



POLICY PD-007

Subdivision Naming or Re-Naming

Policy Number: PD-007	Date Approved: February 8, 2011
Title of Policy: Subdivision Naming or Re-Naming	Council Res. Number: 34-11
Prepared By: Planning & Development Services	Effective Date: February 8, 2011
	Previous Revision Date: November 9, 2006 (Res. No. 466-06)

PURPOSE

The purpose of this policy is to ensure that Parkland County has a formalized method for naming or re-naming subdivisions. The policy outlines the criteria that will be used; the steps involved in the naming of a subdivision, and establish responsibilities for ordering and paying for signage and obtaining all applicable provincial and municipal permits. The naming of roadways within Parkland County, including roads within subdivisions, is addressed separately under Engineering Services Policy EN-005.

POLICY STATEMENT

In accordance with the provisions of the *Municipal Government Act (i.e., the Act)* and the *Land Titles Act*, Council can, by resolution, change the name of any presently named subdivision, or designate a name for a subdivision which presently has no name on the registered plan of subdivision at the Land Titles Office. Parkland County may also create new subdivisions with new names. Therefore Parkland County shall require that the policy standards regarding naming matters are adhered to, to ensure a coordinated and consistent approach to the naming of subdivisions within Parkland County.

DEFINITIONS

2. "May" means discretionary compliance or a choice in applying policy.
3. "Name" and "Naming" includes re-name and re-naming respectively.
4. "Shall" means mandatory compliance.
5. "Subdivision" means a subdivision of land, registered by plan of survey or descriptive plan, containing four (4) or more parcels.
5. "Road" means a public road/street or highway owned by the County.

SCOPE

This policy shall be applied when naming a previously unnamed subdivision, re-naming a presently named subdivision, or naming a new subdivision within the County.

RESPONSIBILITIES

The Manager of Planning and Development Services is responsible for the development, implementation, monitoring and evaluation of this policy.

STANDARDS

Although the actual name selected for a Subdivision is largely at the discretion of the applicant(s), landowner(s), or developer when the County receives a request to name or rename a Subdivision, the decision shall be at the discretion of the County and in accordance with the following provisions:

1. General Naming Guidelines

- a. The Subdivision name shall not be duplicated, similar sounding or phonetically similar for any Subdivision within Parkland County or immediately adjacent to the municipality, both urban and rural.
- b. In the event that a theme is assigned to an approved Area Structure Plan for the area, the names of all Subdivisions within the plan area shall be consistent with the theme of the Area Structure Plan, unless as otherwise approved by Council.
- c. Names shall be determined and applied in accordance with the specific requirements set out in this policy. Council or the CAO (or designate) shall provide final approval for Subdivision names, as the case may be.
- d. Names of persons of honour, community importance, or of historical significance in Parkland County may be used where appropriate, and generally correspond to the alphabetical designation or the theme of the area. Recognition may also be extended to include persons who have made a significant contribution at a provincial, national or international level.

2. Naming a New Subdivision

- a. The CAO (or designate) is hereby authorized to issue naming for new Subdivisions in accordance with this Policy on behalf of the County, which meet the following criteria:
 - i. the Subdivision consists of a minimum of four (4) parcels and is serviced by an internal roadway registered under a plan of survey; or
 - ii. where the subdivision is a re-subdivision, re-plot, infill of lands contained within an existing named Subdivision, the existing Subdivision name shall continue to be used, subject to the provisions under the quarter section dealing with the re-naming of an already named Subdivision.
- b. All proposed Subdivision name(s) shall be included on the plan of survey submitted for endorsement on the registerable document(s) submitted to the County. The CAO (or designate) shall not endorse a plan of subdivision which contains the following:
 - i. a Subdivision name which is offensive in nature;
 - ii. a Subdivision name that is identical or confusingly similar to that of an existing named subdivision within the County or a neighbouring municipality;
 - iii. a Subdivision name is found in some way to be unacceptable to the CAO (or designate); or
 - iv. where a Subdivision name may create potential conflict and the CAO (or designate) and the applicant/landowner/developer are unable to come to agreement, the CAO (or designate) may refer the naming request to Council for their consideration.

3. Naming a Previously Unnamed Subdivision

- a. The naming of a previously unnamed Subdivision shall be considered at the discretion of Council. The application shall be made in writing (Schedule "A") by a registered property owner, or their authorized representative, who is directly affected by the proposal, to the attention of the Manager of Planning and Development Services for review against this policy prior to being referred to Council.
- b. Un-named Subdivisions which meet the following criteria will be considered by Council to be significant enough to warrant consideration of official naming by the County:
 - i. the Subdivision consists of a minimum of four (4) parcels, serviced by an internal roadway registered under a plan of subdivision;
 - ii. there has been no name previously registered for the Subdivision;

- iii. the Subdivision has a legitimate community identity established by virtue of its spatial configuration, geographic location, or unique/historical identity; and
 - iv. the Subdivision must have development on at least fifty percent (50%) of the parcels (excluding reserve parcels or any other parcels under the sole ownership of the County) within the Subdivision. Development on a parcel shall mean the construction and occupancy of an approved principal building or principal dwelling.
- c. The applicant(s) shall submit a completed Petition of Support to the Manager of Planning and Development Services. The Petition of Support shall be submitted in writing and must explain the rationale to name the subdivision (refer to Section 5.0 of this policy) The CAO (or designate) will not endorse a name for a Subdivision which contains the following:
- i. the proposed Subdivision name is offensive in nature;
 - ii. the Subdivision name is identical or confusingly similar to that of an existing named subdivision within the County or a neighbouring municipality;
 - iii. the Subdivision name is found in some way to be unacceptable to the County.

