



The Corporation of
THE TOWNSHIP OF LANARK HIGHLANDS

CIVIC ADDRESSING APPLICATION FORM

NAME: _____

PROPERTY ROLL NUMBER: _____

MAILING ADDRESS: _____

DAY TIME TELEPHONE NUMBER: _____

The Civic Address number and post to be located on:

LOT: _____ CONCESSION: _____ Geographic Township of _____

Check whether this is a **NEW PIN** _____ or a **Replacement PIN** _____

PROVIDE ACCURATE DETAILED DIRECTIONS TO THE PROPERTY

Prior to installation of the civic sign the following steps must take place:

1. There must be a legible detailed map provided to the property.
2. Payment of \$84.75 has been paid (or if it is a replacement, \$39.55 for PIN sign only, \$50.85 for post only.)
3. Owner is responsible for posting the civic sign where they would like the PIN number posted.
4. Must have a clear entrance way which is marked.
5. Once all the above has taken place, call and inform the Township Office to set up an installation date and time. (613-259-2398 ext. 0)

NOTE: When the Township Crew arrive on site and the above criteria have **NOT** been met – they will **NOT INSTALL** your Civic number at that time. There will be AN **ADDITIONAL \$50 charge** for them to return and install the sign.

I hereby certify that the above information is correct and have enclosed payment in full (\$_____).

Date: _____

Signature (Property Owner)

Township Representative

For Office Use Only

ROAD NAME: _____

CIVIC ADDRESS ASSIGNED: _____

INSTALLATION DATE: _____

COMPLETED BY: _____

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