

## **1.0 PURPOSE**

To provide a clear policy and process on how new streets established in the Town should be named or existing streets re-named if requested by an applicant or the Town of Yarmouth. This policy shall apply to both public and private streets in the Town of Yarmouth.

## **2.0 POLICY STATEMENT**

This Street Naming Policy shall promote safer communities within the Town of Yarmouth by selecting street names that facilitate accurate property identification by emergency services. Street names shall also encourage the ease of movement throughout the Town of Yarmouth by using street names that are not easily confused with other street names within the Town of Yarmouth.

## **3.0 DEFINITIONS**

- a. Town of Yarmouth – all lands within the designated boundaries of the Town of Yarmouth.
- b. The Town – staff and municipal body of the Town of Yarmouth.
- c. Town Council – the elected Council of the Town.
- d. Street – the whole and entire right-of-way or driveway of a public or private highway, road, bridge, lane, or thoroughfare.

## **4.0 GENERAL REQUIREMENTS**

- 4.1** There shall be no duplication of existing street names, as attached in Appendix A of this Policy, when naming new streets or when renaming existing streets within the Town of Yarmouth. This shall include streets with the same name but different street type (ex. Avenue, Street, Road, etc.). Already existing street names within the Town of Yarmouth with the same name, with or without the same street type, shall be permitted to remain as is (ex. Clements Street & Clements Avenue).
- 4.2** Where a new street is to be named or an existing street renamed within the Town of Yarmouth that is a continuation of another street, the same name shall be given to the new street whenever possible.
- 4.3** Where a new street is to be named or an existing street renamed within the Town of Yarmouth that is not a continuation of another street, the two roads shall have different names.
- 4.4** Where a new street is being named or an existing street renamed, the street name shall not contain numerals, special characters, decimals, hyphens, or periods, but is permitted to contain apostrophes.
- 4.5** New streets that are named or existing streets that are renamed within the Town of Yarmouth shall not be offensive to the public and/or pose a safety concern.

**4.6** The Town shall be responsible for the installation and maintenance of street naming signs for public streets only.

**4.7** Applicants shall receive approval from the Traffic Authority for the location, specifications, and installation of street naming signs for private streets and/or signs that are not installed by the Town.

## **5.0 ESTABLISHING A NEW STREET NAME**

**5.1** An applicant wishing to name a new street shall provide to the Town Planner a list of choices for the name of the proposed street, subject to Town Council's approval.

**5.2** Along with their preferred names for the new street, the applicant shall include a reason as to why these names were chosen, along with their most preferred choice of street name from the list.

**5.3** The applicant shall send to the Town Planner a site plan that shall include a drawing or rendering of the proposed new street with dimensions and the extent of the new street with surrounding connections and names of the existing streets in the area.

**5.4** A report outlining the details of the new street proposed by the applicant, as stated in Policies 5.1, 5.2, and 5.3 above, shall be prepared by the Town Planner with a written recommendation for consideration and decision for Town Council.

**5.5** Town Council shall evaluate the applicant's proposal and choices of street names with regards to the General Requirements outlined in Section 4.0 of this Street Naming Policy.

**5.6** Town Council may refuse the applicant's proposal to name a new street if it is determined that the name(s) does not meet the General Requirements of this Policy or for any other reason deemed advisable by Town Council.

**5.7** Town Council may approve or deny the applicant's request to name a new street. The Town shall notify the applicant of Town Council's decision.

**5.8** Pertaining to Policies 5.6 and 5.7 above, Town Council shall have the ability to choose a name if all presented names from the applicant are rejected.

## **6.0 CHANGING AN EXISTING STREET NAME**

**6.1** Town Council may initiate a change to an existing street name if the street name is deemed offensive by Town Council, a potential safety concern, or any other reason deemed advisable.

**6.2** Property owners abutting an existing street may petition to have the street renamed.

**6.3** Petitioners shall submit to the Town Planner a list of choices for the renaming of the existing street, as well as an agreed upon preferred choice for a name out of the provided list, subject to the General Requirements listed in Section 4.0 of this Policy. Petitioners should also submit a written explanation as to why these names were chosen, as well as for the preferred choice of street name.

- 6.4** The Town Planner shall provide to Town Council a report including the required information as stated in Policy 6.3 above and a written recommendation for consideration by Town Council.
- 6.5** Town Council shall consider the choice of names for renaming an existing street suggested by petitioners and their reasoning for these street names provided in the report given to Town Council, subject to the General Requirements in Section 4.0 of this Policy.
- 6.6** Town Council may refuse the petitioners' proposal to rename an existing street if it is determined that the name(s) does not meet the General Requirements of this Policy or for any other reason deemed advisable by Town Council.
- 6.7** Town Council may approve or deny the petitioners' request to rename an existing street. The Town shall notify the petitioners of Town Council's decision.
- 6.8** Pertaining to Policies 6.6 and 6.7 above, Town Council shall have the ability to choose a name if all presented names from the applicant are rejected.

