

STREET RENUMBERING PROCEDURE

1. Request R. Dunbrack, Chief Surveyor to measure up the street s to be renumbered (use request form).
2. Upon receiving the notes for a particular month, draw up, similarly to streets already finished, the notes. These drawings will show houses and their doors (front, side, basement, etc.) and intersecting streets. Make a note on the plan indicating in which direction the street runs and between what streets.
3. Proceed to renumber the streets using the aerial map sheets and the key map (1"=300') as a guide. Also use the 15' interval scale where applicable and insure that the numbering system is uniform and in keeping with streets already numbered. Do not number every door, but, by sight inspection, as well as checking with the City Directory, renumber those doors that are used as entrances to separate dwellings. For instance, a duplex dwelling with one outside door and two inside (2 apartments) would be given 2 numbers, but a multiple apartment building with 17 units would be given one number. Do not allow A, B, C and 1/2 in the new system. Do this for each street for the month.
4. Write in the owners for the various properties on each street affected by the numbering. These owners and a list of the properties are available at the Assessor's Office. If any clarification is necessary, consult Reg Hann. Houses at intersections may front on one street and have a number on the other. Do this for every street to be renumbered that month.
5. Then hand these completed rolled plans to Mrs. Miller. (The plans will now show all the buildings, doors, intersecting streets, the old and new numbers and the assessed owners.) These should be given to her in time to enable her to mail the notices on or about the first of the month. She will type them on lists (on stencils) and they will be returned to you to check typing errors or omissions. Then return these corrected lists to Mrs. Miller and she will type up the notices and have them sent to the affected owners.

After two months the streets renumbered have to be checked by door-to-door inspection to insure that the numbers are; first on the houses, secondly are correct and also to check that perhaps too many or not enough numbers have been given to a particular house. (When these streets are due to be checked, Mrs. Miller will give you copies of the lists, indicating any amendments.) Also, all houses that have disregarded earlier notices, first, second or third or final letter have to be checked and one must try in every way to have the owner renumber his house. Notices are sometimes returned because of insufficient address and these have to be tracked down by rechecking with the Assessors and also through the Telephone and City Directories. In the matter of usual checking of streets, Mr. Leadly has proven a tremendous help.

Requests for advance notices are received and you should be prepared to give advance notices on streets that are to be renumbered in the six months following. These individuals affected are sent letters by Mrs. Miller.

Building inspection request numbers (through Messers Rozee and Robertson) for new buildings in the City. These numbers, which, of course, will conform to the system, will be given to these gentlemen and to Mrs. Miller will be told of the new numbers given out in this manner.

The key map and progress charts are to be kept up to date because upon completion of the renumbering, the key map will be a wonderful aid in the numbering of intersections. Copies of city maps showing the renumbering system are available in the drafting table and in the storage room in the Works Department. These are to be given to individuals upon request and sent out to anyone who requests them by mail.

The system has some errors that are readily evident; some of these have been corrected by altering the key map; others still exist. So that householders will not be further burdened by a further renumbering,

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some errors now in existence must be overlooked. Cooperation with the public and the ability to explain the system are a must. People dislike change, but in the long run the new system will be effective and an asset.

The files for each street are in the cabinet in R. Dunbrack's office. They are to be filed and amended upon receipt of an amendment list from Mrs. Miller. These are often referred to and two copies are to be filed under each street.

A sketch showing where original plans and notes are filed is on the wall in R. Dunbrack's Office. Copies of all notices are filed in the Commissioner of Works Office. Any other questions should be directed to Mrs. Miller.