PLANNING & BUILDING SERVICES
Town of Newmarket
395 Mulock Drive
P.O. Box 328, STN Main
Newmarket, ON L3Y 4X7
www.newmarket.ca
planning@newmarket.ca
T: 905.953.5321
F: 905.953.5140

Address Change Request Form

Application is submitted for:

☐ Change of address number
☐ Creation of new address number
☐ Corner lot street and number change
☐ Other: ____

Registered owner name:

Address: City:

Postal code: Phone:

E-mail address:

Applicant name: (If other than the above)

Address: City:

Postal code: Phone:

E-mail address:

Location and description of property

Current municipal address:

Desired municipal address:

Building or unit: (Describe if creating new address on a single lot)

Reason for change:

Please save and email this form to planning@newmarket.ca

Upon submission of this form, Planning Services staff will review your address request. The desired address will be verified against existing numbers and the sequential numbering of the street. You will be contacted by Planning staff, and if your number is acceptable you will be asked to provide the following:

1. Proof of ownership of the property (e.g. a copy of a property tax bill)

2. Proof of payment of the Address Change fee to the Town of Newmarket in the amount of $226.14 including HST, payable in person at 395 Mulock Drive or by phone at 905-895-5193 to account 68121.4269

3. Proof of payment to Newmarket Tay Hydro in the amount of $290.41 including HST, payable in person at 590 Steven Court. Email: nmhydro@nmhydro.ca.

The personal information on this form is collected under the *Municipal Act*, R.S.O. 2001. The information is used for the purpose of processing your application. If you have any questions about this collection of personal information, please contact the Planning Division, Town of Newmarket, at (905) 953-5321.