



Planning & Development Services
 53109A Hwy 779
 Parkland County, AB T7Z 1R1
 Tel. 780.968.8443
 Fax. 780.968.8444
www.parklandcounty.com

CHANGE OF CIVIC ADDRESS APPLICATION

Assigning an address to each property in Parkland County provides location identification for the provision of essential public services such as Emergency Services and also Canada Post, public utilities and private sector functions.

Please note, if your property does not have an existing access, you will be required to complete an Application for Approach Construction and this form can be obtained from Parkland County Planning & Development Services or at www.parklandcounty.com.

**Your Civic Address MAY NOT be your mailing address.
 Please contact Canada Post to confirm your mailing address and postal code.**

| | | | | |
|--|---------|----------|-------------|----------|
| Lot | Block | Plan | Subdivision | |
| NW / NE / SW / SE (please circle) | Section | Township | Range | Meridian |

| | |
|------------------------------|--|
| Roll No. | |
| Name | |
| Mailing Address | |
| Phone No. | |
| Email | |
| Reason for change in address | |

Please complete sketch plan on reverse.

| | |
|-----------------------------|-----------------------------|
| _____ Signature of Owner | _____ Signature of Owner |
|-----------------------------|-----------------------------|

| | |
|--|--|
| Application Date: _____ Note, processing time is 3 business days. | For internal use only: Acceptance Date: _____ Processing Date: _____ Update to Telus, Canada Post, Finance & ArcMap: _____ |
|--|--|

The information collected on this document will be used for the purposes allowed under the authority of the *Municipal Government Act*. The personal information that you provide may be made public subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions regarding the collection and use of this information may be directed to the Freedom of Information & Protection of Privacy Coordinator for Parkland County at 780-968-3229.

Sketch Plan Requirements

- Identify the location of Approach(es), showing the distance to the closest property corner
- Boundaries of the land parcel including dimensions
- Dwelling(s), identify any existing address(es)
- All roads adjacent to the parcel labeled
- Location of any existing approach(es) (residential, field, or industrial) on both sides of the road
- North arrow for orientation

