

Emergency Sign Fees and Options:

Payment must accompany your order.

Sign: \$30.00 plus tax

Sign Post: \$20.00 plus tax (post is galvanized steel, pre-drilled to accept sign, 7 ft. long, hardware included)

Postage: (sign only) \$12.00 plus tax

If paying by cheque please make payable to the County of Dufferin.

All payment options are available in our office at 55 Zina St. Orangeville.

If you submit your application on-line and prefer to pay by credit card, please visit the link below to be connected to our secure third-party payment service:

<https://www.dufferincounty.ca/purchase>

You will be notified by phone when your order is ready for pick up. Processing can take 2-4 weeks for processing once payment is has been received. If you've paid postage your sign will be couriered as soon as its manufactured.

How do I read the number?

This should be read in conjunction with the **Dufferin County Rural Addressing System Map** (available at our office, free of charge, or by download at dufferincounty.ca)

Example: 436265

ROAD NUMBER (first 2 numbers)

All highways, county and township roads have been assigned a two-digit number on the emergency numbering grid. Thus the road in this case is **'43'** which translates to 4th Line, Melancthon Township.

SECTION NUMBER (3rd number)

The third digit indicates the section of the road, as each road is divided into sections numbered 1 through 9. In this example, it is **'6'** which places it north of Highway 89.

KILOMETRIC DISTANCE (last 3 numbers)

The last three digits indicate the distance from the beginning of the section to the driveway. In this example **2.65** km., places this entrance near 5th SDRD.



Public Works
Department
55 Zina Street
Orangeville, ON L9W 1E5
Phone: 519-941-2816 ext. 2600
Fax: 519-941-0271

publicworks@dufferincounty.ca

dufferincounty.ca



Your Rural Civic Address

What you need to know

Public Works Department
General inquiries
519-941-2816 ext. 2600

Civic Addresses

Properties and entrances do not automatically have civic addresses nor does the County of Dufferin stock pre-manufactured signs. Civic addresses are assigned through the County's GIS function as requested.

The signs are made individually at our Operations Center from approved high-visibility and highly durable materials.

Obligations and Responsibility

The Corporation of the County of Dufferin By-law Number 2006-20 is a by-law to provide for the Emergency Numbering of Buildings and Property.

Within this by-law is provision for all property owners, whether rural or urban, to display an assigned emergency number at the access point to their properties. Property includes but is not limited to, a residence, farmstead, development on a private road, vacant land, undeveloped lot, wood lot or land under cultivation.

All costs related to displaying the emergency number in accordance with this section shall be paid by the owner of the land.

Further details include construction, location, maintenance, and enforcement of signs. By-law Number 2006-20 can be downloaded on our website or requested from our office.

If you live in Dufferin County, your emergency sign or "rural civic address" will consist of a 6-digit number. This number uses a grid system to pinpoint the location of entrances.

This number is used by emergency services to locate your property quickly and easily.

If the entrance is to a residence, this number becomes your mailing address.

It is also used for school bus pick-up, utilities services, deliveries, burn permits etc.

The number does NOT legitimize the existence of an entrance to a property. Contact your local municipality for information on entrance approvals.

How to Obtain your Sign

The County of Dufferin assigns rural civic address numbers on behalf of all the municipalities in Dufferin County.

In order to obtain your civic address, you will need to complete an application.

Through your application you will be assisting our GIS Technician with accurately locating your entrance.

The following information will be required to complete an application:

- ◆ The legal description of the property including lot and concession number
- ◆ A site plan of the newly approved entrance or survey, or a map showing the existing entrance
- ◆ A measurement in feet or metres of the location of the entrance relative to existing entrances and/or from property lines.
- ◆ The tax roll number (found on your municipal tax bill)

Application forms are available from the Public Works office in Orangeville, by facsimile, or on-line at dufferincounty.ca.

Posting your Sign

The Corporation of the County of Dufferin By-law Number 2006-20 includes details on posting your sign:

- ◆ The sign should be close to the entrance it is assigned to
- ◆ Place the sign on the SAME SIDE of the road as the entrance
- ◆ Place back from the shoulder of the road, away from damage by snow, grit or road maintenance
- ◆ The sign must be visible to traffic traveling in both directions
- ◆ DO NOT post the sign on a hydro pole. This practice is strictly prohibited
- ◆ Sign should be at least 4 feet (1.2m) above the ground
- ◆ It is highly recommended that signs NOT be posted on mailboxes

The sign has 2 holes drilled in one end, covered by vinyl during manufacture. Fasteners are provided. A pre-drilled sign post can be purchased separately.