

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 is 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

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):

\$72.00	Roads	PCADR 56010-1000-0769
\$54.00	DCS	DCADD 82020-8200-0769

\$126.00 – Total

Date: _____

Cash Receipt No.: _____

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

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 (1st floor) in Simcoe. Application and payment can also be mailed or emailed to:

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

519-426-5870 or 226-NORFOLK or x4636 (info)

service@norfolkcounty.ca

Cheques should be made payable to Norfolk County. Payment can also be made by credit card over the phone.

Once the application and payment have been received, your new address will be emailed to you within a week. Signage may take up to an additional two weeks to be installed. If you have any questions, please contact Norfolk GIS Services. 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

