



## P O L I C Y

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Policy Title <b>SUBDIVISION AND ROAD NAMING</b>	Date: <b>December 12, 2024</b>	Resolution No. <b>C/595/24</b>

### **Policy Statement**

Lacombe County recognizes that there is a need to provide a more formalized method for naming subdivisions and roads to assist emergency response systems (i.e. ambulance, fire) and to generally make it easier for businesses and the general public to locate properties within Lacombe County. The policy outlines the criteria that will be used, the steps involved in the naming of a subdivision or road and establishes responsibilities for ordering and paying for signage and obtaining all applicable provincial permits.

### **Eligibility Criteria**

#### **1. Subdivisions**

##### **Proposed or Conditionally Approved Subdivision**

- (1) The naming of a proposed or conditionally approved subdivision shall be considered by the County Manager or designate if the subdivision consists of a minimum of two (2) lots that will be accessed by an internal roadway and is to be registered by a plan of subdivision.
- (2) Where the subdivision is a replot or a re-subdivision of lands contained within an existing named subdivision, the same name shall continue to be used, subject to the provisions under the section dealing with a subdivision within a named subdivision.

##### **Previously Unnamed Subdivision**

- (1) The naming of a previously unnamed subdivision may be considered by Council if:
  - (a) the subdivision consists of a minimum of two (2) lots that are accessed by an internal roadway registered by a plan of subdivision; and
  - (b) there has been no name previously registered for the subdivision.

##### **Naming of a Subdivision Within a Named Subdivision**

- (1) The naming of a subdivision within a named subdivision may be considered by Council if:

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- (a) the subdivision consists of a minimum of two (2) lots that are accessed by an internal roadway registered by a plan of subdivision; and
- (b) the proposed name utilizes the existing subdivision area name as a prefix (eg. Burbank Heights, Burbank Meadows, etc.)

### Re-naming Already Named Subdivision

- (1) A subdivision that is already named may be considered by Council for re-naming if:
  - (a) the subdivision consists of a minimum of two (2) lots that are accessed by an internal roadway registered by a plan of subdivision; and
  - (b) if the majority of the residents/landowners within a one-mile radius of the subdivision and the County no longer refer to the original name of the subdivision; or
  - (c) residents/landowners within a one-mile radius of the subdivision or the County feel that the current name of the subdivision
    - (i) does not have a legitimate community identity established by virtue of a geographical or topographical feature, the flora or fauna of the area, or something of local cultural or historical significance; or
    - (ii) does not accurately represent the individual after whom the subdivision is presently named; or
    - (iii) is identical or confusingly similar to other subdivision names within the County or a neighbouring municipality; and
  - (d) there are no objections to the proposed subdivision name change from the developer/landowner after whom the subdivision was named, or any immediate local relatives of the developer/landowner.

## 2. Road Right of Ways

### Previously Unnamed Road Right of Way

- (1) Lacombe County does not permit the naming of unnamed road right of ways.
- (2) Council may consider the naming of a previously unnamed road right of way under the following exception
  - (a) the road right of way is constructed as a result of a hamlet expanding

### Re-naming Already Named Road Right of Way

- (1) At the discretion of Council, a road that is already named may be considered for re-naming if the current name of the road right of way:

- (a) does not represent the individual after whom the road right of way is presently named; or
- (b) is identical or confusingly similar to another road name in the County or a neighbouring municipality.

**Removing the Name of an Already Named Road Right of Way**

- (1) At the discretion of Council, a road that is already named may revert to its corresponding range or township number if the current name of the road right of way:
  - (a) does not have a legitimate community identity established by virtue of a geographical or topographical feature, the flora or fauna of the area, or something of local cultural or historical significance;
  - (b) does not represent the individual after whom the road right of way is presently named;
  - (c) is identical or confusingly similar to another road name in the County or a neighbouring municipality; or
  - (d) there is concern that emergency services will have a delayed response due to confusion caused by the road's name and emergency reference name; or

**Guidelines for Naming a Subdivision or Hamlet Road Right of Way**

1. The official naming of a road right of way and subdivision shall be at the discretion of Council unless otherwise stated by this policy.
2. Where a subdivision or Road Right of Way name may create potential confusion or conflict, the County Manager or designate may refer the application to Council for their consideration.
3. The name chosen for a subdivision should have some readily identifiable community identity related to a geographical or topographical feature, the flora or fauna of the area, or something of local cultural or historical significance.
4. The name chosen for a new hamlet road right of way should follow and continue the naming trend of the surrounding road right of ways (i.e. 54 St., 55 St., 56 St.).
5. A proposed subdivision or road right of way name which is identical or confusingly similar to another name in the County or a neighbouring municipality shall not be permitted.
6. Consideration for the recognition of names of a person(s) may only be extended to include person(s) who have made a significant contribution at a provincial, national or international level.

