

General Street Name and Numbering Guidelines

Effective August 25, 2003

Street Naming Guidelines

1. New names must not be identical or similar sounding to any existing street name (both within the City and surrounding municipalities).
2. Names suggested must be only one-word names. It is strongly preferred the names not be hyphenated or quotes used due to technical difficulties.
3. Street extension should continue with existing street names.
4. Substantiation is required, (Historical/Personal significance) if there is any. (i.e. person's last name)
5. Suggested street names for are kept on a list for future use, if needed. These names are to be pre-approved by Emergency Communication Services – Fire.
6. Suggested new names are to be reviewed by Emergency Communication Services – Windsor Fire Department.
7. Electronics plans should be requested from the developer to assist in document preparation. It is strongly recommended these plans be in geographically referenced format which will be compatible with our corporate data.
8. After approval, the applicant and agencies are advised.
9. Approved street names (in use) are entered into the Master List.
10. Approved street names are included in the new subdivision drawings, City of Windsor Street map and Geographic Information System. This will make the EnWin Street name map redundant.
11. Approved street names are entered into the Street Name Index.
12. All individuals performing the street naming task must maintain consistency in the process. Communication is paramount and must be maintained to prevent duplication.

Street Name Suffix Guidelines

1. Dead-end streets less than 1000 feet in length to be designated as **Courts**.
2. Streets having 2 – entrances in the form of a loop or an L, be designated as **Crescent**, **Circle** or **Way**.
3. Where feasible, secondary streets running in a North/South direction are designated as **Avenues** or **Roads**, and that the same name is retained for straight streets upon the same alignment.
4. Streets running in an East/West direction are designated as **Streets**.

5. Narrow secondary streets having less than a 50-foot right-of-way, to be designated as a **Lane**.
6. Wider collector streets separated by a median may be designated as a **Boulevard** or **Drive**.
7. Any other designations to be approved by the Building and Development Department and Windsor City Council.
8. Exceptions to the above have occurred as the result of annexation 1965 and as approved by the Windsor Utilities Commission.

Municipal House/Block Numbering Rules

1. Municipal numbering begins at zero from the Detroit River and increases by 100 for every block to the south.
2. As Ouellette Avenue is the centre line of the east/west block numbering separation, all concurrent block numbers to the east and to the west also increase by 100 for every block.
3. Even municipal addresses are located on the east and north sides of a street. Odd municipal addresses are located on the west and south sides of a street.
4. Maintain numbering within a block, i.e. not switching sides on a crescent.
5. When directed, a subdivision-municipal addressing drawing is prepared, completed by the Geomatics section – Works Department. Electronic (Adobe) versions of this document are made available for distribution to internal and external agencies.
6. Electronic copies of this subdivision, along with a standard memo, are sent out electronically to agencies as outlined on the agency distribution list.
7. Municipal house numbers for subdivisions, when approved and finalized, are included in the Geographic Information System for use throughout the corporation.

Commercial Unit Numbering Rules

1. Multiple buildings on one block will use Building numbers and unit numbers within each building.
2. A single building within a municipal block will use unit numbers only.
3. Where possible, unit numbers are to increase by ten.
4. Multiple story unit numbers should begin with the corresponding floor (i.e. 100 for first floor, 200 for second floor).
5. Electronic copies of plans and correspondence are sent to individuals on distribution list once finalized and approved.