2016
MUNICIPAL ADDRESSING APPLICATION FORM

For approval of applications to assign or reassign a Municipal Address in accordance with the Town's Municipal Street Naming and Addressing Guide.

MATERIALS ATTACHED:

1. **General Information and Requirements**
2. **Plan Requirements and Supporting Documentation**
3. **Municipal Addressing Application Form**
4. **Application and Processing Fees**
5. **Municipal Addressing Application Process Flowchart**

TOWN OF RICHMOND HILL
MUNICIPAL ADDRESSING APPLICATION FORM

GENERAL INFORMATION

Applicants are required to contact the Planning and Regulatory Services Department - Planning Division prior to formal application submission in order to clarify issues related to the processing of their application(s). Applications should follow the policies of the **Town of Richmond Hill Municipal Street Naming and Addressing Guide** in order to determine what municipal address should be applied for. The Guide is available at the Town's Planning and Regulatory Services Department offices located on the 4th Floor of the Municipal Building, 225 East Beaver Creek Road, or on the Town's website at **www.richmondhill.ca**. Completed applications are to be submitted to:

Mailing/Delivery Address:

Commissioner of Planning and Regulatory Services
Town of Richmond Hill
Planning and Regulatory Services Department
225 East Beaver Creek Road, 4th Floor
Richmond Hill, ON L4B 3P4

PLAN REQUIREMENTS AND SUPPORTING DOCUMENTATION

The plans/supporting documentation outlined below are to be provided as part of a complete Municipal Addressing Application:

Site Plan (1 copy)

- **depicting the location of ALL buildings or structures to be addressed (NOTE: REQUIRED FOR PROPERTIES WITH MORE THAN ONE BUILDING WHERE EACH BUILDING IS TO BE ASSIGNED A MUNICIPAL ADDRESS)**

Stamped Property Survey OR Registered/Reference Plan (1 copy)

NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED AT THE REQUEST OF THE TOWN.
NOTE: THE COMPLETED APPLICATION FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY. ALTERNATIVELY, A LETTER FROM THE OWNER, AUTHORIZIING THE APPLICATION MUST BE SUBMITTED TO THE TOWN.

In order to avoid processing delays, please ensure that:

- all the information provided on the submitted drawings is adequate and complete. Incomplete applications **WILL NOT** be accepted for processing;
- all measurements on the submitted plans are required to be in **METRIC;** and,
- all submitted plans are folded to either letter size (i.e. 8.5 by 11 inches) or legal size (i.e. 8.5 by 14 inches) with title block showing. It should be noted that **UNFOLDED PLANS WILL NOT BE PROCESSED.**

MUNICIPAL ADDRESSING APPLICATION FORM

APPLICANT INFORMATION

Registered Property Owner (name in full):		
Company (if applicable):		
Address:		
Municipality:	Province:	Postal Code:
Telephone:	Fax:	E-mail:
Applicant Name (in full):		
Company (if applicable):		
Applicant is: ❑ Owner ❑ Agent ❑ Solicitor ❑ Planning Consultant ❑ Architect ❑ Contractor ❑ Tenant ❑ Other:		
Address:		
Municipality:	Province:	Postal Code:
Telephone:	Fax:	E-mail:

PROPERTY INFORMATION

Application for: ❑ Municipal Address Assignment ❑ Municipal Address Re-Assignment

Current Municipal Address:

Proposed Municipal Address:

Legal Description:

REQUEST JUSTIFICATION (REQUIRED ONLY FOR ADDRESS RE-ASSIGNMENT)

_____

_____

_____

_____

NOTE: REQUESTS FOR MUNICIPAL ADDRESS RE-ASSIGNMENT WILL ONLY BE GRANTED WHEN IN CONFIRMITY WITH THE TOWN'S STREET NAMING AND ADDRESSING GUIDE.

NOTE: REQUESTS FOR ADDRESS ASSIGNMENT FOR NEW LOTS CREATED BY SEVERANCE WILL ONLY BE COMPLETED UPON THE ISSUANCE OF A SIGNED CONSENT CERTIFICATE ISSUED BY THE COMMITTEE OF ADJUSTMENT

RELATED FILES

Consent/Severance: B:

Site Plan: D06-

Plan of Subdivision: D03- & 19T(R)-

SUBMISSION REQUIREMENTS CHECKLIST	
PLEASE CHECK ITEMS SUBMITTED WITH THE APPLICATION	
❑	A completed Municipal Addressing Application Form **(1 copy)**
❑	Prescribed Fee **(if required)**
❑	Stamped Property Survey **OR** Registered/Reference Plan **(1 copy)**
❑	Site Plan depicting the location of all buildings or structures to be addressed **(1 copy)** (Required for properties with more than one building, where each building is to be given a municipal address)
❑	Updated Legal Description and Property Identifier Number (PIN) confirming that lot(s) have been created (for Consent and Part Lot Control Exemption applications), as applicable.

NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED AT THE REQUEST OF THE TOWN.
NOTE: THE COMPLETED APPLICATION FORM MUST BE SIGNED BY THE OWNER OF THE PROPERTY. ALTERNATIVELY, A LETTER FROM THE OWNER, AUTHORIZING THE APPLICATION MUST BE SUBMITTED.

