decisions may be forwarded to Planning Services as information.

**8. MUNICIPAL ADDRESSES**

- (1) A municipal address shall consist of a property number, a street name and a thoroughfare designation. It may also contain a unit number (e.g. an apartment or suite number).
- (2) A municipal address shall be assigned to every legally registered parcel of land within the City of Whitehorse.

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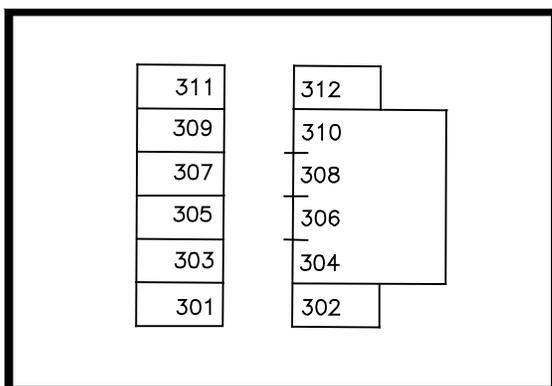
- (3) In some cases, where there is more than one building housing different residences or businesses on the same parcel of land, more than one number may be issued.
- (4) In the case of mobile home parks, each stall shall be considered as a unit. The municipal address will be made up of the address for the property, plus a unit number. Thus stall number 123 at 178 Range Road will appear as 123 - 178 Range Road or 178 Range Road, Unit 123.

**9. PROPERTY NUMBERING**

**Purpose:** The property numbering guidelines are intended to ensure the clear, logical identification of property and buildings, and to aid in the maintenance of the municipal addressing system.

**(1) GENERAL GUIDELINES**

- (a) The numbering system shall allow for expansion to accommodate future growth.
- (b) Numbers shall be consecutive and uniform.
- (c) Odd numbers are used on the right hand side of the street and even numbers are used on the left hand side in the direction of increase. Numbering should proceed with the predominant directional trend of the street, that is it should start from the more important connecting street.
- (d) Even where a street changes direction along its length, odd and even numbers are not to be transposed.
- (e) In situations where there is a grid system, e.g. Downtown, numbers on parallel streets shall be comparable in order to maintain consistency.
- (f) In areas where a large parcel of land is set aside for a school, park, etc., the parcel is measured based on required frontage and numbers are allocated. One number is assigned to the school or park. The other numbers are set aside for possible future rezoning or development. *Figure 1.* Refer to section 9.(1)(k) for established increments.



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**Figure 1 Numbering Large Parcels**

- (g) In new subdivisions, numbering should be coordinated so that numbers on one street endpoint do not duplicate numbers at the street with which it intersects. e.g. 33 Thompson Road is too close to 33 Turner Road and has caused some confusion.
- (h) When numbering, do not skip across streets, easements, PULs, walkways, railroads, streams, etcetera. Reserve numbers should be designated because these situations may change with time.
- (i) Vacant property will not be assigned a number until a building is constructed or the site otherwise developed. Reserve numbers may be given to Canada Post so that they can plan for postal service.
- (j) It is wise to avoid duplication of numbers if an auxiliary street using a different thoroughfare designation carries the same name as the main street. e.g. Falaise Road and Falaise Place.
- (k) Numbers should be based on an established "number per linear metre" basis. This increment will be based on Zoning Bylaw requirements for minimum frontages, and have been established as follows:

Urban Areas-	7.5 metres
Country Residential Areas-	15 metres
Alaska Highway-	approximately 30 metres as determined by historic miles (reference shall be made to the master map for addressing the Alaska Highway)
North Klondike Highway-	approximately 32 metres (reference shall be made to the master map for addressing the North Klondike Highway)
- (l) Where streets intersect, numbers are allotted to both sides of the corner lots in order to allow for addressing from either side.
- (m) Municipal addresses shall be posted as per the requirements of the City of Whitehorse Maintenance Bylaw 92-60, Section 16, regarding house numbering.
- (n) No person shall display or permit the displaying of any address on a property other than the address currently assigned pursuant to the municipal addressing guidelines. In the case of a corner lot, the number assigned shall be posted only on the side of the building facing the street to which the number pertains.
- (o) Private roads - City of Whitehorse municipal addressing and street naming guidelines shall apply. Multiple buildings on a private road may have individual numbering on the private road. Alternately one main number may be assigned on

