



**PUBLIC WORKS DEPARTMENT**  
 55 ZINA STREET, 2 FLOOR,  
 ORANGEVILLE, ONTARIO, L9W 1E5  
 PH: 519-941-2816 #2600 FAX: 519-941-4565  
[www.dufferincounty.ca](http://www.dufferincounty.ca) EMAIL: [publicworks@dufferincounty.ca](mailto:publicworks@dufferincounty.ca)

|         |  |  |  |  |                  |  |
|---------|--|--|--|--|------------------|--|
| ADDRESS |  |  |  |  | Office Use Only: |  |
|         |  |  |  |  |                  |  |
| DATE:   |  |  |  |  |                  |  |

## Emergency Number Application – Simple Form

APPLICANT NAME:

MAILING ADDRESS:  CITY:  PROV/STATE:  POSTAL/ZIP CODE:

TELEPHONE:  EXT:  EMAIL:

### SECTION 1 - PROPERTY INFORMATION

LOT:  CON:  TOWNSHIP:  ROLL #: (19 digits, not dashes or spaces)

NAME OF ROAD YOUR ENTRANCE FRONTS ONTO:  (include EHS, WHS, NE, SW or OS where applicable)

SIDE OF ROAD:  FRONTAGE:   feet  metres

AREA:  (acres)

IF PROPERTY HAS BEEN IN YOUR NAME LESS THAN 3 YEARS PROVIDE PREVIOUS OWNER'S NAME:

OWNER NAME IF DIFFERENT THAN APPLICANT NAME: eg. tenant, company:

### SECTION 2 - ORDER INFORMATION

I REQUIRE:  A REPLACEMENT SIGN ONLY EMERGENCY NUMBER:

**OR:**  I NEED A NUMBER ASSIGNED TO MY PROPERTY AND A SIGN. PROCEED TO SECTION 3, NEW NUMBER

### SECTION 3 - NEW NUMBER TO BE ASSIGNED ONLY

This property was severed within the last 2 years. Approx date of severance

This entrance has been approved by the municipality. If NO, sign cannot be issued - contact your local municipality.

I will be applying for a Building Permit

The Emergency Number is determined by the location of your entrance. The last 3 digits represent the distance, in metres of your entrance from a specified point, therefore it is **very important** that you provide us with **accurate measurements**.

MY ENTRANCE IS:   feet  metres N  S  E  W OF EMERGENCY #:  ON THE:  SAME  OPPOSITE SIDE OF THE ROAD

MY ENTRANCE IS:   feet  metres FROM MY N  S  E  W PROPERTY LINE

### SECTION 4 - ORDER & PAYMENT OPTIONS

- I will pick up my sign at the Public Works Administration office, 55 Zina Street, Orangeville, 2nd Floor: \$20 plus HST
- I want my sign mailed to the address shown above: \$30 (\$20 plus \$10 shipping and handling), plus HST
- Signposts (pick up only) \$15 plus HST



Payment must be received before County services are delivered. You will be contacted when your sign is ready for pickup, please provide a phone number where we can leave a message. If you are interested in purchasing a post we can bring one to the counter for you at that time. Posts do not have to be pre-paid.

If you have chosen the 'mail' option, your sign will be sent by courier to the address you provided.

You may need to know your new emergency number to arrange for a building permit, services or utilities to your property, before your sign is ready. We can call you with the number as soon as our GIS Department issues it, just let us know.

Please allow a minimum of one week for processing.

## **PAYMENT OPTIONS**

### **PAYMENTS ONLINE\***

Dufferin County is now offering secure online payment processing for select services.

Please visit, <https://www.dufferincounty.ca/purchase> and select the appropriate service you are paying for.

### **PAYMENTS BY MAIL\***

Payment by cheque may mailed shall not be postdated and shall include a copy of the application that was submitted.

### **PAYMENTS MADE IN PERSON\***

Payments may be made in person at:

Dufferin County  
55 Zina Street  
Orangeville, ON, L9W 1E5

Monday thru Friday 8:30am-4:30pm (excluding holidays)

Payment in the form of cash, money order, Visa, or MasterCard will be accepted

\*Payment in full must be made prior to any service commencing, or permits being issued.

\*All returned payments will be subject to a \$20.00 NSF fee.

*The personal information collected on this form is for the purpose of the proper administration of issuing emergency numbers in accordance with the Rural Addressing System. Specific questions relating to the Municipal Freedom of Information and Protection of Privacy Act can be directed to the PW Coordinator 519-941-2816 ext 2602.*