

Adding a Street ...

Streets are added to the map using “heads-up digitizing”. This provides an approximate location for the road and is used as a placeholder until the road can be collected with higher accuracy. If you have the road available in a digital format (see GPS Collection appendix in Civic Addressing Users Guide); you can contact geoinfo@gov.ns.ca to discuss options for loading the data directly into the NSCAF.

1 Navigate to the location where the road is to be added using the search functions or map window. Zoom in to an appropriate level so that the area where the street will be added is visible. Ensure that a feature in the target community is selected using the identify tool.

NOTE! Edit functions will not be available until an entity is selected. Using a search function will activate the community containing the entity. Selecting an entity in the map using the Identify tool will also make that community active for editing in subsequent steps.

2 Underneath the Add Road Segment heading click on Add Road Segment to the community of

What do you want to do today	Add Civic Point	Add Road Segment
<input type="text"/>	to Willow St	to the community of Amherst

An edit window will open to allow the new road segment to be added.

Click on the MAP at the Location you want to place the point...

Left Side : 2 to 24 Right Side : 1 to 23

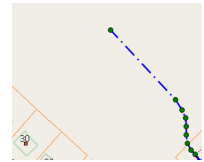
From Left To Left From Right To Right

Road Length : 0 + NaN = NaN

Submit Road Clear Road Clear Last Point Cancel

3 Place the crosshairs on the map at the location that you want the street to start. This will typically be at the junction with an existing road.

4 Click the mouse button to anchor the start of the street. Click on the locations where each vertex should be added and the system will place green dots and connect the dots with a dashed blue line. If a vertex is placed incorrectly, you can use the Clear Last Point button to remove vertices, or you can start over and remove the entire road by clicking on the Clear Road button.



Submit Road
Clear Road
Clear Last Point
Cancel

As each vertex is placed, the yellow section above the map will report the current length of the new segment, and the calculated address range (based on a 10 m interval).

Click on the MAP at the Location you want to place the point...

Left Side : 1 to 27 Right Side : 2 to 28

From Left To Left From Right To Right

Road Length : 82 + 210 = 292

5 When all vertices for the current segment have been added, click on the **Submit Road** button beneath the map window. The system will show a confirmation dialog, and you can continue by clicking the Back text at the bottom of the dialogue window to return to the main map window.

6 From the main map window, ensure the new road segment is selected (highlighted blue with arrows); if not, use the Identify tool and click on the new segment to select it.

7 At this stage, we have added new road segment geometry, but the segment has minimal attributes. We now need to assign a road name and review the address range values and other attributes for the segment. These procedures are explained in [Updating Street Attributes](#).

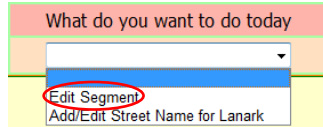
TIP! Be sure to zoom in adequately before selecting this option, as the edit window for adding the new road does not have zoom or pan options available.

Updating Street Attributes ...

When a new street has been added to the NSCAF in the head up manner or on screen digitizing it is given a temporary name and is displayed in the NSCAF as "NEWROAD_Date Stamp".

NOTE! The street name must be present in the NSCAF before it is assigned in the next step. If it has not been added, refer to Adding a Street Name Quick Guide before selecting the Edit Segment option.

1 Select the newly digitized segment. From the **What do you want to do today** drop down menu select **Edit Segment** to add a pre-existing name to the new road segment.



2 The Edit Segment option opens a window with multiple sections. The top section lists currently assigned names. The name highlighted in yellow (if any) is the official name used for E-911 services.

Before we can remove any temporary name, we need to assign a proper name to the segment. From the Add Name section, select the name of the segment. If this is the E-911 name, click on the E-911 checkbox; otherwise click on the Alias name checkbox. When done, click on the **Add** button to assign this name to the segment. A confirmation dialogue will appear with a reference number. Click the Back text to return to the main map window.



3 At this stage we have assigned a new name to the segment, but we still have the temporary name assigned. To remove the temporary name, repeat the process to edit a segment by selecting Edit Segment from the **What do you want to do today** drop down menu. The Edit Segment screen will appear.

Click on the checkbox next to the temporary name and then click on the **Remove Name** button. This will remove the name from the segment, although the name will still reside in the pool of street name available for this community.



4 If we are removing the temporary name, or if the assigned name is no longer valid in this community, we will also need to remove the name from the list of available names as described in [Editing Street Names Quick guide](#).

5 Below the street name section of the Edit Segment window is the Segment Information section. It contains **1) Ownership** • identifies who owns the road segment, and **2) Authority Number** • field is grayed out for users other than TIR, **3) Range Value Generator** • identifies the method used to calculate the address range associated with the segment, **4) directionality** • information on access and traffic flow, **5) Additional Info** • can be used to hold a municipal document reference ID or similar information, **6) MunID** • optional field that can hold a key to allow a link to a municipal centreline database.

Segment Information	
SEGID	182400060
1 Owner	TIR (Transportation and Infrastructure Renewal)
2 Authority Number	K10629
3 Range Value Generator	Automated Linear Interpolation
4 Traffic Direction	Two-Way
5 Additional Info (Permit #s, etc.)	
6 MUN_ID	0

When a new road is added "heads up", the address range values are initially populated automatically based on the length of the new road and a 10 metre interval. Typically, the odd range is on the left and the even range is on the right, with the "from" and "to" even range values being one higher than the corresponding odd values. However, any other combination can occur. Left and right sides are designated relative to digitized direction as illustrated by the arrow symbols when a segment is selected.

Address Ranges			
Left		Right	
From	1	From	2
To	281	To	282
Parity	odd	Parity	even
Range Increases	With	Arc Direction	Range Increases
Submit		Cancel Edit	Reset

The address range data assigned to the segment has been revised to separate the parity for the left and right sides. This simplifies the number of possible parity combinations in the Parity drop down list.

It is also important to know how the address range values increase relative to the segment direction. While the preference is to have the range increase with the arc direction, there are unusual cases where the opposite occurs.