

## KOGIS

### STREET NAMING AND ADDRESSING POLICY

#### PREAMBLE

The Council of the kogi state geographic information system hereby establish a uniform system for road naming and for numbering property and buildings on all roads, streets and public motorways in the area so defined as the Kogis as proclaimed. All streets shall be named and all properties and buildings shall be numbered in accordance with the provisions set forth in this policy.

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### **i) PURPOSE**

To provide a street naming and renaming policy that assists in the efficient location of properties. The street name forms an essential element of the physical address.

To establish and formalise a system for allocation, naming and identification of roads and numerical addresses, which will ensure ease of property identification by use of a unique street name and street number.

To outline the responsibility of all parties involved in the addressing, road naming and signage installation areas of activities.

### **ii) PRINCIPLES**

The Council desires to protect the health and welfare of the public, particularly its ratepayers, by enabling emergency services to quickly attend to urgent situations. The Council desires to assist the efficient delivery of goods and services, including mail. The Council desires to assign or change the name of public or private roads in compliance with the requirements of the Bylaws and any other applicable legislation.

Hence the Municipality shall make every effort to ensure that all roads within the jurisdiction area of Kogi state are named and all buildings and properties are numbered in accordance with the provisions set forth in this policy.

The objective is to prevent inconsistency, inadequacy and confusion by providing a street numbering system that is simple to manage, logical to users and uniform to all properties within the municipality (and, where practical, conforming to the practices in the wider community.)

### **iii) JURISDICTION AND APPLICATION**

This policy is only applicable to properties, buildings and roads within the jurisdiction of Kogi state. However, roads falling within the management of provincial and national government are excluded e.g. District and National Roads.

This policy does not apply to the naming of public places and is restricted to the naming of public roads and in the case of private roads only where appropriate; names will only be assigned to private roads when it is considered to be in the interest of the public, e.g. for public safety, occupancy identification etc.

This policy only applies to properties within formally surveyed and subsequently approved townships. This will also include considerations in respect of proposed cadastral and provisional approvals.

### **iv) DEFINITIONS**

The following generally accepted definitions shall apply and act as an aid to the contextual interpretation hereof:

*Street/Road* for the purpose of this policy, the term “road” incorporates the common meaning of the term “street” and all other motor way types or suffixes as outlined in appendix 1. Hence the term “road” will be used to include all these types.

*Formal Areas:* areas where the settlement pattern conforms to top layer cadastre.

*Informal Areas:* any area where the dwelling units or settlement pattern does not conform to the top layer cadastre.

*Informal Settlement:* represents a scenario where a number of informal dwellings are situated at random on underlying cadastral.

- Property:* refers to immovable property ie land. As a rule immovable property can only be registered in the deeds registry by means of a suitable survey diagram or general plan framed in accordance with the respective Act.
- Sectional Plan:* a plan approved by the Surveyor General which is described as a sectional plan which shows the building or buildings and the land comprised in the scheme, as divided into one or more sections and common property.
- Sectional Title Unit:* a section which is shown as such on a sectional plan together with an undivided share in the common property apportioned to that section in accordance with the quota of the section.
- Dwelling Unit:* defined as the area occupied by a household. This could include a number of dwelling units within one physical structure or adversely could be a number of structures which are considered by the occupants to be occupied by one household.
- Communal Land:* means land which is, or is to be, occupied or used by members of a community subject to the rules or custom of that community.
- Community:* means a group of persons whose rights to land are derived from shared rules determining access to land held in common by such group.
- Secondary Addresses:* An address designated to individual occupiers such as flats, sectional title units, and shops where land is used by multiple occupiers.

## 1. ROAD NAMING

This section of the policy outlines methods and procedures adopted by the Municipality in the naming of roads. For addressing and identification purposes, all public roads within the municipality shall have names assigned. Names will only be assigned to private roads when it is considered to be in the interest of the public, e.g. for public safety, occupancy identification etc.

