



# The Corporation of the City of Kingston

## CIVIC ADDRESSING APPLICATION FORM

*Planning and Development Department, Sustainability and Growth*

Courier/Drop-in Address: 1211 John Counter Blvd.  
Kingston, ON K7K 6C7  
Telephone: 613-546-4291, ext. 3183  
Fax: 613-542-9965

Mailing Address: City Hall, 216 Ontario Street  
Kingston, ON K7L 2Z3

Date: \_\_\_\_\_

New Civic Address: \_\_\_\_\_

Civic Address File No: \_\_\_\_\_

### Applicant Information

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Owner's Name: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Company Name (If Applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Property Information

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Legal Description: Lot: \_\_\_\_\_ Roll Number: 1011

Plan: \_\_\_\_\_ Block: \_\_\_\_\_

Major Intersection: \_\_\_\_\_

Location of Nearest Appropriate Civic Address: \_\_\_\_\_

### Civic Address Request Information

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Reason for obtaining a civic address (check all that apply and, where applicable, please include the file number)

Building Permit: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Severance: \_\_\_\_\_

Site Plan: \_\_\_\_\_

Do you require a civic address blade? Yes / No

### Attachments

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Please ensure that the following (if applicable) is attached to this application:

1. Registered Plan of Survey
2. Civic address blade fee

### Office Use Only

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Account Numbers: CITYK 670725 001 6270000 60062  
CITYK 220110 001

CITYK 220200 001

\_\_\_\_\_  
Signed by Owner

\_\_\_\_\_  
Date