

ALL STRUCTURES MUST BE IDENTIFIED WITH A CIVIC ADDRESS NUMBER COMMONLY REFERRED TO AS THE "911 NUMBER" SINCE ITS PRINCIPLE PURPOSE IS TO ENSURE EMERGENCY SERVICES CAN BE PROPERLY DIRECTED TO THE SITE.

THE CIVIC ADDRESS # IS ASSIGNED BY THE TOWNSHIP PUBLIC WORKS SUPERINTENDENT. IF NO CIVIC ADDRESS # HAS BEEN ASSIGNED TO THE SITE, THIS APPLICATION FORM AND THE REQUIRED FEE MUST BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION AND MUST BE ACCOMPANIED BY ONE OF THE FOLLOWING:

- FOR ACCESS ONTO A TAY VALLEY TOWNSHIP ROAD**
A copy of an Entrance Permit signed by the Township Public Works Superintendent. If there is already an approved entrance to the site, a copy of the signed Entrance Permit must be attached to this form. The owner may call the Public Works Superintendent to see if there is one on file. (613-267-5353 Ext 27) If there is no approved entrance to the site, Entrance Permit application form is available at the Township office or on the website at www.tayvalleytwp.ca under Planning/Building.
- FOR ACCESS ONTO A COUNTY OF LANARK ROAD**
A copy of an Entrance Permit signed by a County Official. If there is already an approved entrance to the site, a copy of the signed Entrance Permit must be attached to this form. The owner may call the County to see if there is one on file. (613-267-1353). If there is no approved entrance to the site, the Entrance Permit application form may be obtained from the County of Lanark.
- FOR ACCESS ONTO A PRIVATE ROAD/RIGHT-OF-WAY**
A declaration from the owner that the site is accessed by a private road / right-of-way. Entrance Permits for access onto a private road are not required. This is a private matter between the site owner and the private individuals sharing responsibility for the road.

I/We owner(s) of the site described below hereby declare that the site is accessed by a private road / right-of-way.

Owner(s)

Date

**APPLICATION FORM FOR
CIVIC ADDRESS NUMBER**

FEE - \$75.00 (sign and post)

REPLACEMENT FEE - \$19.00 (sign only); \$21.00 (post only)

I/We hereby apply for a Civic Address Number for the following site.

NAME(S) OF OWNER: _____

TELEPHONE #: _____

ROLL NUMBER: _____ LOT___ CONC___ WARD_____

ROAD NAME: _____

Owner(s) Signature

Date

Fees Paid on _____ by cash / cheque / debit card in the amount of \$75. Staff Initial _____

Date of Installation _____. Staff Initial _____

I, Public Works Superintendent for the Township of Tay Valley, hereby assign the following Civic Address # to the property described above:

Civic Address and Road Name

Public Works Superintendent

Date