The road naming process shall be as follows;

### **Street Codes**

In order to facilitate the road naming process, the Municipality will allocate all unnamed roads a six digit code. This temporary code will be used as the road identifier and shall become null and void immediately after the approval of official road names.

### **Guidelines for Submission of Road Names**

The road naming process can be initiated in the following manner:

The community, through their ward councilor can submit suggested road names to the Municipality. All community structures including but not limited to Ward Committees, development forums rate payers associations and youth organizations must be consulted in this process.

Where a single road extent straddles more than one ward boundary, all affected councillors must endorse the submission to the Municipality. Affected communities and/or residents must be consulted in the choice of the road name.

In case of a single road in the community, a representative of the affected residents can submit a proposed road name to the Municipality via the respective ward councilor.

In case of private roads, the developer or the body corporate must submit proposed names directly to the municipality.

If deemed to be in the public interest, the Municipality can propose road names for a particular area, community or individual road. In such cases, the affected

residents shall be given a twenty one (21) day period to comment on the proposed road names.

Proposed road names in all new major development projects shall be recommended by the developer to the Municipality for consideration in the prescribed manner, prior to or simultaneously with any request for services.

In all the above cases, the Council will have the final approval of the road names. In approving proposed road names, the criteria laid in paragraph 1.3 shall be followed and the recommendations arising from consultation processes include acknowledgment of acceptance by the relevant forum/community shall be considered.

### **Selection of Names**

*1.3(a)* In proposing a name of a road, affected communities, residents and individuals shall ensure that the proposed names meets the criteria laid as follows:

Names shall be chosen, as far is practical, with the history of the area in mind and, in particular, local history shall be highly regarded. Applicants and or communities are encouraged to adopt names that reflect the history and cultural diversity of the city.

A name should not be given in recognition of any living person or other country except in exceptional circumstances as the Council may agree.

Where people's names are used, these shall be prominent and worthy citizens who have contributed to the betterment of the community. Every effort must be made to use names of people who are from Okene.

Names of national heroes and whose achievements have made their names significant throughout the country shall NOT be used for minor and private roads.

Names should have a reasonably pleasant sound and be easy to pronounce. As much as possible, the following category of names shall NOT be proposed:

- a) Are numerical (1st, 2nd, etc) or alphabetical letters.
- b) May be considered frivolous or in poor taste.
- c) Are complicated or with unconventional spelling.
- d) Include words or syllables that might be confused with a prefix or suffix designations (such as Circle Drive and Avenue Road)
- e) That contains punctuation including hyphens, apostrophes or symbols

Residents and communities are encouraged to establish or maintain an established theme when naming their roads.

The duplication of a name in future should not occur within the municipality or within an adjoining suburb outside the municipality. Duplication also means names of a similar sound notwithstanding different spelling.

National and Local heroes should only be used for the naming of roads of significance in the City.

Proposals relating to the names of roads shall be accompanied by a brief explanation of the reason for the street name selection.

Full road extents must be considered in the naming process. Road names shall not be divided by ward or any other administrative boundaries

The length of the street name chosen should not exceed 20 characters for signage purposes. Long street names should not be allocated to short roads as the inclusion of such names on street directories and other maps can result in name crowding.

*(b) Street Type Abbreviations*

A list of the more commonly used thoroughfare types together with appropriate abbreviations are available (Appendix 1). Reliance shall be made in all instances to accepted abbreviations.

### **Procedure for Renaming of Roads**

#### *1.4(a) Reasons for Renaming of Roads*

The Municipality acknowledges the fact that the changing of road names can be very disruptive for residents who may have lived in the road for many years and businesses which may have used the name for publications and advertisements. However all renaming requests will be given due consideration. Appropriate reasons for renaming a road would be:

- the road name does not meet the criteria as set in paragraph 1.3 of this policy;
- two or more roads have since been joined;
- an existing road is significantly realigned to the extent that the assigning of a new name would be appropriate
- a single continuous road has more than one names and the respective extents are unclear;
- the community sees a specific need to honour a local or national hero;
- the name has been incorrectly spelt;
- the road is commonly known by a different name.

