



# Application for Municipal Numbering and Street Renaming, Residential Boulevard Parking, and Part Lot Control Exemption

Planning and Development  
6th floor 300 Dufferin Avenue  
Telephone: 519-930-3500

Hours: Monday to Friday  
8:30 AM to 4:30 PM

Detach and retain this page for future reference.

## Notes to customer regarding the process

1. This form is to be used for the following applications:
  - i. Municipal number assignment or change;
  - ii. Part lot control exemption;
  - iii. Residential boulevard parking; or
  - iv. Street renaming.
2. Prior to filing your application with Planning and Development you should consult with a Planning staff member (519-930-3500).
3. Submit completed application form, attachments and fee to the above address.
4. Application forms containing insufficient or inaccurate information may be returned, with the application fee and attachments, to the applicant.
5. A copy of this application form and copies of other correspondence will be mailed to the contact person identified on your application when the application has been received, reviewed, and accepted complete.
6. The application fee may not be refunded once substantial work has been undertaken.

## Customer information

1. The customer information section of the form must be completed for all application types. If the applicant is a numbered company, provide the name of a principal of the company.
2. If an agent is handling the application, written authorization from the owner - including original signature and date – must accompany the application.
3. Complete the information for the owner if different from the applicant.
4. It is the responsibility of the owner or applicant to notify Development Services of any change in ownership, applicant or authorized agent within 30 days of such a change.

## SCHEDULE OF FEES

Schedule APP-2, Effective January 1, 2024

**All fees must be included with application.**

Make all cheques payable to the *City Treasurer*.

Application Type	Fee
Municipal number assignment/reassignment	\$742.00
Part lot control exemption	\$296.00
Residential boulevard parking	\$1,065.00
Street renaming	\$742.00



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**Planning and Development**  
 6th floor - 300 Dufferin Avenue  
 Telephone: 519-930-3500 Hours:  
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## 1. Application type (only one type per application, use a separate application for multiple choices)

Check appropriate box

Municipal number assignment OR reassignment - complete sections 2, 3, 4 and 5 only.  
 Part lot control exemption - complete sections 2, 3, 4 and 6 only.  
 Residential boulevard parking - complete sections 2, 3, 4 and 7 only.  
 Street renaming - complete sections 2, 3, 4 and 8 only.

## 2. Pre-consultation

Have you consulted a City of London Development Services staff member regarding this application?

No      Yes -      Name of staff consulted: \_\_\_\_\_  
 Date of consultation: \_\_\_\_\_

## 3. Customer information

Name of APPLICANT		Name of principal of applicant's firm/company		
Full street address		Name of city/town/township London	Province	Postal code
Daytime contact telephone number		E-mail address		
Name of REGISTERED OWNER		Name of firm/company (if applicable)		
Full street address		Name of city/town/township London	Province	Postal code
Name of AGENT (if applicable)		Name of agent's firm/company		
Full street address		Name of city/town/township London	Province	Postal code
Daytime contact telephone number	E-mail address	Applicant's authorization letter attached?		No      Yes

## 4. Location and description of lands which are the subject of this application

Street address (if individual property; or group or part of properties)

Assessment roll number(s)	Registered plan number(s), if applicable	Lot/Block/Part number(s), if applicable
Nearest cross street(s), if applicable		

**NOTE:** If subject property is other than a small regular shaped parcel, easily and accurately identified by a municipal number, a recent registered plan, or on a map, a boundary survey may be required.

Location map attached	Survey map attached	Dimensions of property		Area in sq. metres
No      Yes	No      Yes	Frontage in metres	Depth in metres	
Existing use of land and buildings				

## 5. Municipal number assignment OR reassignment application

Current municipal number	Requested municipal number (municipal number reassignment only)
Proposed Number of Units (municipal number assignment only)	Reasons for municipal number change (municipal number reassignment only)

## 6. Part lot control exemption application

Name and address of Ontario Land Surveyor		
Description of existing use		
Description of proposed use		
Status of any construction on the property		
Current zoning		
Is the existing or proposed use subject to		
An approved site plan	An application for site plan approval	Neither
<i>Please attach a copy of the approved or proposed site plan, together with the site plan agreement, if applicable.</i>		
Indicate how the access to individual parcels will be improved		
Indicate why exemption from part lot is being requested		
Attachments (indicate which documents below are attached)		
Registered Plan of subdivision (5 copies) Site Plan, if applicable		Draft reference plan (5 copies) Development agreement

