

## **Farm 911 – Emergency Access Point (EAP) Policy**

### **Purpose**

The purpose of this policy is to establish, regulate, and administer the Farm 911 – Emergency Access Point (EAP) program. This program is designed to assign EAP numbers to existing access points on agricultural and rural lands which are vacant and / or which require an EAP number(s) for an existing secondary access point(s), to assist emergency services with locating properties during an emergency.

### **Eligibility**

1. The EAP program provides property owners with an EAP number that will allow emergency services to respond to an emergency via an existing access point that does not currently have a civic address assigned to it.
2. Owners of agricultural and rural lands within the City of Hamilton's Rural Area are eligible to apply for an EAP number(s), as per #17 below. To be eligible for an EAP number, one of the following criteria must be met:
  - (i) the property shall be vacant and shall not have an existing civic address assigned; or,
  - (ii) for properties which do not conform to (i) above, there is an existing secondary access point(s) located on the property which is sufficiently far from the main property entrance to justify an EAP number for the purpose of improving property identification. At their discretion, staff will assess whether the existing secondary access point(s) justifies the need for an EAP number based on distance from the main access point and potential benefits for emergency response. Note: An EAP number shall not be assigned in lieu of a civic address in situations where a civic address is required.
3. A maximum of one EAP number shall be assigned per existing access point. For large properties with multiple access points, separate EAP numbers may be assigned to individual access points on the same property if it is deemed necessary to improve ease of identification of the access point.
4. The EAP program is voluntary and not a requirement for existing access points.

### **Submitting an EAP Application**

5. All applicants requesting an EAP number shall submit a Farm 911 – Emergency Access Point Application Form to the Legislative Approvals / Staging of Development Section of the Growth Management Division ([hamilton.ca/addressing](http://hamilton.ca/addressing)). There is no application fee for the submission of a Farm 911 – Emergency Access Point Application Form.
6. A map, sketch, or site plan of the property shall be included with the EAP application which identifies the following:



- i) location of the existing access point(s) for which the EAP number is requested;
  - ii) location of other existing access points on the property, if applicable, and approximate distance between those access points;
  - iii) property lines, including approximate distance between the access point for which the EAP access is requested and the property line.
  - iv) other information if requested by staff.
7. The applicant shall be the property owner or must otherwise include a letter from the property owner designating the applicant as the property owner's acting agent.

### **Reviewing the Application and Assigning EAP Address Number**

8. The Legislative Approvals / Staging of Development Section of the Growth Management Division shall review the submitted application for completeness.
9. An EAP number will be determined for the access point location using the City's current street address range system. Staff, in consultation with the property owner, shall determine if additional EAP numbers may be required for additional existing access points on a property.
10. The same EAP number shall not be used at more than one (1) access point location.

### **EAP Address Number Notification & Signage**

11. Once assigned, the applicant will be notified of the assigned EAP number and be directed to contact the Transportation Operations Section of the Transportation Division ([trafficops@hamilton.ca](mailto:trafficops@hamilton.ca)) to initiate the sign fabrication process and confirm installation procedures. The Transportation Operations Section will fabricate the EAP sign with the assigned EAP number.
12. Installation of the signage may be completed by the City or the property owner, at the owner's discretion. If the property owner chooses to install the signage, Transportation Operations will provide directions for appropriate installation. If the City shall be responsible for the installation of the sign, the City reserves the right to schedule the installation as deemed appropriate based on operational requirements and weather conditions.
13. EAP sign blades will be red double-sided blades with white reflective numbering. The red and white signage will differentiate the EAP numbers from formal civic addresses that have been assigned and approved by the City.

### **Exceptions and Limitations**

14. The EAP number shall not be used as a mailing address and is only intended to identify the location of an access point for emergency services.
15. The EAP number does not permit further use or development of the property without proper municipal and /or other approvals. Should development of the property occur in the future, the owner shall be required to submit an application



- for a Change / Additional Address Request Form and purchase a green and white 911 rural numbering sign.
16. The applicant is responsible to maintain both the access point and the EAP signage, including visibility of the signage. Should the EAP signage be removed and/or damaged, the applicant shall contact the Transportation Operations Section of the Transportation Division ([trafficops@hamilton.ca](mailto:trafficops@hamilton.ca)) for a replacement sign and/or accompanying accessories (replacement fee may apply).
  17. The EAP program shall only be used for agricultural or rural properties within the Rural Area, which satisfy the criteria identified in #2 above, not including properties in the Rural Settlement Areas, as identified on [Schedule D to the Rural Hamilton Official Plan](#). (Note: vacant properties are defined as those properties which do not contain a building or structure requiring a permit under the Ontario Building Code).
  18. An EAP number that has been assigned to an access point on a seasonally maintained road may not be accessible during portions of the year.
  19. The issuance of a number through the EAP program does not represent municipal approval of the physical entrance including, but not limited to, the construction, location, or condition of the existing access point.
  20. The approval of the EAP application does not guarantee that the access point is adequate or safe for emergency services vehicles. Where access is not adequate or safe, emergency services vehicles may not be able to enter the property via that access point, and will make a best efforts response in emergency situations.

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Hamilton