#### *1.4(b) Consideration for Approval of new Road Names*

In considering a request for a road name change, the Council shall be satisfied that:

The consultation process of all affected parties and addresses has taken place regarding the changing off street names.

That the process for submission as described in paragraph 1.2 was followed

When considering proposed names for the renaming of roads paragraph 1.3 must be adhered to.

If a naming theme exist in a community, proposed new names or changes should remain consistent with the theme

Considering the views and feelings of addressees, the council will exercise due discretion in the renaming of a road.

## **2. PROPERTY STREET NUMBERS**

All properties within the Kogi area shall have a valid numerical street number for address purposes. An address has been interpreted and effected as a 'Property Street Number', in compliance with Section 19 of the Kogi state Bylaws. A valid street number can only be assigned by the municipality and it shall constitute an infringement of the Bylaws to alter or fail to display the said number accordingly. The process for allocation of street numbers will be as follows:

### **Allocation of street numbers**

Assignment of property street numbers shall be performed by the municipality

- at the time of receipt of a subdivisional proposal
- at the time of application for municipal services for any buildable lot with a building permit but without an address; or
- at such other time as it comes to the Municipality's attention that a buildable lot requires a street number or is required to be renumbered.

No Municipal services shall be rendered to a property not bearing a valid street number

### **Specifications for street numbers**

Street numbering will commence at the 'start point' of the road. In determining the start point, the following hierarchical system will be utilized:

For roads running between two other roads, the start point is at the intersection adjoining the road of greater importance.

Streets that run between streets of unequal importance, e.g. between an arterial road and a local road, the numbering shall start at the street of greater importance.

Streets that run between streets of equal importance, e.g. between two local roads, the numbering may start at either end consistent to surrounding streets.

The start point of each cul-de-sac shall be the entrance to the street and the numbers assigned shall be consecutive in a clockwise direction.

The start point of loop streets shall be at the left most entrance.

### **Property Numbering Patterns**

Once the start point has been determined, numbering away from the start point shall be determined according to the following:

Odd numbers should be allocated to the left-hand side working away from the start point and even numbers to the right.

If a cul-de-sac has the same name as the adjoining street, the numbering for that street will continue into the cul-de-sac.

One street number should be allocated for every residential allotment but additional numbers should be allowed for according to the development potential of larger lots. The allocation may be varied when it is known that factors exist that affect the ability to sub-divide, e.g. restrictive title conditions.

Where a property has two street frontages, access to the occupancy shall be the key determinant in street address allocation.

### **Use of Suffix In Street Number Allocation**

Where it is necessary to adjust the existing street numbers to overcome anomalies, the method causing least inconvenience should generally be chosen. Adjustments occasioned by development or re-development should be dealt with as follows:

Where only one street number was previously allocated and a multiple occupancy arises it may be sufficient to allocate a suffix to each of the new occupancies. For example, number 21 may become 21, 21A and 21B. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street.

Where only one street number was previously allocated and a land division arises it may be sufficient to allocate a suffix for all of the allotments subject to the land division. For example, number 21 may become 21A, 21B and 21C. Alphabetical suffixes shall ascend in the same direction as the numerical numbering of the street.

In all other cases, the use of an alphabetical suffix must be avoided and consideration given to renumbering the street.

### **Affixing/Display of Street Numbers**

Affixing of street numbers shall be the responsibility of the property owner. This should be in a manner that assists in the confirmation of the arrival at a nominated address or, by inference, the direction and distance from the present position to the desired address. Numbers must be in a visible position and should be displayed on vacant land to aid in the location of other addresses on the same road. When the Council requests an owner of land to display the appropriate number for the owner's building or allotment it must be displayed in a form directed or approved by the Council.

The owner shall be given 7(seven) days notice of a request to use the appropriate number.

