

ADDRESSING MANUAL



TOWN OF
TABER

2025

Addressing Manual

1. Overview

The Town of Taber, like many communities was designed on a classic urban grid system. Assigning numbers to each property and/or occupancy within the Town of Taber provides locational identification for a variety of services such as:

- Emergency Services
- Utility accounts
- Tax accounts
- Land use permitting and licensing functions
- Canada post
- Other private sectors functions

The efficiency of a property location system depends upon a consistent and logical property numbering process.

Historically addressing parcels within the Town of Taber followed a simplistic format based upon surrounding municipalities. Lots were numbered with even numbers on the south sides of avenues and west sides of streets. Odd numbers were assigned to the north sides of avenues and east sides of streets. Numbering increased as development progressed outward from a central point within the community.

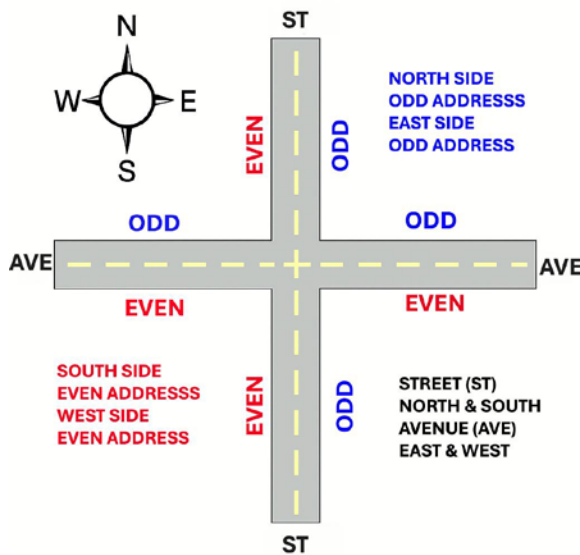
With modern practices of subdivision design, new street patterns have emerged such as the cul-de-sac and p-loop. Changes have also occurred in residential and commercial developments from single buildings with one use on a lot to multiple buildings on a lot with multiple tenants within each building. To facilitate an efficient and consistent property numbering system, a formal addressing procedure and guidelines are a necessity.

Adherence to this guide will ensure regularity and provide residence with familiarity when navigating throughout the town.

2. Format

A civic address shall be assigned to each titled parcel of land within the Town of Taber. Addresses assigned to titled land (parcels) will be known as a “parcel address OR civic address”. For situations where a development consists of multiple residential, commercial or industrial units located on one parcel of land, addresses assigned to each unit will be known as an “alias address”.

Modern subdivision design and development practices have created new curvilinear street patterns and increased densities which require addressing methods to adapt. Even and odd numbering should not switch sides of the roadway because of road curves. Addresses assigned to parcels across the roadway from each other should pair off as close as possible i.e. #39 should be across the street #40.



2.1. Addressing

In the grid system and curvilinear system, parcels on the **south** or **west** side of the roadways should typically be assigned **even** numbers and parcels on the **north** or **east** side of roadways should typically be assigned **odd** numbers a (**south/west even** principle).

Numbers assigned to parcels along a roadway should be consecutive, beginning at a logical starting point.

- In residential subdivisions, the parcel addresses should increase in increments of 4.
- Commercial or industrial subdivisions, where lot frontages are larger, parcel addresses may increase in larger increments where practical.

The number shall generally relate to the location within a particular block. The first two digits of the address should indicate the nearest cross-street.

- Ex: 5101 60 Avenue should come after the cross section of 51st street

Where units have their own exterior entrance, the unit number should be alphabetical, starting at A and increasing from left to right when looking at the building.

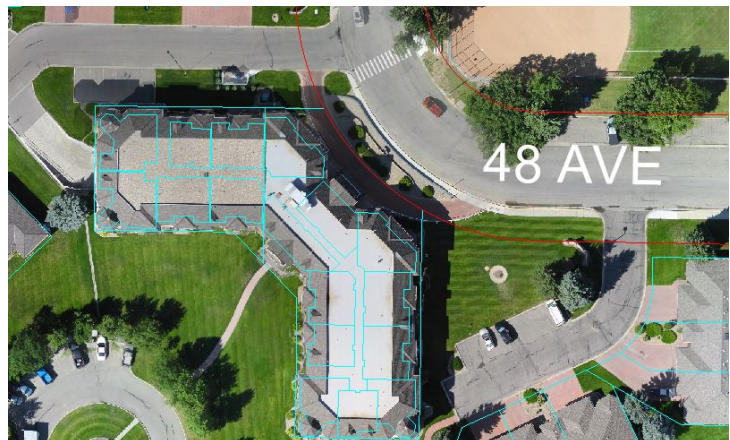
3. Different Property Types and How to Address Them

3.1. Apartments

Units within a multi-story apartment building situated on a parcel are numbered by combining the floor number and unit number with the "parcel address". A typical "alias address" for a



unit on the fifth floor of an apartment building may be *510, 21 Berkeley Place West.*



For addressing more than one apartment building on a single parcel, follow the recommended approach as outlined in Section 3.9 Multiple Building Residential Developments to number the buildings. Then assign unit numbers within the buildings as previously indicated.

3.2. Bare Land Condominiums

Bare land condominium applications are processed the same as a subdivision application. In most cases, there is an existing parcel that will be the subject of a Bare land application. When there are enough numbers available between adjacent parcels, bare land units within a bare land condominium plan can be treated as if the units are lots facing the street and numbered accordingly.