AUTHORIZATION OF REGISTERED OWNER(S)

I, _____ of the _____ in the _____ of _____ solemnly declare that all of he above statements contained within the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize _____ to prepare and submit this application for approval.

I/We, _____, being the registered owner(s) of the subject lands, hereby authorize and provide consent to municipal and relevant external agency review staff to enter upon the subject lands during regular business hours over the time that the application(s) is/are under consideration by the Town of Richmond Hill.

Signature of Registered Owner: _____

Signature of Registered Owner: _____

Date: _____

"Notice of Collection"

"The information collected on this form is authorized under the ***Planning Act*** *R.S.O. 1990* as amended, c. P.13,. All information is considered to be available to the members of the PUBLIC upon demand. This practice is in accordance wit the principles contained in the ***Municipal Freedom of Information and Protection of Privacy Act.***"

OFFICE USE ONLY

File Number: ❑ D15- _____	Related File Number: ❑ _____ ❑ _____ ❑ _____
Date Received:	Date Completed:
Amount Paid: $	Checked by:
Planner Assigned:	Development Process Coordinator:

APPLICATION FEES

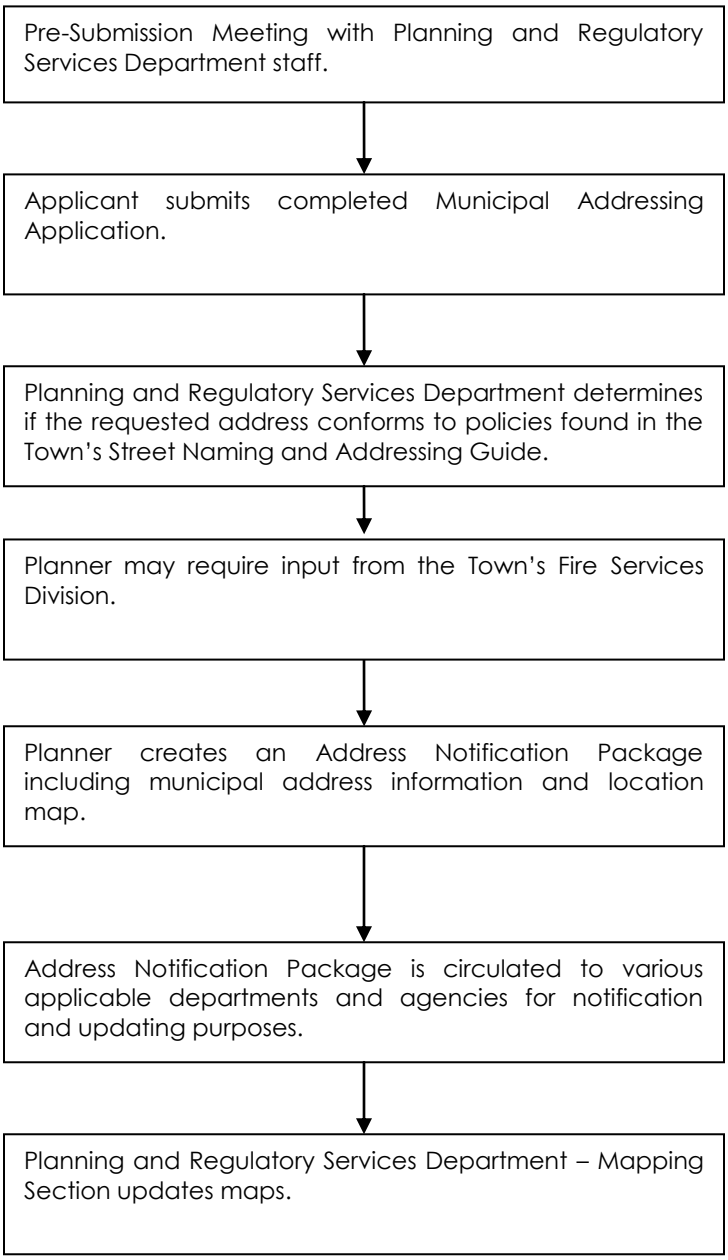
MUNICIPAL ADDRESSING APPLICATION

❑	Municipal Address Re-Assignment Application Fee	= $ 502.00

TOTAL = $ _____

ALL FEES EFFECTIVE JANUARY 1, 2016, IN ACCORDANCE WITH BY-LAW NO. 106-15 (NON-REFUNDABLE)
ALL CHEQUES TO BE MADE PAYABLE TO THE TOWN OF RICHMOND HILL

NOTE: **THE APPLICATION FEE APPLIES TO INDIVIDUAL APPLICATION REQUESTS. ONE HALF OF THE APPLICATION FEE SHALL BE REFUNDED IF THE APPLICATION DOES NOT RECEIVE FINAL APPROVAL.**

MUNICIPAL ADDRESSSING PROCESS FLOWCHART

The processing of an application for Municipal Address Assignment or Re-Assignment is normally between two (2) to three (3) weeks.