4. Re-naming an Existing Named Subdivision

- a. An existing Subdivision name may be changed upon application (Schedule "A") and may be approved at the discretion of the Council if:
- i. the Subdivision consists of a minimum of four (4) parcels, serviced by an internal roadway registered under a plan of subdivision;
 - ii. the residents/landowners located within a one-mile radius of the Subdivision or the County feels that the current name of the Subdivision is identical or confusingly similar to other Subdivision names within the County or neighbouring municipality;
 - iii. there are no objections to the proposed Subdivision re-naming from the developer/landowner that previously named the subdivision, or any immediate local relatives of the developer/landowner;
 - iv. the Subdivision must have residential development on at least fifty percent (50%) of the parcels (excluding reserve parcels or any other parcels under the sole ownership of the County) within the Subdivision. Development on a parcel shall mean the construction and occupancy of an approved principal building or principal dwelling; and
 - v. the applicant shall submit a complete Petition of Support to the Manager of Planning and Development Services. The Petition of Support shall be submitted in writing and must explain the rationale to re-name the Subdivision. (See section 5.0 of this policy)
- b. The County will not endorse a name change for a Subdivision which contains the following:
- i. the proposed Subdivision re-naming is offensive in nature;
 - ii. the proposed Subdivision re-naming is identical or confusingly similar to that of an existing named Subdivision within the County or a neighbouring municipality;
 - iii. the Subdivision name is found in some way to be unacceptable to the County.

5. Petition of Support for Naming and Re-naming of a Subdivision

- a. When making an application for the naming of a previously unnamed Subdivision or the re-naming of a existing named Subdivision a Petition of Support (Schedule "B") shall be required and it shall be the responsibility of the applicant(s) to submit a complete Petition of Support to the Manager of Planning and Development Services. The complete Petition of Support shall:
- i. be submitted in writing and must explain the rationale to name or re-name the Subdivision;
 - ii. demonstrate support for the proposed naming of the Subdivision from at least two-thirds (2/3) of the parcels in the Subdivision and representing at least one-half (1/2) of the value of the assessments for the subject Subdivision;

- iii. Parkland County shall withdraw its name and assessment value of its parcel(s) within the Subdivision from those to be counted in determining the sufficiency of a petition; and
- iv. only one (1) registered landowner per parcel may sign the Petition of Support.

6. Responsibility for Costs and Permits

New Subdivisions

- a. The developer will be responsible for all costs associated with the installation of Subdivision entrance signs displaying the approved Subdivision name. The developer is further responsible for obtaining all applicable provincial and/or municipal permits prior to the installation.

Previously Un-Named Subdivision

- b. Parkland County will pay all costs associated with the installation of Subdivision entrance signs displaying the approved subdivision name, and will be further responsible for obtaining all applicable provincial and/or municipal permits.

Re-naming a Presently Named Subdivision

- c. Parkland County will pay all costs associated with the installation of Subdivision entrance signs displaying the approved subdivision name, and will be further responsible for obtaining all applicable provincial and/or municipal permits.



Schedule "A" to Subdivision Naming or Re-Naming Policy PD-007

**Subdivision Naming of Un-Named Subdivision
& Re-Naming of Existing Named Subdivision
Application Form**

I/WE BEING THE REGISTERED OWNER(S) OF PROPERTY WITHIN PARKLAND COUNTY DO HEREBY MAKE APPLICATION FOR:

☐ Naming of Un-Named Subdivision

PLEASE CHECK OFF THE APPLICABLE BOX

☐ Re-Naming of an Existing Subdivision

REGISTERED OWNER / APPLICANT(S): _____

MAILING ADDRESS: _____

TELEPHONE NO. (Residence) _____ (Business) _____ (Cell) _____

EMAIL ADDRESS: _____

SUBDIVISION _____

LOT _____ BLOCK _____ PLAN _____

WITHIN PART _____ SECTION _____ TOWNSHIP _____ RANGE _____ W _____ MERIDIAN

NAMING RATIONALE:

I/WE SWEAR/AFFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND IS SUBMITTED TO MEET THE REQUIREMENTS OF COUNTY POLICY PD-007, ACKNOWLEDGING THAT SUBMISSION OF THIS APPLICATION IS THE FIRST STEP IN THE PROCESS TO NAME OR RE-NAME A SUBDIVISION AND DOES NOT CONSTITUTE AN APPROVAL UNTIL DULY AUTHORIZED BY RESOLUTION OF COUNCIL.

I/WE HAVE ATTACHED A COMPLETED PETITION OF SUPPORT TO THIS APPLICATION DEMONSTRATING THE REQUIRED 50% OF SUPPORT FROM THE OTHER REGISTERED LANDOWNERS IN THE SUBDIVISION TO THE PROPOSED NAMING OR CHANGE OF NAME APPLICATION

Applicant

Registered Owner(s)

Date of application

Registered Owner(s)

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act.
The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Schedule "B" to Subdivision Naming or Re-Naming Policy PD-007

Petition of Support Form

We, the undersigned support the request to: ☐ Name the Unnamed Subdivision _____ to _____
☐ Re-name the Existing Subdivision From _____ to _____

(All entries including names must be legible and complete)

DATE	PRINTED PROPERTY OWNER'S NAME	SIGNATURE	LEGAL DESCRIPTION	WITNESS SIGNATURE
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	
			<i>Lot ___ Block ___ Plan ___</i>	

Page ___ of ___

The personal information provided by you is being collected under the authority of the *Municipal Government Act* and will be used for the purposes under that Act.
The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.