

# TOWN OF SMALL POINT – ADAM’S COVE CIVIC NUMBERING BY-LAWS

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## CAME INTO EFFECT:

These Civic Address By-laws came into effect and were adopted by Council on

April 14, 2026.  
Motion No. 2026-37.

## SIGNED AND SEALED:

Mayor: [Signature]

Town Clerk: Nicole Savese

**PURSUANT TO THE AUTHORITY** conferred under Section 8(1)(a) of the *Towns and Local Service Districts Act, 2023*, the Town Council of Small Point – Adam’s Cove enacts the following By-law:

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## 1. TITLE

1.1 This document shall be known and cited as the “**Town of Small Point – Adam’s Cove Civic Address By-laws**”, hereinafter referred to as “**these By-laws.**”

## 2. PURPOSE

2.1 The purpose of these By-laws is to establish standards and procedures for civic address numbering within the Town.

## 3. APPLICATION

3.1 These By-laws apply within the municipal boundaries of the Town of Small Point – Adam’s Cove.

## **4. DEFINITIONS AND INTERPRETATION**

- 4.1 “Act” means the *Towns and Local Service Districts Act, 2023*.
- 4.2 “Civic Address” means the civic number and street name.
- 4.3 “Civic Number” means the number assigned to a property by Council.
- 4.4 “Corner Lot” means a lot with frontage on both a primary and a secondary street.
- 4.5 “Council” means the Municipal Council of the Town of Small Point – Adam’s Cove.
- 4.6 “Front Yard Civic Numbering Sign” means a sign located within the front yard displaying the civic number.
- 4.7 “Good State of Repair” means complete, visible, secure, and properly maintained.
- 4.8 “Lot” means a parcel of land used as a unit.
- 4.9 “Main Building” means the building containing the primary use of the lot.
- 4.10 “Owner” means any person or organization with legal ownership or use of the land.
- 4.11 “Residential Lot” means a lot used primarily for residential purposes.
- 4.12 “Street” includes any road or access route for vehicles and pedestrians.
- 4.13 “Street Name” means the official name assigned by the Town.
- 4.14 “Street Name Sign” means signage displaying a street name.
- 4.15 “Sign” means a device used for identification or direction, excluding memorials and government signage.
- 4.16 “Town” means the Town of Small Point – Adam’s Cove.

## **5. CONFORMITY WITH BY-LAWS**

- 5.1 No person shall install, alter, or maintain a civic number except in accordance with these By-laws.

## **6. ASSIGNING CIVIC NUMBERS**

- 6.1 Civic numbers shall be assigned by Council through the Town Clerk.
- 6.2 Previously assigned civic numbers remain valid unless changed by the Town Clerk.

## **7. PROCEDURES**

- 7.1 Upon receipt of a development application, Council and/or the Town Clerk shall assign a civic number.
- 7.2 Assignment of a civic number may be a condition of a Building Permit.
- 7.3 Owners of existing properties without assigned numbers shall be notified in writing and required to comply.
- 7.4 No permit is required to install or maintain a civic number sign in accordance with these By-laws.

- 7.5 Civic numbers must be posted prior to issuance of an occupancy permit.
- 7.6 The Town may conduct inspections to ensure compliance.

## **8. EXISTING CIVIC NUMBERING SIGNS**

- 8.1 Existing civic numbers remain valid unless changed by Council.
- 8.2 Non-conforming signs may remain until the owner is notified otherwise in writing.

## **9. CIVIC NUMBER REQUIREMENTS**

- 9.1 Owners shall post civic numbers on their property.
- 9.2 Civic numbers must remain as assigned unless officially changed.
- 9.3 Multi-tenant buildings must display unit or suite numbers.
- 9.4 If a number is not visible from the street, an additional sign shall be installed at the driveway entrance.
- 9.5 Council may reassign numbers to correct inconsistencies.
- 9.6 Council may require additional signage for emergency access.

## **10. CIVIC NUMBERING STANDARDS**

- 10.1 Civic numbers shall:
- (a) Use Arabic numerals;
  - (b) Be displayed horizontally;
  - (c) Clearly contrast with the background.
- 10.2 Civic numbers must be clearly visible from the street.
- 10.3 Civic numbers must face the street of address.
- 10.4 Civic numbers must not be obstructed from view.

## **11. PUBLIC AUTHORITIES**

- 11.1 These By-laws apply to public authorities except where required for emergency or public purposes.

## **12. MAINTENANCE**

12.1 Maintenance of civic number signs is the responsibility of the owner.

12.2 Civic numbers must be kept in a good state of repair.

## **13. CORNER LOTS**

13.1 Civic numbers on corner lots shall face the street of address and remain clearly visible. Council may determine placement if necessary.

## **14. PROHIBITED POSTINGS**

14.1 No person shall display a civic number not assigned to the property.

14.2 No unrelated numbers shall be displayed, except clearly identified lot, unit, or business numbers.

14.3 Lot, unit, or suite numbers must include identifying labels ("Lot," "Unit," or "Suite").

## **15. RESPONSIBILITY FOR DAMAGE**

15.1 The Town shall not be liable for damage to civic number signs unless caused by negligence, including damage during normal municipal operations.

## **16. ENFORCEMENT**

16.1 These By-laws shall be enforced by Town staff or designated officials.

16.2 Existing properties must comply by **December 31, 2026**.

16.3 Non-compliant properties may be charged for installation or materials where corrective action is required by the Town.