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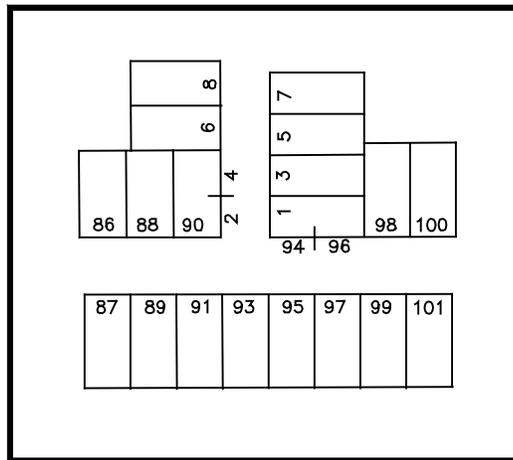
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the street from which access to the private road is gained and individual building numbers assigned. In the case of new development, the developer shall discuss options with Planning Services as part of the development permit or subdivision process.

**(2) SPECIFIC GUIDELINES**

- (a) Corner lots are designated reserve numbers along both streets on which they front. No number is assigned until a building plan is received by Building Inspection Department and then the number will be assigned based on the location of the main entrance of the building. *Figure 2.*

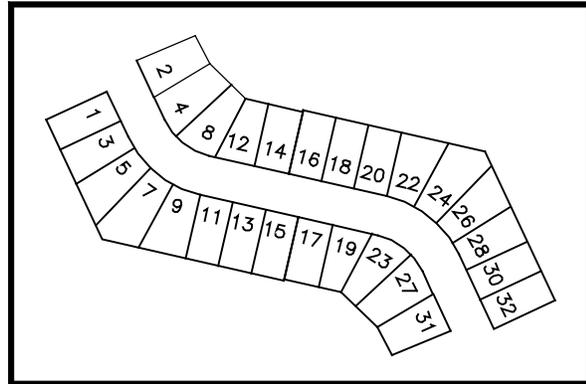
**Figure 2.  
Numbering  
Corner Lots**



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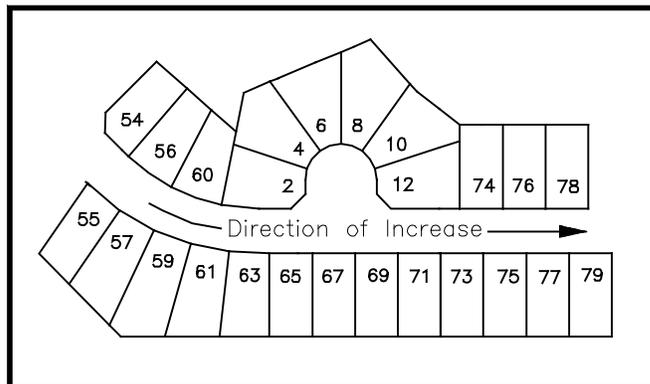
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**Figure 3.**  
**Assigning  
Numbers to Curved  
Streets**



- (d) In the case of loop, crescent, L-shaped and other irregularly shaped streets, numbering should proceed with the predominant directional trend of the street and start from the more important connecting street.
- (e) In the case of small cul-de-sacs where there is one or less lots before the bulb, the numbers are either odd or even (but not both) and consecutive. The direction of the numbering should be consistent with that of the street from which the cul-de-sac originates. *Figure 4.*

