

THE CORPORATION OF THE CITY OF WINDSOR

POLICY

Service Area:		Procedure No.:	
Departments:	Building & Development	Approval Date:	January 21, 2008
Division:	Development	Approved By:	CR22/2008
		Effective Date:	January 21, 2008
Subject:	Street Name Assignment and Name Change Policy	Policy Ref.:	
		<i>Pages:</i>	Replaces:
			Date:

1. PURPOSE

- 1.1** To provide a street naming and renaming policy that promotes the City’s positive image and identity through the use of street names that are indicative of Windsor’s unique historical, geographic and cultural characteristics, and that assists in accurately pinpointing the location of properties, and Council’s desire to protect the health and welfare of the public, by enabling emergency services to quickly attend to urgent situations. The efficient delivery of goods and services, including mail, is also a key objective.
- 1.2** This policy is consistent with the objectives of the Municipal Address Assignment & Address Change Policy (Appendix no. 2).

2. SCOPE

- 2.1** This policy applies to the assignment of names for all new streets, as well as the renaming of existing streets within the City of Windsor, in consultation with the adjacent municipalities of the Town of Lakeshore, the Town of LaSalle and the Town of Tecumseh.

3. RESPONSIBILITY

- 3.1** The Building & Development Department, Development Division is responsible for the coordination and assignment of new street names within the City of Windsor and providing City Council with recommendations regarding the renaming of existing streets.
- 3.2** City Council approval and adoption of a by-law is required for the creation of any new street (name) not created through the registration of a plan of subdivision or condominium and for changing the name of any existing street within the City of Windsor.

- 3.3 The City will give Public Notice of its intention to change the name of any existing street within the City of Windsor.

4. **POLICY**

- 4.1 The City of Windsor strives to ensure that all street names promote Windsor's civic identity. Street names shall be indicative of the distinctive social, historical, geographic or cultural characteristics and qualities of Windsor.

Selection of Names

- 4.2 That street names shall be chosen, wherever possible, to recognize the historical significance of figures, groups, neighbourhoods, places, landmarks and events within the City of Windsor that denote:
- a) the community's evolution and progress;
 - b) the unique aspects related to the community's geographical location or other distinct characteristics;
 - c) figures, events, milestones, and achievements the community may wish to acknowledge; *or*
 - d) any name not covered in a) through c) above which has been endorsed by resolution of City Council.
- 4.3 A street name should not be given in recognition of any living person.
- 4.4 That there shall be no use of awkward, corrupt, discriminatory or derogatory names, in regard to race, sex, colour, creed, political affiliation, or other social factors.
- 4.5 That the Street Naming Policies, Guidelines and Procedures shall apply to both public and private roadways, condominium roadways, where names are deemed to be in the interest of public safety.

5. **GUIDELINES**

- 5.1 Street names must not be identical or similar sounding to any existing street name (both within the City and surrounding municipalities).
- 5.2 Homonyms, or names that are very close in pronunciation to existing street names, both within the City and surrounding municipalities are not permitted (Examples: Allen or Alan, Hinson or Henson). Likewise, names that are difficult to pronounce or have uncommon spellings of common names should be avoided (Example: Karen, not Cairyn).

- 5.3 Street Names, wherever practical, shall be only one-word names. It is strongly preferred the names not be hyphenated or quotes used.
- 5.4 Street extensions should continue with existing street names.
- 5.5 Substantiation is required for proposed street names, (Historical/Personal significance) if there is any. (i.e. person's last name).

6. **STREET NAME TYPE DESIGNATIONS**

Wherever possible the following street name type designations are to be followed:

- 6.1 Streets running in an East/West direction are to be designated as *Streets*.
- 6.2 Streets running in a North/South direction are to be designated as *Avenues* or *Roads*.
- 6.3 The same suffix name is generally retained for straight roads and streets upon the same alignment.
- 6.4 Narrow secondary streets having less than a 15.2 metre / 50-foot right-of-way, are to be designated as *Lanes*.
- 6.5 Wider collector streets, when separated by a planted median, may be designated as *Boulevards* or *Drives*.
- 6.6 Dead-end streets less than 305 meters / 1000 feet in length are to be designated as *Courts*.
- 6.7 Streets having 2 – entrances in the form of a loop or an 'L', are to be designated as *Crescent, Circle* or *Way*.
- 6.8 Any other designations are to be approved by Building & Development Department in consultation with Fire and Rescue Services.

While exceptions to the street name type designation guidelines have occurred as the result of 1965 and 2002 municipal annexations, as approved by the Windsor Utilities Commission, these guidelines are intended to reduce or eliminate exceptions especially where they may cause difficulty in navigation within the City.

7. **NEW STREETS**

- 7.1 The assignment of names for all new streets within the City requires the submission of an "Application to Create a Street Name or for Creation of

Street Names & Municipal Address Numbers within Plans of Subdivision/Condominium”, to the Building & Development Department, Development Division, for approval.

- 7.2 The Application must include a list of possible street names and appropriate mapping, illustrating the location of the new streets and their proposed names, as well as a non-refundable processing fee payable to the City of Windsor.
- 7.3 City Council approval and adoption of a by-law is required for the creation of any new street (name) not created through the registration of a plan of subdivision or condominium within the City of Windsor.

8. STREET NAME CHANGE

- 8.1 All street name changes require the submission of an “Application for Street Name Change”, to the Building & Development Department, Development Division, for acceptance of the submitted replacement street names and subsequent approval and adoption of a by-law by City Council.
- 8.2 The Application must include a proposed replacement street name and location, a sketch of the street and extent/segment of the road to be re-named, a petition with the name, address and signatures of 80% of the assessed property owners/residents who reside or own property which fronts onto or is abutting the subject street, and a non-refundable processing fee payable to the City of Windsor.
- 8.3 The City of Windsor reserves the right to rename any street, including duplicate street names, in the interest of public safety.
- 8.4 The City of Windsor shall not be responsible or liable for any costs associated with a street name change.

9. STREET NAME SIGNS

- 9.1 Street name signs shall be of such size and shape and constructed of such materials as required by the Public Works Department, in compliance with the Manual of Uniform Traffic Control Devices and the Ontario Traffic Manuals, and the City of Windsor Sign By-law 250-2004.
- 9.2 For all new streets associated with a Development Application, it shall be a condition of application approval that the applicant/developer must obtain City approval of the names for such streets and have street name signs erected to the satisfaction of the City.

- 9.3 Where the name of a street has been changed, the sign shall, unless deemed inappropriate or unnecessary by Administration, include a reference to the former name for a period of at least one year.
- 9.4 A street name sign may also include an address range to the street address numbers that are located within a street or any portion of a street.

10. NOTIFICATION

- 10.1 The City shall notify all internal departments, agencies/bodies and adjacent municipalities contained in the attached distribution list (Attachment No. 1), of the assignment of a new street name or change of an existing street name.
- 10.2 The City will give Public Notice, prior to consideration by Council, of its intention to change the name of any existing street and for all Applications for Street Name Changes within the city (Refer to Appendix 1A – Street Name Assignment & Name Change Procedure Procedures for details).

11. RECORDS, FORMS AND ATTACHMENTS

Records pertaining to the naming of streets will be retained according to the Records Retention By-law 12599, as amended