

**Civic Address Request Form**  
**Community Development Division**

185 Robinson Street – Suite 200  
Simcoe, Ontario N3Y 5L6  
519-426-5870

Property Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Please be sure to include your email address above. When the new address has been assigned it will be emailed to you immediately. If you do not have an email address you can obtain your new number from the building inspector after he or she has been notified.)

Personal information submitted through this form are collected under the authority of the Municipal Freedom of Information and Protection Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information can be directed to Norfolk GIS Services at [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca)

Assessment roll number: 3310-\_\_\_\_\_

If this Civic Address Request is to meet a condition of a Planning Application, please provide the application file number: \_\_\_\_\_

If this Civic Address Request is for a property accessed from a provincial highway, please provide the MTO Entrance Permit Number: \_\_\_\_\_

Street name: \_\_\_\_\_

Lot number: \_\_\_\_\_ Concession: \_\_\_\_\_

Registered Plan Number: \_\_\_\_\_

Geographic Township/Town: \_\_\_\_\_

Reference Plan Number: 37R-\_\_\_\_\_

Are you requesting a new civic address? \_\_\_\_\_

Are you requesting a change to an existing civic address? \_\_\_\_\_

Does a civic address currently exist on this property? \_\_\_\_\_

If Yes, please describe below what the additional civic address will be used for:

\_\_\_\_\_

(If the additional civic address is not used for the purpose above it may be revoked by By-law 2018-37)

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date





**For office use only**

New civic address requested

Your **new** civic address: \_\_\_\_\_

Change of civic address requested

Your **old** civic address: \_\_\_\_\_

Your **new** civic address: \_\_\_\_\_

Fee collected (only if green civic number sign is required):

\$69.00	Roads	PCADR 56010-1000-0769
\$51.00	DCS	DCADD 82020-8200-0769

**\$120.00 – Total**

Cash Receipt No.: \_\_\_\_\_

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

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

**NOTE:**

Fees should only be charged if the property is located in an area where the green address signage is required. Urban areas and some hamlets require the owner to install their own civic address signage. If you are not sure if fees are required, please contact Norfolk GIS Services. [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca)

This required payment should be submitted with your application. The fee covers the cost of the sign creation, sign installation and the notification to over 25 civic addressing contacts including: Bell 911, Emergency Services, OPP, Canada Post, Hydro One, Union Gas, etc.

You can submit this application, with payment, at the County Customer Service location at 185 Robinson Street (1<sup>st</sup> floor) in Simcoe. Application and payment can also be mailed to:

Norfolk County  
185 Robinson St – Suite 100  
Simcoe, ON  
N3Y 5L6

519-426-5870 Ext 0

Cheques should be made payable to Norfolk County. Once the application and payment have been received, your new address will be emailed to you within a week. Signage may take up to two weeks to be installed. If you have any questions, please contact Norfolk GIS Services. [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca)

## Civic Address Request Form

Please include a sketch showing lot frontage, addresses of neighbouring properties, road name, location of driveway, and buildings on lot.

You may provide a map printed from the County's online GIS mapping application, but ensure that it includes all the necessary information shown above.

<http://www.norfolkcounty.ca/visiting/norfolk-maps/online-interactive-maps/>

Example Sketch