**Figure 4.**  
**Small Cul-  
de-sacs**

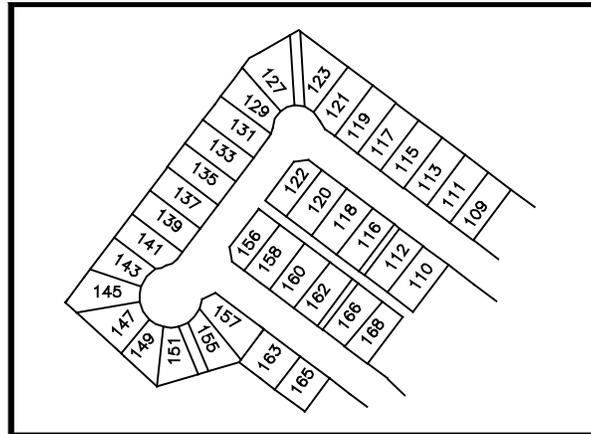


- (f) Where the cul-de-sac has the same name as the street from which it originates, it can be considered as a continuation of the street with the numbering sequencing continuing into the cul-de-sac. e.g. Falaise Place. *Figure 5.*

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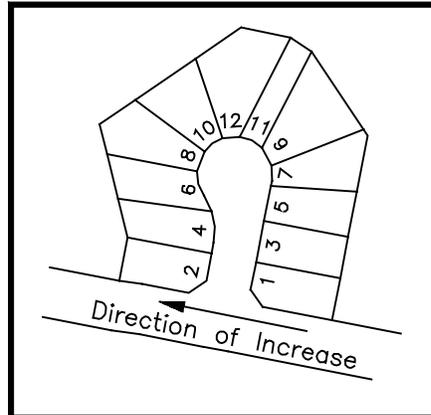
**Figure 5**  
**Small cul-de-sac with same name as that of street**



- (g) In the case of long cul-de-sacs where there is more than one lot before the bulb, the even-odd rule shall apply with the numbers meeting at the centre of the bulb. The numbers that meet should be consecutively as close as possible to one another. e.g. Cambrai Place *Figure 6.*

**Figure 6.**

**Long cul-de-sac**

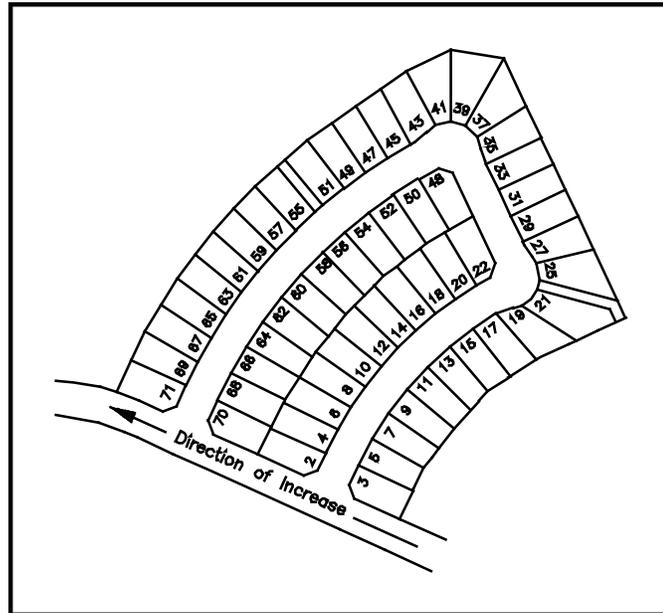


- (h) In the case of long U-shaped crescents, the numbering shall begin from the intersection closest to the main entrance into the subdivision and follow the general odd/even guidelines. e.g. Topaz Crescent *Figure 7.*

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**Figure 7.**  
**Long U-shaped  
Crescents**



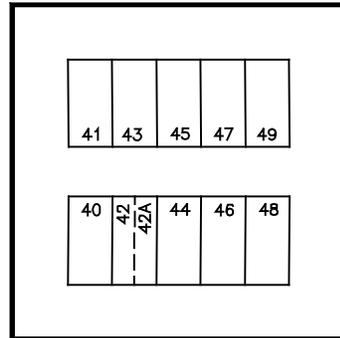
- (i) On L-shaped streets that are approximately the same length in both directions, numbering shall commence at the more important connecting street upon entering the subdivision.
- (j) Street extensions, or infill of voids, should be planned for with the numbering pattern based on the Zoning Bylaw frontage requirements for that area. The endpoints of streets should be double checked in order to avoid duplication of numbers.
- (k) In the case of a subdivision of a single lot in an older neighbourhood, where the numbering system does not allow for any addition, the address number of the original lot is duplicated for the new lot and the suffix A is added. For example, if 24 Main Street is subdivided, 24 is kept for one lot and 24A is used for the other lot, keeping in mind the sequence which should be 22, 24, 24A, 26, etc. *Figure 8.*

