



# MUNICIPAL ADDRESS APPLICATION FORM

APPLICATION TO:

- ☐ Create a new municipal address (no existing sign on property)  
☐ Create an additional address sign

Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

Registered Owner (if not the applicant) \_\_\_\_\_

## PROPERTY DESCRIPTION

Legal Land Description: Lot(s) \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_

Or: Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ W \_\_\_\_\_ M

☐ Residential ☐ Non-residential

Building Type: \_\_\_\_\_

## OFFICE USE ONLY

Assigned Address(s) \_\_\_\_\_

Roll Number: \_\_\_\_\_

COPY FORWARDED	INITIALS	DATE
PT&A		
PW – GPS (record and upload)		
PT&A – assign address		
PW - ordering		Order date _____ Received _____
PW – sign installation		
PT&A – database update		Dynamics _____ Addressing Map _____
IT		

*Updates to the municipal address database which the emergency services uses is done on a periodic bases and is not instantaneous; accordingly landowners must be aware of their legal land description and their municipal address.*