The form of the display may have regard to:

The display of street numbers shall be in accordance with the Lokoja Bylaws. Non-compliance with the Council's request is an offence under the Bylaws which carries a maximum penalty of N0.00).

### **Use Of Incorrect Street Number**

Where an owner of land substitutes a number that is different to the number assigned by the council, the owner shall be given seven clear days written notice to remove the wrong number and to substitute the correct number at their expense.(It is an offence under the Bylaws, for an owner of land to adopt a number for a building or allotment that is inconsistent with the numbering system adopted by the Council – Maximum penalty: N0.00).

Should the department find that any building, structure or premises is not provided with an address, is not correctly addressed, or is not using the correct address, the department shall notify the owner, agent or renter of the building, structure or premises of the correct address. The address shall be properly placed in accordance with the provisions of this chapter by the effective date shown on the notice. It shall be unlawful for any owner, agent or renter to display, advertise or use the wrong address after notification by the department.

Whenever there is a doubt or difference of opinion as to the correct road designation or correct address, the road designation or address shall be determined by the department and shall be guided by the specific provisions of this chapter.

### **Procedure for Re-Allocation of street numbers**

#### *2.3(a) Reasons for Re-Allocation of street numbers*

Under certain circumstances, it may be necessary for the Municipality to renumber existing addresses for the following reasons:

Assignment of street numbers for individual allotments within a street as a result of a sub-division, building project or other isolated developments.

Resulting from a sub-division of land.

Where address numbers are not sequential

Where a road name has been assigned and the road extent changed

Resulting from a building project.

Assignment of new numbers for the whole of a street or to a portion of a street that does not conform to 2.2 above.

#### *2.3(b) Consideration for change of street numbers*

In dealing with the above (2.3(a)) instances, the procedure will be as follows:

The Municipality will prepare a proposed assignment of numbers for the street and notify the owners of the properties that the Council invites comment within 28 days.

If objections to the proposed numbers is received from less than 20% of the owners of the properties in the street, the proposed numbers will be assigned and the owners notified in writing.

If objection to the proposed numbers is received from 20% or more of the owners of the properties in the street, the matter will be referred to the EXCO which will advise the owners of the decision.

In all cases, the numbers are to be assigned by the Municipality according to the requirements of this policy and the developers advised at the time of the approval of the sub-division/layout.

All allocations and changes in assignment of street numbers will be notified,

- Occupier/Owner
- Any other notification required by Statute or Regulation.
- Registrar of Deeds

- Local Electoral Office
- Ambulance Service
- Police Services
- State Emergency Service

### **3. SECONDARY ADDRESSES**

Where land is used by multiple occupiers such as flats, units and shops, the numbers designated to individual occupiers shall ascend in the same direction as the numbers assigned in the street. In these instances;

- a) Every owner of a building used by multiple occupiers e.g. flats, shops, offices, shall provide the municipality with the name of the tenant, and the respective part of the building they occupy.
- b) Every body corporate or developer of a sectional title scheme, comprising more than One Unit, shall provide the municipality with numbers assigned to identify the individual unit occupiers.
- c) And the number assigned shall ascend in the same direction as the numbers assigned in the street e.g.1, 2, 3.

#### **Alternative Addresses**

Alternative, additional or alias addresses are no longer issued.

### **4 COMMUNICATION AND CONSULTATION**

We recognize the fact that communication and consultation with affected parties is required in every aspect of effective and efficient service delivery. All aspect of communication in regard to this policy is governed by the Municipality's Communication Policy.

The guidance of appropriate Historical and Geographical societies, Advisory Panels, Developers and others may be obtained in the selection of suitable names. The municipality is authorized, where appropriate, to consult with further relevant groups.

Where a road runs into an adjoining council, the adjoining council will be consulted.

### **5 TARIFF OF FEES**

Any costs incurred by an owner of a property in relation to requests for an alternative number being assigned to a property shall be borne by the owner in accordance with the prescriptions of fees applicable at the time of request.