

A civic address provides location identification for the provision of essential emergency services, public services and utilities, and private sector functions.

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

APPLICATION CHECKLIST

Reason for the application?

Application Declaration and Consent form

An [Application Declaration and Consent Form](#) collects consent from owners and applicants.

Property Approach Application (if applicable)

An approach is the access between your property line and the adjacent road.

The approach location is the criteria used to assign a civic address. If there is not an approach on your property, before constructing one, please complete and submit a [Property Approach Application](#).

Sketch Plan

In the space on the next page, please provide a sketch plan that includes the following:

- ✓ The boundaries of the property including dimensions.
- ✓ Indicate the North Direction
- ✓ The location of all approaches (residential, field, or industrial), showing distances to the nearest property boundary.
- ✓ Dwellings already on the property that already have a civic address. (Please label them with their civic address)
- ✓ Name(s) of the road(s) beside the property.

There is no fee for this application. application is three (3) business days.

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.



CIVIC ADDRESS APPLICATION

New/Change

Sketch Plan