

Street #:

**CLERKS DEPARTMENT  
PROPERTY IDENTIFICATION SIGN  
FORM-CLK-103**



2585 King Road  
King City, ON L7B 1A1  
(905) 833-5321

**PROPERTY IDENTIFICATION SIGNS AND THE 911 SYSTEM**

The 911 Emergency System came into effect in York Region in September 1994. 911 is a single emergency telephone number that makes it faster and easier for anyone in York Region to reach Police or Fire and Emergency Services.

**IMPORTANT: CALL 9-1-1 IN AN EMERGENCY**

911 is **not** to be used for general enquiries or administrative calls. To contact Police, Fire or Emergency Services in a non-emergency situation, please use the list of telephone numbers below:

**NON-EMERGENCY TELEPHONE NUMBERS:**

<b>King Fire &amp; Emergency Services:</b>	<b>(905) 833-2800 or (905) 833-5321</b>
<b>Ontario Provincial Police:</b>	<b>(905) 841-5777</b>
<b>York Regional Police:</b>	<b>1-866-876-5423</b>

In order for the 911 Emergency System to work properly, it is necessary that every property be clearly identified.

**King Township By-law Number 95-24 makes it mandatory as of June 30, 1995** to display a municipal street address at every improved property to assure prompt emergency response. Under By-law 95-24, if the owner of any building located within King Township fails to install and maintain a street number, the Township may obtain and post the required property identification sign, and charge the owner or occupant with the expense incurred and such expense may be collected in the same manner as taxes.

**SIGN ORDER PROCESSING**

This form must be completed by the property owner, and returned together with payment to "The Township of King". Debit, credit, cheque and cash are accepted for payments made in person at the municipal office. For your convenience, property identification signs may also be ordered through on-line payments on our website at [www.king.ca](http://www.king.ca). Orders are placed once a month, at the beginning of each month, and signs are usually delivered to us within 2 – 4 weeks. You will be contacted when your sign is ready for pickup.

*BE SURE TO CALL FOR UTILITY LOCATES BEFORE YOU DIG! Please contact Ontario 1 Call at 1-800-400-2255 before installing your address post. For municipal water locates call 905-833-5321.*

**Please Note: Property owners requesting property identification signs for second dwellings on a property must first make an application to request an additional municipal address by completing FORM-CLK-101.**

**PROPERTY / OWNER INFORMATION**

<b>Date of Application:</b>	
<b>Registered Owner(s) Name:</b>	
<b>Owner Signature:</b>	
<b>Current Municipal Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	

**ORDER INFORMATION**

<b>Municipal Address Number Required:</b> _____	<input type="checkbox"/> Sign & Post \$56.50 (includes HST) <input type="checkbox"/> Sign Only \$28.82 (includes HST)
<b>Payment Method:</b>	<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Credit <input type="checkbox"/> Internal
<b>Receipt #:</b> _____	

**OFFICE USE ONLY**

<b>Property Address Verified:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> New: _____
<b>Date Sign Ordered:</b>	_____
<b>Date Sign Delivered to King:</b>	_____
<b>Date Customer Notified:</b>	_____
<b><u>PICK UP DETAILS:</u></b>	
<b>Date Picked Up by Customer:</b>	_____
<b>Staff Name:</b>	_____
<b>Staff Signature:</b>	_____

*Personal information contained on this form is collected pursuant to By-law #95-24. The purpose of this collection is to administer the property identification sign program to install and maintain municipal street numbers in order for the 911 Emergency System to work effectively. The personal information provided on this form is protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA-Part II). Should you have any questions or concerns regarding the collection of personal information, please contact the Clerks Department, King Township, 2585 King Road, King City, ON L7B 1A1 - (905) 833-5321.*