

CONTACT

Planning & Development Services

City of Prince Albert
1084 Central Avenue

P: 306.953.4370

OFFICE HOURS

8:00 a.m. — 4:45 p.m.
Monday to Friday

www.citypa.ca



This brochure has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Planning & Development Services for assistance, as the City of Prince Albert accepts no responsibility to persons relying solely on this information.

Civic Address Change

Information on the policy and process for changing a civic address in Prince Albert

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General Info & Process

Planning and Development Services is responsible for civic addressing in the City of Prince Albert.

The Civic Addressing Policy ensures all civic addressing in the City of Prince Albert follows a logical format and adheres to certain guidelines.

The purpose of the policy is to:

- Assign property identification numbers in order to maintain a complete and consistent civic addressing system;
- Ensure the municipal wide system for civic addressing is upheld in order to facilitate the operation of emergency services systems;
- City administration can maintain suitable records and notify appropriate agencies; and
- The City's civic addressing format is corresponding with Canada Post where appropriate to aid in efficient and reliable delivery.

Request for a Civic Address Change

If you are interested in changing your civic address, a Civic Address Change Application form must be completed along with the application fee of \$50.00. If you are not the owner of the property, owner authorization is required in order for the application to be considered.

All applications for an address change must be accompanied by a substantive reason for the change and cannot be based on personal preference.

Approval of Requests

Administration will review the application and determine if the requested change is for a substantive reason (e.g. confusion for utility companies or Canada Post with a similar address). If it is determined that the request is acceptable, Administration will contact utility companies for feedback.

If approved, all additional fees related to the change, including those for external agencies such as Canada Post, utility companies, etc. will be the responsibility of the applicant.

If approved, the applicant or owner is responsible for updating their accounts with the appropriate authorities such as Canada Post, utility companies, etc.

Civic Address Change Application

Schedule "A" of Civic Addressing Policy

Civic Address Change Application

Applicant Information

Name of Applicant: _____

Mailing Address: _____
Unit # Street Name City Province Postal Code

Phone Number: _____ Email: _____

Are you the registered owner of the property? Yes No (please attach owner's authorization form)

Subject Property: _____
Unit # Street Name Lot Block Plan

Reason for Change of Address (attach additional documents to back if needed):

Declaration:

I, _____, am requesting that the City of Prince Albert change my current address for the reasons stated above. In doing so, I understand that notifying any utility companies, emergency services, etc. of this change of address is solely my responsibility along with any costs related to this process. The City of Prince Albert will consider this proposal but a change of address is not guaranteed. This procedure is based on a case-by-case evaluation.

Signature: _____ Date: _____

For Office Use Only

This address change request has been: Approved Denied

Date: _____ Development Officer: _____

Amount Paid: _____ Receipt No.: _____

New Civic Address (if applicable): _____



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