When this method is not possible, use the *"parcel address"* in combination with the unit number from the bare land condominium plan to create an *"alias address"* for each unit.

3.3. Commercial Development

Commercial developments with a single structure on the parcel may or may not have multiple rental bays/units within the structure. In cases where there is one occupant/business in the structure, the *"parcel address"* will likely be in place before development commences. The occupant/business would use the assigned *"parcel address"*.

In cases where there are multiple rental bays/units within a single structure on a parcel, Each bay/unit number will be alphabetical, starting at A and increasing from left to right when looking at the building and be assigned in combination with the *"parcel address"* (i.e. *Unit A 5800-46 Avenue*) as described in Section 2.1.



Commercial developments of the "Big Box" variety involve multiple structures developed on a parcel, some with multiple rental bays. In most cases, the parcel will have a *"parcel address"* assigned to it at the subdivision stage. As the parcel is developed, assign an *"alias address"* to each structure, without re-using the *"parcel address"* if possible. Rental units within each structure will be assigned a unit number as described in Section 2.1.

3.4. Condominium Conversions

In cases where an existing multiple unit residential/commercial/industrial structure is converted to condominium ownership, try to maintain the existing address configuration.

If the structure is not occupied when the condominium conversion application is made, an *'alias addresses'* may be created by combining the "unit number" on the Condominium Plan, with the *"parcel address"*. This method may work when there is just one structure on the parcel.

When two or more structures are undergoing condominium conversion on a parcel, use the most appropriate method described in Section 3.9 Multiple Building Residential Developments or Section 3.3 Commercial Developments to assign numbers to the developments.

3.5. Corner Lots

Numbers should be assigned to corner lots assuming the development will face the shortest frontage of the lot. Should the lot be developed with the building facing the longer frontage of the lot, an alternate number can be assigned.

If a development appears to have principle entrances facing both frontages, consideration should be given to the roadway which is most prominent. In the event a change of address is required the alternate address will become the official civic address in all records. Notification of affected parties of this change is necessary. The property owner will not be charged for changes in this situation.



3.6. Crescents

Subdivision designs in this category generally have more parcels on one side of the crescent than the other. Consecutive numbers should be assigned, either even or odd, to the side of the street having the greater number of parcels first. An attempt should be made to adhere to the south/west/even principle at the entry point. Assign numbers to the other side of the road giving attention to the "pairing" of numbers on opposite sides of the roadway. Even/odd numbering should not cross the roadway to maintain the south/west/even principle.

3.7. Cul-De-Sacs

In cases where the lots in the access roadway continue into the cul-de-sac, the numbering should continue through the cul-de-sac using the access road name.

Cul-de-sacs, with varying number of parcels, and having a unique street name, should be numbered adhering to the south/west/even principle whenever possible, switching from even to odd at the center of the cul-de-sac bulb.



3.8. Four Unit Dwellings

When one four-plex structure is located on a parcel, the units within the structure will receive a unit number that will be combined with the "parcel address" to form an "alias address" for each of the 4 units. Assign unit numbers to a four-plex with consideration to the grouping of the entrance door locations.

When more than one four-plex structure is located on a parcel, follow the recommended approaches as outlined in Section 3.9 Multiple Building Residential Developments.



3.9. Multiple Building Residential Development

Assigning addresses to multi-family residential developments consisting of more than one structure on a parcel can be achieved through the following method. Assign each structure on the parcel an alias address other than the original parcel address. The units within each structure of the development are then assigned a unit number, when combined with the "alias structure address", will form the "alias address" for the unit.



3.10. P- Loop

P-loops differ from crescents in that they use the same roadway to enter and exit the subdivision. Assigning numbers to this subdivision form should follow the same procedure used for crescents.



3.11. Street-Oriented Townhouse Development

Street oriented townhouse development is typically comprised of 4 or more side by side units, each on its own parcel. In this situation, each unit will use its parcel address.

In cases where the building sits on one lot, the building will use the parcel address and each unit within that building assigned a unit number.



3.12. Two Unit Dwellings

Typically, two unit dwellings are developed in a side by side orientation. This housing form can be developed on a single parcel or on pre-subdivided lots where each side of the duplex is on its own titled parcel. When a two-unit dwelling is developed on a single parcel, the parcel will likely have an existing *"parcel address"*. Assign the existing *"parcel address"* to the first unit. Assign an *"alias address"* for the second unit, maintaining an interval of 2 between units. Maintain an interval of 4 numbers between buildings if possible.

During the subdivision process, parcels specifically created for two-unit dwelling development may be included on the plan of subdivision. Assign consecutive even or odd numbers to these parcels, maintaining an interval of 2 numbers between duplex units and an interval of 4 numbers between adjacent parcels.

In cases where there are multiple residential units within a single-family dwelling (i.e. suites), secondary or basement suites will be assigned an *"alias address" to the parent address*, typically starting with '2'. A typical *"alias address"* for a secondary or basement suite may be 2, 1234 — 15 St. S

3.13. Infrastructure

In the cases where a utility, structure or street furniture is in the road right of way and needs to be addressed for permit and/or locational purposes; an *"alias address"* will be created from the nearest adjacent *"parcel address"*. In this case depending on where the structure is the *"alias address"* *"will have the nearest available street address before, between or after the "parcel address(es)"*. Examples of this would be for a public wash room, bus shelter, irrigation controller, electric meter or a water meter.