



Municipal Addressing Application

APPLICATION NO. _____

Planning and Development Department

To facilitate the thorough evaluation and timely decision of your application all materials submitted must be clear, legible, precise. Thank you for your cooperation.

PLEASE PRINT

APPLICANT'S INFORMATION

Applicant Name: _____
Mailing Address: _____ Postal Code: _____
Daytime Phone: _____ Alternate: _____ Fax: _____
Email Address: _____

PROPERTY INFORMATION

Civic Address [if available]: _____
Legal Land Description: Lot _____ Block _____ Plan _____
Condominium Legal Description: Condominium Unit _____ Plan _____
Alberta Township Grid System: LSD _____ Sec. _____ Twp. _____ Rge. _____ W4M
Existing Use of Land or Building:

Commercial	Residential
Industrial	Mixed Use

Addressing Request Type: Civic Unit
Number of Civic/ Unit Addresses Required:

REGISTERED OWNER'S INFORMATION

Registered Owner's Name: _____
Mailing Address: _____ Postal Code: _____
Daytime Phone: _____ Alternate: _____ Fax: _____
Email Address: _____

REGISTERED OWNER'S AUTHORIZATION (OR AGENT OF OWNER)

I, (print name) _____ hereby certify that: (please check one)
a) _____ I am the registered owner of the land described above; or
b) _____ I have been designated as the representative or agent of the owner
(written consent attached).

Signature

Date



Document Checklist

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- ☐ **CERTIFICATE OF TITLE:** Please provide a Certificate of Title issued no more than 30 days prior to the date of application submission.
- ☐ **OWNER'S AUTHORIZATION:** If Applicant is not the registered owner, a letter of authorization from the owner shall accompany the application.
- ☐ **DEVELOPMENT PERMIT OR BUSINESS LICENSE DETAILS:** If this is a new facility or use, please provide a copy of the development permit obtained from the Planning and Development department for reference.
- ☐ **SITE PLAN.** Please provide a context sketch for the facility that requires new addresses in relation to the new address being requested.
- ☐ **FLOOR PLAN.** For unit address requests, please provide a floor plan showing the dedicated exterior access for each unit, along with the dimensions of each unit and building.
- ☐ **OTHER INFORMATION:** Please provide any additional details relevant to the application in the space below.