

## Editing Civic Points ...

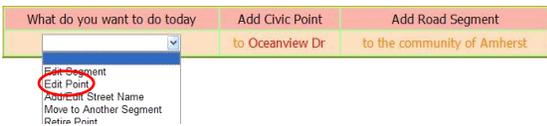
Editing civic points can sometimes be viewed by the user as a complicated and time consuming task. At times more steps may be required to accomplish a certain editing task, but done in the correct order will simplify and reduce the time required to complete overall. For example, a civic number change might be as simple as changing the number as described in A1 or the point may need to be reassigned to another road segment before a new number can be assigned as described in B1 –B2.

**NOTE!** A point should never be deleted as a method to change a civic number. The steps described in A1 and B1-B2 should be used. A point should only be deleted when the structure it represents has been destroyed and no longer exists.

### A Changing a civic number

- 1 Use the search functions and Identify tool to select the desired civic point in the map window. The point will be highlighted with a green circle and the associated road segment and property will also be highlighted.

From the What do you want to do today drop down menu, select Edit Point.



The point attribute edit window will open. In the Unit 1 section delete the current civic number and insert the newly assigned civic number.

Unit 1	
Parcel Identifier (PID)	25486200
Segment Identifier	400023642
<b>Civic Number</b>	<b>6</b>
Civic Number Suffix	
Unit Number	
Postal Code	B4H 0C8
Building Use	Residential - Single Unit Dwelling - -
Building Posted	Unknown
Building Name	
Civic Number Source	Municipality
Civic Number Posted	Unknown
Additional Info (Permit #s, etc.)	
Keep PID up to date with Point	<input checked="" type="checkbox"/>
MUN_ID	
<input type="button" value="Save Civic Edit"/> <input type="button" value="Delete"/> <input type="button" value="Reset"/>	

Click on the Save Civic Edit button. The new civic number is now committed to the NSCAF database.

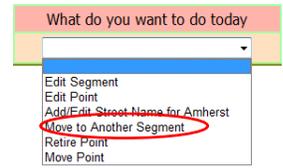
### B Reassigning a civic to a different street

It is sometimes necessary to reassign a civic point to a different street segment. This can occur if a named private road reverts to a driveway and the buildings are readdressed from the adjoining road, or if driveways are converted to an addressed road. This can also occur on corner lots when the civic point is assigned to the wrong segment.

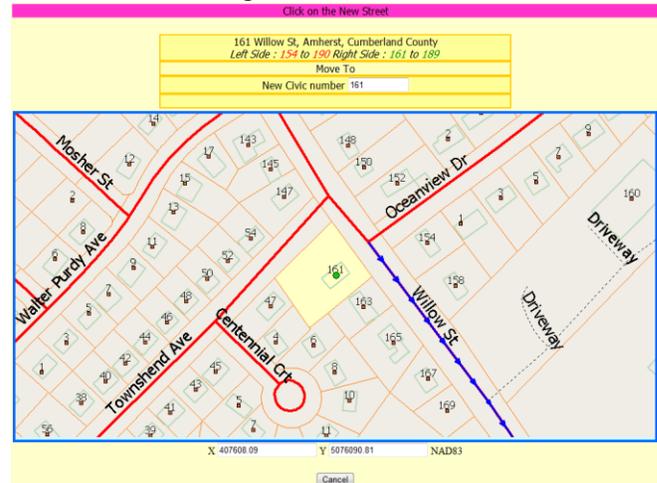
- 1 Use the Identify tool to select the desired civic point in the map window. The point will be highlighted with a solid green circle and the associated road segment and property will also be highlighted.



- 2 From the **What do you want to do today** drop down menu, select **Move to Another Segment**. A new edit window will open in which the user is invited to select a different segment.



Enter the following information **1) New Civic number** • If the civic is within range of the road segment and is not changing, then click on the new segment. If the civic number is changing, enter a new civic number and then select the new segment. Care should be taken to ensure the reassignment occurs only on appropriate segments and that only valid confirmed civic numbers are assigned.

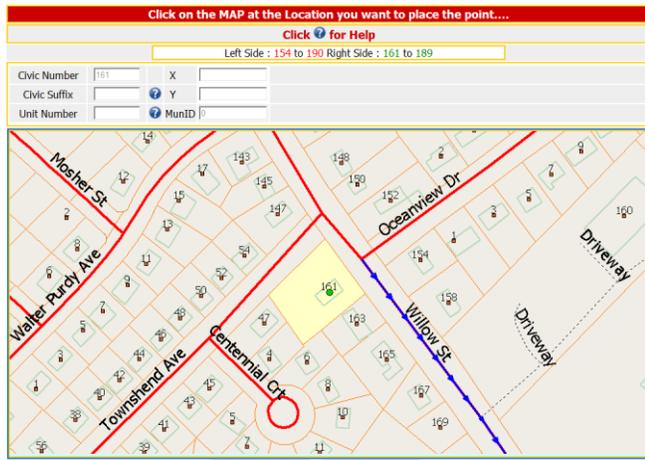
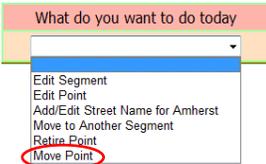


### C Moving a civic point

If a "heads up" point has been placed in the wrong location on the map, it can be moved to a new location.

1 Use the search functions and Identify tool to select the desired civic point in the  Identify map window. The point will be highlighted with a green circle and the associated road segment and property will also be highlighted.

2 From the **What do you want to do today** drop down menu, select **Move Point**. A separate map window will open showing the current location of the civic point. The civic point can be moved by specifying its new UTM projection coordinates, or visually by clicking on a new location on the map. The new location must be within the current map window, and if the civic point is moved from one side of the road to the other, the civic number must match the parity for the new side of the road.



If entering the coordinates manually, they must be UTM, Zone 20 projection coordinates on the NAD83 (or WGS84) datum. A UTM coordinate has six digits for the easting and seven digits for the northing (e.g. 701457, 5015809.) The coordinate must be within the current map window.

The system will verify parity and location as soon as you attempt to reposition the point. It also verifies the civic number to the associated segment address range.

3 Click on the Submit Civic button to complete the move operation.

4 If the new coordinates were captured using GPS, change the value in the Capture field in the point attributes - typically to "GPS Municipal".

**NOTE!** The "Move Point" OPTION IS NOT AVAILABLE FOR points derived from the Nova Scotia Topographic Database or that were captured by GPS. Contact [NSCAFMaintenance@gov.ns.ca](mailto:NSCAFMaintenance@gov.ns.ca) if the location of an original data point is suspect.

### D Deleting a civic point

Civic points representing buildings or other address features that no longer exist or that were added in error can be removed from the system. When this operation is performed, the point will disappear from the map and the PntID and other searches will no longer show the civic address. If at some future time it is desired to restore the point, it can be accomplished manually by contacting <mailto:geoinfo@gov.ns.ca> since retired data still reside in the system but are not displayed.

1 Use the search functions and Identify tool to select the desired civic point in the map window. The point will be highlighted by a solid green circle and the associated road segment and property will also be highlighted.

2 To delete the civic point, select **Retire Point** from the **What do you want to do today** drop down menu. If there are multiple civics and/or civic suffixes and/or units associated with the point, the system will provide a warning stating the number of civics, civic suffixes and units, and requesting a confirmation of whether the point should be deleted. To continue with the deletion, click OK and the point will be deleted.