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**Figure 8.**

**Subdivision of  
parcel where no  
reserve number  
exists**



- (l) In the case of a lot with a duplex or semi-detached house, whether or not it is a condominium, the units are designated as A or B keeping the sequence of the street numbering consistent. The legal description of condominiums units shall not be the basis for the street numbering.
- (m) In the case of multiple family residential buildings, one number per parcel or building is assigned. Suffix letters may be used for each separate entrance and unit numbers shall be used for internal addressing. No house numbering change shall be permitted without the consent of, or proper notification to, all the owners of each individual unit.
- (n) Multiple commercial occupancies shall be assigned one house number per building and shall be further defined with suffixes and/or prefixes. A building with two entrances will be treated the same as a multiple family residential building using letter suffixes for each entrance, for example 24A and 24B Main Street. Individual suites will be further defined by using a 3-digit internal numbering system, the first number indicating the storey the suite is on, for example 101 - 24 Main Street/201 - 24 Main Street. No house numbering change shall be permitted without the consent of, or proper notification to, all the owners of each individual unit.

**(3) PROCEDURES FOR ISSUING MUNICIPAL ADDRESSES**

- (a) Planning Services shall be responsible for assigning municipal addresses in accordance with the policies set out in this document.
- (b) The Planning Technician will verify that a reserve number exists and will assign a new number according to the established guidelines. The effective date will also be established.
- (c) In the case of new plans of subdivision with more than two lots being created, the Planning Technician will designate numbers following the established guidelines. These numbers, which will include reserve numbers, will appear on a master map.

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Plans of subdivision shall be numbered as early in the process as possible, usually using the first preliminary plan. Canada Post shall receive a preliminary copy of the proposed addressing as soon as possible in the process so that they are able to plan for their delivery services.

- (d) Once addresses are approved and assigned, the applicant/developer is advised in writing.
- (e) Once the plan of subdivision is registered at the land titles office, the Planning Technician produces a location map (if necessary) and informs all agencies on the Circulation List (appendix B) in writing. Names may be added to or deleted from the circulation list where deemed appropriate by Planning Services.
- (f) The City's Engineering Department shall be notified of address changes and shall be responsible for updating the legal base, and lot and address maps, both digital and on paper. These maps will contain only the assigned addresses. Reserve numbers will appear only on the master map until assigned by the Planning Technician.
- (g) In the case of residential subdivisions of more than two lots, final approval of the numbering system resides with the Manager of Planning Services.

**(4) PROCEDURE FOR CHANGING A MUNICIPAL ADDRESS**

- (a) Any person may request a change to his/her existing municipal address in writing to Planning Services. The following information must be provided: reason for the desired change, legal description of property, current municipal address and current use of property, including number and location of buildings. In some cases a plan of survey or site plan may be required to determine the exact location of the subject building or property.
- (b) An administrative fee as defined in the Fees and Charges Bylaw 98-12 must accompany an application for an address change unless it can be demonstrated that the change is in the interest of the municipality. Other costs associated with a change of address will be the responsibility of the registered property owner, tenants, residents or businesses.
- (c) If the applicant is not the registered property owner, a signed letter from the property owner, indicating his/her approval of the address change is required.
- (d) It will be the responsibility of the applicant to obtain the approval of Canada Post and provide proof of this in writing to Planning Services before the application can be processed.
- (e) A request for a change in a street number will only be granted if the adjacent whole number is available and would not be required by subsequent development.

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- (f) Suffix letters or fractions will not be assigned as a means of assenting to a request for a street number change. E.g. 56 ½, 56.5 or 56A
- (g) Once a change of address is approved and assigned, the applicant/developer is advised in writing.
- (h) The Planning Technician produces a location map (if necessary) which is circulated to all agencies on the Circulation List (Appendix B). An effective date for the change of address is established. Names may be added to or deleted from the circulation list where deemed appropriate by Planning Services.
- (i) The Engineering Department is notified of the address change and is responsible for updating the legal base, and lot and address maps, both digital and paper.
- (j) Subdivisions or consolidations which result in the need for new or changed municipal addresses will be dealt with as for the issuing of a new municipal address and will follow those procedures. No fee will be charged.
- (k) Final approval of new or changed municipal addresses rests with the Manager of Planning Services.

