



Township of Leeds and the Thousand Islands Civic Address – Application Form

Office Use Only

Date Received:		File Number:	
Application Fee: \$50	<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Interac <input type="checkbox"/> N/A

Application Information

Applicant Information	
Name:	Company Affiliation:
Mailing Address:	
Email:	Phone Number:

Property Information

Roll Number:
Civic Address:
Legal Description:
Closest Major Intersection

Civic Address Request Information

Reason for obtaining a civic address. Check all that apply.	
<input type="checkbox"/> Replacement Blade Only	<input type="checkbox"/> Building Permit
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Severance
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other:

Application Submission Requirements

<input type="checkbox"/> Complete Application Form
<input type="checkbox"/> Detailed Plot Plan
<input type="checkbox"/> Transfer/Deed – If property is land locked to verify legal access to property
<input type="checkbox"/> Entrance Permit from Applicable Authority – Not required for water or private street
<input type="checkbox"/> Fee – See Current General Rates and Fees By-Law

Change of Civic Address Request

New Civic Address Requested (if known):
Reason for Change of/New Civic Address:

DECLARATION OF APPLICANT

I _____ declare that:
(Print Name)

1. That the information contained in this application, plot plan and other documents is accurate.
2. If the owner is a corporation or partnership, I have the authority to bind it.

Date
Signature

Submit Application to Amanda Werner-Mackeler, Planning Technician:

Email: planningtechnician@townshipleeds.on.ca	
In Person: Please call for an appointment 613-659-2415 x 203	
Date Approved:	Address:



Township of Leeds and the Thousand Islands Civic Address - Sample Plot Plan

Island or Water Access Only Property

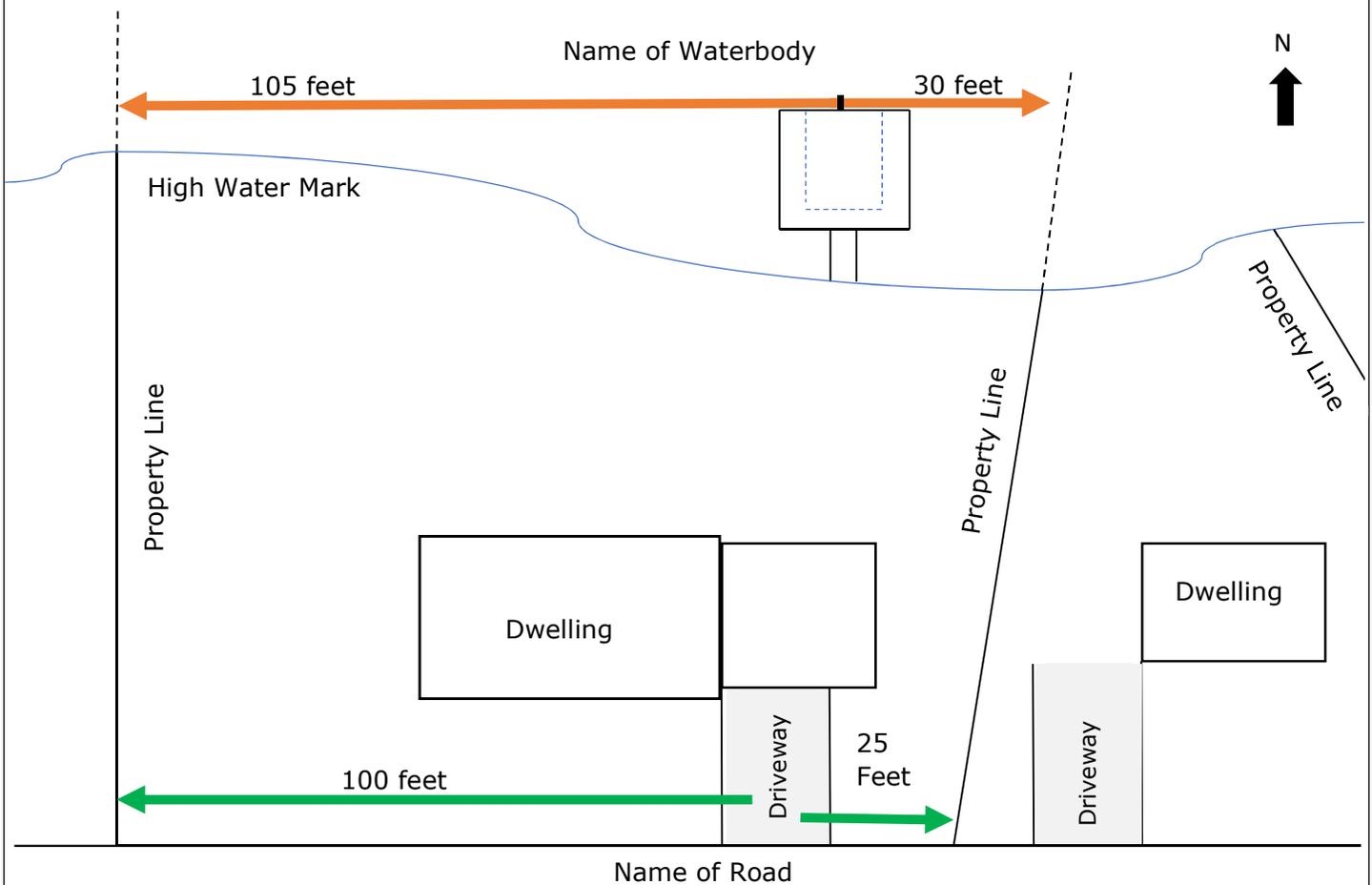
Please indicate the setback from the centre point of the boathouse, dock, or access area to each property line. If the property is on an island by itself, please draw the entire island and indicate the location of the boathouse, dock or access area. See Example 1 - Measurement for Islands and Water Access Only below. (Orange Arrows)

Street Access Property

Please indicate the setback from the centre point of the driveway to each property line. If the property has access to multiple streets, please indicate the street which will be your primary access point. See Example 2 - Measurement for Street Access below. (Green Arrows)

Sample Plot Plan

Example 1: Measurement for Islands and Water Access Only (Orange Arrows)



Example 2 Measurement for Street Access (Green Arrows)