
CIVIC ADDRESS REQUESTS

When to fill out a Civic Address Request Form?

- If your property has not been assigned a Civic Address/911 number you are encouraged to fill out the Civic Address Request Form to obtain an address.
- If you require a new or replacement green 911 sign because yours has gone missing or has been damaged.
- If you require an address verification sent to local agencies.

The Civic Address Fee

- The current 2022 Civic Address Fee is \$99.00 + \$12.87 HST = **\$111.87**
- The Civic Address fee is required for all requests with a sign order. The fee is waived in urban areas (Caledonia, Dunnville, Hagersville, Cayuga, Jarvis and Townsend), where no sign is required.
- If your sign was stolen the fee may be waived upon receipt of a Police Report number.
- The 2022 fee for a Civic Address sign was set by Council along with other user fees and service charges in Report BME-03-2021 Building, Planning and Road Fee Update - 2022 under Schedule Q. The fee is such to cover the costs of the sign itself and administration.

Paying Fees

- Fees can be paid via debit/credit or cheque at the Administration Building in Cayuga with a Customer Service Representative (CSR). Cheques are to be made payable to "Haldimand County" and can be mailed to the Administration Building, addressed to the "Planning & Development Division, attention Jessica Easson". The enclosed cheque can also be submitted through the Administration Building Dropbox off of Chippewa Street. Please also include a note that the payment is for a Civic Address Request. Fees currently **CANNOT** be paid over the phone or via e-transfer. Haldimand County is working to be able to accept online payments in the future.

How to fill out the Civic Address Form

- **The Property Owner** is required to fill out the request form and include their contact information along with information about the property to be addressed. It is important that submissions include a diagram indicating the location of the driveway/entrance with as much detail as possible as the address assigned is based on the location of the driveway.

What happens after I submit a request?

- Once the form and payment are received, staff will issue a notification to the applicant and applicable agencies indicating the new address and a sign will be ordered. Signs typically take a couple weeks to receive. When the sign is ready a CSR will contact the applicant and let them know when it can be picked up.
- Please note, final notifications for requests resulting from severances, are not issued until MPAC has assigned a new property roll number, which may take up to 150 days.

Why Should I Request a Civic Address?

- Properties with residents or businesses in Haldimand County require a visible Civic Address to be posted.
- Civic Addresses/signs are important so Emergency Services can quickly and efficiently locate a property in case of emergency.

For questions regarding Civic Addressing or to submit an application, please email planning@haldimandcounty.on.ca or contact Jessica Easson, Planning Technician jeasson@haldimandcounty.on.ca tel: 905-318-5932 x 6212



Haldimand County Civic Address Request Form

(Boxed area below to be completed and presented to Building Inspector with application for Building Permits, or to Customer Service Representative)

Property Owner's Name:

Phone Number: - -

Email (optional):

Applicant Mailing Address:

Property Subject to Request

Assessment Roll Number: - - - -

Lot #, Concession # and Geographic Township/Town:

Is the lot vacant? No Yes – Please Fill out a Farm 911 Project - Vacant Lot Sign Request Form

Request for: New Address and Sign Address # Only (no sign required) Address Verification
 Replacement Sign Secondary Address
 Civic Address and Sign (change existing Farm 911 sign to a green sign) Current # _____

Please include a diagram indicating the location of the driveway/entrance relative to the property on the following page

For Office Use Only:

New Civic Address Requested:
Your New Civic Address Is:

Change of Civic Address Requested:
Your Old Civic Address Was:

Your New Civic Address Is:

Fee Collected \$ **2022 Fee:** **\$99.00 + 12.87 HST = \$111.87**

Building Inspector

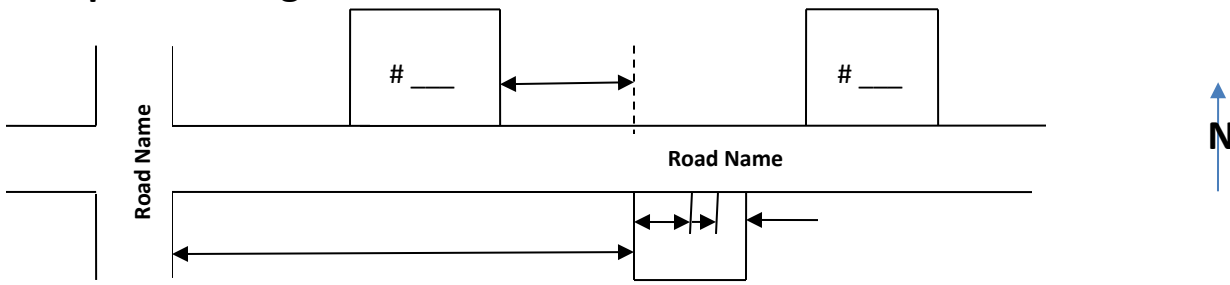
Date

I the owner/applicant take full responsibility for the accuracy of the proposed information provided on this form."

Property Owner Signature

Date

Sample Drawing:



Using the grid space below, please include a to-scale sketch, showing: lot frontage, addresses/driveways of neighbouring properties, road name & location of driveway and buildings on / proposed on the lot.

A large grid of small squares is provided for drawing a to-scale sketch. A north arrow labeled 'N' is located in the upper right corner of the grid.

Is this application a result of a planning application? YES NO If yes, state application number: _____

An approved civic address request does not imply that use of the property may proceed without additional permits or approvals and further does not constitute an approval of an "entrance" unless so directed by the municipality.

Planning and Development services available at:
53 Thorburn Street South, Cayuga, ON N0A 1E0
planning@haldimandcounty.on.ca
905-318-5932