## **7.0 APPROVAL CONSIDERATION FOR STREET NAMES**

- 7.1** Town Council may take the following factors into consideration when assigning a street name:
- a. Names that Council deem are appropriate from the list of names given by the applicant(s) or petitioner(s);
  - b. Names of native species of flora and fauna;
  - c. Historical names in keeping with the region's heritage. When considering historical names:
    - i. Consultation with the Heritage Advisory Committee will be encouraged.
    - ii. The naming of streets in honour of living individuals will be discouraged.
    - iii. Town Council may request a cooling-off period of a length of time determined by Town Council.

## **8.0 REQUIREMENTS AFTER APPROVAL**

- 8.1** The Town shall provide written notification to any personnel and/or corporate bodies they deem is necessary regarding Town Council's approval to name a new street or rename an existing street within the Town. Some of these include, but are not limited to the following:
- a. Town of Yarmouth Fire Department.
  - b. Canada Post.
  - c. Town of Yarmouth RCMP.
  - d. Town of Yarmouth Public Works Department.
  - e. Town of Yarmouth Ambulance and Emergency Health Services.
  - f. The Tri-County Regional Centre for Education.
  - g. All assessed property owners that abut the street in question.

**Clerk's Annotation for Official Policy Book**

Date of Adoption:

I certify that this "Street Naming Policy" was adopted by Council as indicated above.

Town Clerk:

Date:

**APPENDIX A**

Existing Street Names within the Town of Yarmouth

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<b>EXISTING STREETS</b>	<b>ROAD CLASS</b>
Aberdeen St	LO
Adelaide St	LO
Albert St	LO
Alma St	LO
Argyle St	LO
Armview Crt	LO
Baker St	LO
Barnard St	LO
Beacon St	LO
Belair Crt	LO
Belmont Cres	LO
Bond St	LO
Breeze Dr	LO
Brown St	LO
Brunswick St	LO
Burton Ave	LO
Butler St	LO
Caie Cres	LO
Cann St	LO
Captains Walk	LO
Carleton St	LO
Carol Ave	LO
Catherine St	LO
Central St	LO
Charles Crosby Dr	LO
Chester St	LO
Chestnut St	LO
Chipman Lane	LO
Church St	LO
Clements Ave	LO
Clements St	LO
Cliff St	LO
Cloverdale Crt	LO
Collins St	LO
Commercial St	LO
Cooks Rd	LO
Cosman Lane	LO
Cottage Lane	LO
Cumberland St	LO
Dane St	LO
Doane St	LO
East St	LO

**Note on Road Classes:**

LO - "Local"  
 AR - "Arterial"  
 CO - "Collector"  
 HW - "Highway"

Ellis Ave	LO
Ellis Rd	LO
Elm St	LO
Emins Lane	LO
Enterprise St	LO
Fairmount St	LO
Fifth St	LO
First St	LO
Flint Lane	LO
Forbes St	LO
Ford Ave	LO
Forest St	AR
Gardner St	LO
Geddes Lane	LO
Glebe St	LO
Goudey St	LO
Grand St	LO
Grantham St	LO
Green St	LO
Haley Rd	LO
Harbourview Dr	LO
Hardscratch Rd	LO
Haskell St	LO
Havelock Dr	LO
Hawthorne St	LO
Herbert St	LO
Herrington Ave	LO
Hibernia St	LO
High St	LO
Highland Ave	LO
Highway 101	HW
Highway 304	CO
Hood Cres	LO
Horton St	LO
Hueston St	LO
Huntington St	LO
Industry Ave	LO
James St	LO
Jarvis Rd	LO
Jenkins St	LO
Jody Shelley Dr	LO
John St	LO
Kempt St	LO
King St	LO
Kirk St	LO
Lane Ave	LO

Lewis Ave	LO
Lewis Lane	LO
Lonergan Lane	LO
Lovitt St	LO
Lynlea Cres	LO
MacNeil Ave	LO
Main St	AR
Market St	LO
Marsha Ave	LO
Marshall Lane	LO
McConnell Cres	LO
McConnell Cres Exten	LO
Millstone Terr	LO
Moodys Lane	LO
Murphy Ave	LO
Myrtle St	LO
Oak Dr	LO
Parade St	LO
Park Lane	LO
Park St	LO
Pearl St	LO
Placid Crt	LO
Pleasant St	LO
Porter St	LO
Porters Lane	LO
Prescott St	LO
Prince Lane	LO
Prince St	LO
Prospect St	LO
Public St	LO
Queen St	LO
Regent St	LO
Richards Lane	LO
Ryerson Crt	LO
Sara Corning Way	LO
Sawdust Trail	LO
School St	LO
Second St	LO
Seminary St	LO
Shaw Ave	LO
South East St	LO
South St	LO
Sprucewood Cres	LO
Sprucewood Dr	LO
Starrs Rd	AR
Store St	LO

Summer St	LO
Sycamore St	LO
Thurston St	LO
Tooker St	LO
Trask Ave	LO
Trinity Pl	LO
Vancouver St	CO
Vaughne Ave	LO
Vaughne Crt	LO
Victoria Terr	LO
Walker St	LO
Water St	LO
Waverly St	LO
Whipple St	LO
Willard F Allen Lane	LO
William St	LO
Willow St	LO