



CITY OF  
**VERNON**  
 CORPORATION OF THE CITY OF VERNON  
 3001 – 32 Ave, Vernon, B.C., V1T 2L8  
 Phone: 250-550-3634 Fax: 250-545-5309  
 buildingcounter@vernon.ca

# PROPERTY ADDRESS CHANGE APPLICATION

<b>DATE OF APPLICATION</b>		<b>CITY'S FILE NUMBER</b>	
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APPLICANT INFORMATION			
<b>APPLICANT</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>
<b>REGISTERED OWNER</b>	<b>NAME:</b>		<b>PHONE:</b>
	<b>ADDRESS:</b>		<b>FAX:</b>
	<b>POSTAL CODE:</b>	<b>E-MAIL:</b>	<b>CELL:</b>

PROPERTY INFORMATION	
<b>CURRENT CIVIC ADDRESS</b>	
<b>LEGAL DESCRIPTION</b>	
<b>PROPOSED CIVIC ADDRESS(ES)</b>	
REASON FOR CHANGE IN CIVIC ADDRESS	

ENSURE ALL THE FOLLOWING ARE INCLUDED (AS APPLICABLE)

APPLICATION CHECKLIST	
LOCATION PLAN OF SUBJECT AND SURROUNDING PROPERTIES (INCLUDING CIVIC ADDRESSES)	<input type="checkbox"/> Yes
SCHEDULE "3" APPOINTMENT OF AGENT	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
\$100 APPLICATION FEE	<input type="checkbox"/> Yes

Once your application is approved in principle, you will be sent a Notice of Address Change. Notice will also be sent to all required agencies and utilities as per City policy.

Applicant Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
 (Please Print Clearly)

Comments	For Office Use
	DATE RECEIVED:
	RECEIVED BY:
	ROLL No.:
	PROSPERO No.:

Rev: JAN2016

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request.