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.
- **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.

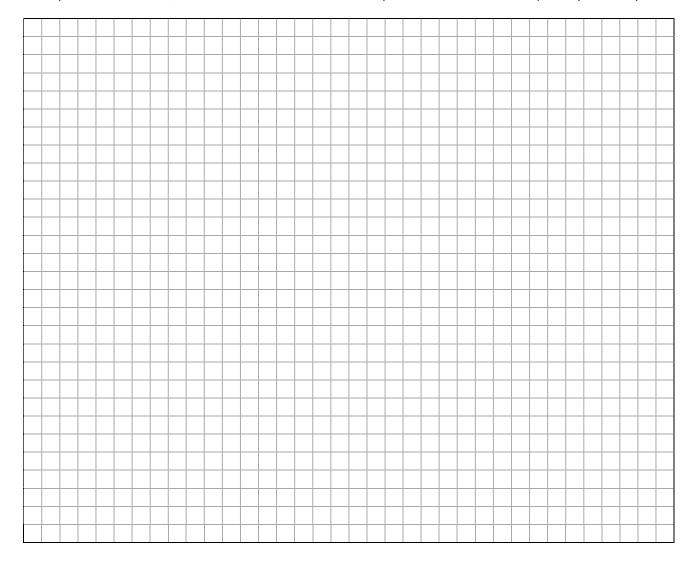
CONTACT INFORMATION

Date:	
Owner's name(s):	
Signature:	
Current address:	
Telephone/email:	
SITE INFORMATION	
Purpose of new civic number (check one):	
☐ New construction	☐ Existing building
☐ Additional signage request	☐ Change of civic number request
☐ Vacant lot (Emily – Farm 911 program)	
Site road name:	
Site Roll No.:	
Lot: Con: F	Plan No.:
Site and location of proposed municipal civic nu	umber post will be marked by:
☐ Stakes	☐ Paint
☐ New entrance (attach entrance permit)	☐ Existing entrance

Please provide drawing of site (see page 2)

DIAGRAM/SKETCH INFORMATION

Show location of building(s), driveway(s), and all abutting roads. Clearly mark the distance, in feet or meters, from a boundary line to the center of the primary driveway.



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