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**APPENDIX A**

**CIRCULATION LIST**

*For Comments and Suggestions concerning Name Proposals prior to approval*

**City of Whitehorse:**

- Planning Services
- Fire Department
- Public Works
- Engineering
- Building Inspection Department
- Bylaw Enforcement

**Outside Agencies:**

- RCMP
- GOTY Ambulance Services
- Canada Post
- Yukon Electric
- NorthwesTel
- Ta'an Kwach'an Council
- Kwanlin Dun First Nation
- Yukon Historical & Museum Association

*For Notification of an Approved New Street Name or Street Name Change*

**City of Whitehorse:**

- Planning Services
- Fire Department
- Public Works (along with effective date for the manufacture and installation of street signs)
- Engineering services
- Building Inspection Department
- Tax Clerk
- Utility Clerk
- Purchasing & Stores
- Bylaw Enforcement
- Parks & Recreation
- Finance
- Transit

**Outside Agencies:**

- Canada Post
- Yukon Electric
- NorthwesTel
- RCMP
- Ambulance Services
- GOTY Public Safety Branch
- GOTY Property Assessment
- NTVS Cable
- Environmental Health (if Country Residential)
- DIAND Forestry (if Country Residential)
- Real Estate Board
- GOTY Department of Highways
- Yukon Housing
- Chambers of Commerce
- Private Parcel Delivery Services
- Yukon Homebuilders Association
- Census/Enumeration

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- Newspapers & City Page

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**APPENDIX B**

**CIRCULATION LIST**

***For Notification of New Municipal Addresses or Changes to Municipal Addresses***

**City of Whitehorse:**

- Planning Services
- Fire Department
- Engineering Draftsperson
- Building Inspection
- Tax Clerk
- Utility Clerk
- Public Works
- Building Maintenance & Safety Service,  
Warehouse Officer

**Outside Agencies:**

- Canada Post
- Yukon Electric
- NorthwTel (2)
- RCMP
- Ambulance Services
- GOTY Public Safety Branch
- GOTY Property Assessment
- NTVS Cable
- Environmental Health (if Country Residential)
- DIAND Forestry (if Country Residential)

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**APPENDIX C - AUTHORITY**

**CHAPTER 119  
MUNICIPAL ACT  
DIVISION 7 - HIGHWAYS**

**Bylaws**

- 254.** (1) Council may by bylaw  
(d) assign the name or number of any highway, or alter the name or number of the highway, which shall have no effect until a certified copy is filed in the land titles office.

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MAINTENANCE BYLAW  
BYLAW 92-60**

**15. HIGHWAY NAMES**

- (1) City Council shall be responsible for the assigning of names and/or numbers to highways within the City and for the placing of signs therefore.

**16. HOUSE NUMBERING**

City Council shall be responsible for the assigning of numbers to houses and buildings, and it shall be compulsory for the owner or occupier of every house or building within the City to place such assigned numbers in a conspicuous place forthwith and in such a manner that they shall be clearly visible from the highway upon which the house or building is situated. In the case of country residential lots, assigned numbers shall be placed on reflective backgrounds or be of reflective materials at least 15 cm high, and shall be located within three (3) metres of the highway upon which the house is situated.

**CITY OF WHITEHORSE  
FEES and CHARGES BYLAW  
BYLAW 98-12**

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TAC, Chapter A and Glossary, *Manual of Geomatic Design Standards for Canadian Roads*. January, 1986.

TAC, Chapter U.A and Glossary, *Urban Supplement to the Geomatic Design Guide for Canadian Roads*. April, 1995.

The City of Calgary, Alberta

The City of Red Deer, Alberta

The City of North York, Ontario

Strathcona County, Alberta

The Town of Richmond Hill, Ontario

Corporation of the District of Maple Ridge, British Columbia

The Village of Fort Nelson, British Columbia