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7. Where a request is made to name a subdivision after an individual, the County shall require written evidence of support from the local community. This support shall be in the form of a petition signed by the majority of residents and landowners along the road right of way or within a one-mile radius of the subdivision.

### **Application Process**

1. Prior to submitting a "*Subdivision and Road Naming Application*" (refer to Appendix A) and the Rates and Fees Bylaw for applicable fee to Planning Services, the applicant will be responsible for reviewing the list of subdivision and road right of way names currently being used in the County and surrounding municipalities to avoid choosing a name which is identical or may otherwise cause confusion with some other named subdivision or road.
2. Upon receipt of a completed application, Planning Services shall review the application and may request additional information or other alternative names where it is considered that the information is inadequate or the proposed name is inappropriate.
3. Before a decision is made, the County will provide written notification to government agencies, County departments and adjacent landowners of the proposed name. A 21-day circulation period will be provided to allow affected parties to comment on the proposed name.
4. Once all circulation responses have been received and reviewed, a report will be prepared by Planning Services setting out the staff's recommendation on the proposed subdivision or road right of way name for consideration by Council, where such requests are required by this policy to be decided by Council.
5. Council or the County Manager or designate, as the case may be, shall have the discretion to approve an application if, in its opinion, the proposed subdivision or road right of way name meets the criteria outlined in this policy.
6. The applicant will be advised in writing of Council's decision. If Council has requested changes to the proposed subdivision or road right of way name, a statement must be included in the decision letter explaining Council's decision. Where an application is refused, then reasons will be given for doing so.
7. If an application is approved, signage requirements shall be determined by the Operations Department.

**Responsibility for Costs and Permits**

**Proposed or Conditionally Approved Subdivisions**

- (1) The developer will be responsible for all costs associated with the installation of subdivision name and road signs requested by the County. The developer is further responsible for obtaining all applicable provincial permits.

**Previously Unnamed Subdivision and Road Right-of-Way**

- (1) The applicant will be responsible for paying the application fee, as outlined in the County's Rates and Fees Bylaw. Lacombe County will pay all costs associated with the approval of subdivision and road naming applications, including the purchase and installation of signs, and will be further responsible for obtaining all applicable provincial permits.

**Re-naming Already Named Subdivision and Road Right-of-Way**

- (1) The applicant will be responsible for paying the application fee, as outlined in the County's Rates and Fees Bylaw. Lacombe County will pay all costs associated with the approval of subdivision and road re-naming applications, including the purchase and installation of signs, and will be further responsible for obtaining all applicable provincial permits.

Approved: August 2, 2005  
Revised: C/376/06  
Revised: February 14, 2008  
Revised: November 10, 2011  
Revised: January 11, 2018  
Revised: June 28, 2018  
Revised: January 10, 2019  
Revised: December 12, 2024



## SUBDIVISION AND ROAD NAMING APPLICATION

<b>APPLICANT:</b>  <b>Name:</b> _____ <b>Address:</b> _____ _____ <b>Phone:</b> _____ <b>Date:</b> _____	<b>For Office Use Only:</b>	<b>Date Received:</b>
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<b>PROJECT:</b>  <b>Legal Description:</b> _____  <b>Proposed Subdivision Name:</b> <i>please identify on a site plan the boundaries of the subdivision</i> _____ _____  <b>Other Options:</b> _____ _____  <b>Proposed Road Name(s):</b> <i>please identify on a site plan the area of the road to be named</i> _____ _____ _____
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**Other Options:**

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**Reasons for the Proposed Names(s)**

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*attach a separate sheet if more space is required*

*Lacombe County, RR 3, Lacombe AB T4L 2N3 Phone: 403-782-6601; Fax: 403-782-3820*