

**SCHEDULE "A" – APPLICATION FOR A CIVIC NUMBER**

*BY-LAW NUMBER 20 -2020  
MUNICIPAL ADDRESSING BY-LAW  
Page 1 of 2*

**PROCESS**

1. The applicant shall fill out this application and submit it in person at 90 Main Street South, Alexandria or send it via email to the Chief Building Official at [jacob@northglengarry.ca](mailto:jacob@northglengarry.ca).
2. The Chief Building Official will go on site, evaluate, measure, record a GPS point and assign a civic number.
3. The GPS point will then be entered into our GIS System and the United Counties of Stormont, Dundas & Glengarry GIS and Mapping Services Department will be notified.
4. The municipal civic address number will be issued, and the applicant will be contacted via telephone.
5. The civic address kit shall be paid in full by the applicant at the Township office. *\*The amount shall be set out in the Townships' Fees and Charges By-law as amended.*
6. The applicant will go to *Significo* at 69 Main Street South, Alexandria (613-525-4776) with the approved application and receipt from Township and get the civic address kit done.
7. The owner shall be responsible for the installation of the civic address in accordance with section 5 of this by-law.

**CONTACT INFORMATION**

Date: \_\_\_\_\_

Owner's name(s): \_\_\_\_\_

Applicant's name (if different): \_\_\_\_\_

Signature: \_\_\_\_\_

Current address: \_\_\_\_\_

Telephone/email: \_\_\_\_\_

**SITE INFORMATION**

Purpose of new civic number (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> New construction                      | <input type="checkbox"/> Existing building              |
| <input type="checkbox"/> Additional signage request            | <input type="checkbox"/> Change of civic number request |
| <input type="checkbox"/> Vacant lot (Emily – Farm 911 program) |   |

Site road name: \_\_\_\_\_

Site Roll No.: \_\_\_\_\_

Lot: \_\_\_\_\_ Con: \_\_\_\_\_ Plan No.: \_\_\_\_\_

Site and location of proposed municipal civic number post will be marked by:

- |  |  |
|--|--|
| <input type="checkbox"/> Stakes                                | <input type="checkbox"/> Paint             |
| <input type="checkbox"/> New entrance (attach entrance permit) | <input type="checkbox"/> Existing entrance |

***Please provide drawing of site (see page 2)***

