



**Development and Parks
Planning Department**
2141 Major Mackenzie Drive
Vaughan, Ontario L6A 1T1
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MUNICIPAL ADDRESSING APPLICATION FORM

DATE SUBMITTED: _____

APPLICATION FILE #: _____ EXISTING PROPERTY ADDRESS #: _____
(refer to Subdivision/Site Plan) (if applicable)

LEGAL DESCRIPTION OF PROPERTY #: _____

REGISTERED PROPERTY OWNER (name in full): _____

Address: _____

Municipality: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

APPLICANT NAME(S): _____
(refer to Subdivision/Site Plan) (If different from owner name)

Applicant is:

☐ Owner ☐ Agent ☐ Solicitor ☐ Planning Consultant ☐ Architect ☐ Contractor ☐ Tenant ☐ Other

Address: _____

Municipality: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

Submission Requirements Checklist

Please Check Items Submitted with Application

	Completed Municipal Addressing Application Form
	1 Copy of Stamped Property Survey OR Registered/Reference Plan
	Latest Digital Site Plan Submission as per City Requirements
	Registered Transfer Document or PIN Abstract for New Lots Created by Severance

I _____ of the City/Town of _____, in the Province of _____, solemnly declare that:
(Name of Applicant)

1. I am ☐ the registered owner of the lands described in this application; and
☐ the authorized agent of the owner of the lands described in this application; and
2. All of the above statements contained within this 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*.

Signature: _____

Date: _____

Authorization of Agent (if applicable):

As of the date of this application, I am the Registered Owner of the lands described in this application and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf by:

Please print name of Authorized Agent

Signature of Registered Owner: _____ Date: _____

Please Note: You will have two business days to respond with any concerns, otherwise the new address will be circulated to all stakeholders. In accordance with By-law 158-2021, any changes made after will be subject to an address change fee.