



TO BE RETAINED BY:
THE TOWNSHIP

CIVIC ADDRESSING APPLICATION FORM

NAME: _____

PROPERTY ROLL NUMBER: _____

IS THERE AN APPROVED ENTRANCE? YES NO COUNTY or TOWNSHIP (circle one)

WAS THE PROPERTY RECENTLY SEVERED? YES NO

IF YES, FROM ROLL NUMBER: _____

MAILING ADDRESS: _____

DAY TIME TELEPHONE NUMBER: _____

The Civic Address Number & Post to be located at:

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 THE INSTALLATION OF THE CIVIC SIGN THE FOLLOWING STEPS NEED TO BE MET.
THESE STEPS ARE THE RESPONSIBILITY OF THE PROPERTY OWNER.**

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 arrives 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 is understood and that the following payment has been made in full (\$_____).

Purchase Date: _____

Signature (Property Owner)

Township Representative

FOR OFFICE USE ONLY

ROAD NAME: _____

CIVIC ADDRESS ASSIGNED: _____

INSTALLATION DATE: _____

COMPLETED BY: _____

SPREADSHEET: VOTERS VIEW: MPAC MAILING LIST:

DIAMOND: ROLL:

The Ontario 9-1-1 Emergency Agency Information Update (Civic Addressing Confirmation) is confidential and is intended for the exclusive use of the addressee. Any unauthorized disclosures of this Civic Addressing confirmation constitutes a violation of the confidentiality provisions contained in the 9-1-1 PERS Agreement between Bell Canada and the relevant Municipality. Any other person is strictly prohibited from disclosing, distributing or reproduction the Civic Addressing Confirmation. If you have received this Civic Addressing Confirmation in error, please notify originator immediately.



TO BE RETAINED BY:
PROPERTY OWNER

CIVIC ADDRESSING INSTRUCTIONS

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