## 7. Residential boulevard parking application

Site information					
Municipal address of site					
Number of existing spaces on site		Number of dwelling units at site		Number of spaces applied for	
Width of driveway	Lot frontage	Documents included			
		Copy of Deed		Survey or detailed drawing (3 copies of)	
Indicate why exemption from part lot is being requested					
Non-Refundable application fee: Enclose cheque for \$1,065.00 payable to Treasurer, City of London (HST, Registration No. R119420883)			Return fully completed application to: Planning and Development 300 Dufferin Avenue, 6 <sup>th</sup> Fl London, Ontario N6A 4L9		
Check here to indicate your cheque is enclosed/ attached.					
<b>General information regarding boulevard parking:</b>					
<ul style="list-style-type: none"><li>• The application for boulevard parking is used only when the requested parking area is entirely on City property. Determination of the location of the parking area is the responsibility of the applicant in the absence of a survey. If any portion of the proposed parking area is on private property a minor variance will be required and not a boulevard parking agreement. Planning and Development staff can assist where there is uncertainty.</li><li>• Notice of your application for boulevard parking will be circulated to the 'London Residential Boulevard Parking Committee' (LRBPC), other relevant agencies, City departments and all property owners within 60 metres (200 ft) of the subject site. The LRBPC will make a decision based on the input of those circulated.</li><li>• Where a decision of the LRBPC is disputed, the application is then taken to a public meeting at the Planning and Environment Committee (PEC).</li><li>• Council's decision, based on PEC's recommendation, is final and binding: Decisions will be made giving consideration to the Council Policy with respect to boulevard parking; a copy of which is available from the Clerks department or by visiting <a href="http://www.London.ca">www.London.ca</a>.</li></ul>					

- If your application is approved, you will be required to enter into an agreement with the City of London and to register the Agreement on title. The Agreement will include:
  - Indemnification of the City from any and all liability.
  - A parking plan identifying all works required to be constructed (at the signatory's expense) to the satisfaction of the General Manager of Environmental Services and City Engineer.
  - The ability of the General Manager of Environmental Services & City Engineer to terminate the Agreement at any time at his/her discretion.
- Should the agreement be terminated, the property owner is required to restore any and all City property to the satisfaction of the General Manager of Environmental Services & City Engineer.

**Please remember:** If any portion of the proposed parking area is on private property, a Minor Variance approval will be required to park there and not a Boulevard Parking Agreement.

**Notice:** This application is used only when 100% of the lands available for boulevard parking are City-owned lands. Determination of the location of the parking area is the responsibility of the applicant in the absence of a survey. The applicant acknowledges that, if any portion of the parking area is on the applicant's private property, a minor variance approval will be required.

## 8. Street renaming

Existing name of street	
Suggested alternative name(s)	
1.	2.
3.	4.
Reason for street renaming	

### General information regarding street renaming

- Applications for Street Renaming are submitted to the Documentation Coordinator through Planning and Development.
- The proposed street names are evaluated by the Municipal Addressing Advisory Group (MAAG). The SCDC reports the evaluation of the proposed street name to the Civic Works Committee, (CWC).
- If the CWC determines that the application meets the basic requirements for name change, the City advises the applicant and advertises/books a public meeting: The public meeting is a statutory requirement for all name change requests. Public notice\* of this meeting will be made by Development Services.
- Following the public meeting the CWC will make a recommendation to City Council regarding the approval (or refusal) of the renaming request based on input from the meeting, MAAG and Staff.
- If the final decision of Council is to approve the renaming, area property owners, civic departments and affected agencies will be notified by Planning and Development.
  - The applicant is responsible for assuming the full cost of changing the street name signs\*\*
  - Affected property owners are responsible for notifying other parties (ie. banks, credit card companies, etc.) of the name change.
- The applicant will be responsible for paying for all materials and fees regarding advertising and notification for the proposed name change public meeting regardless of the outcome.

\*\* The applicant will be notified regarding the cost of replacing the streets signs; the approximate cost is \$275/sign.

**Note:** Applications for street renaming must be accompanied by a non-refundable fee of \$742.00 or not accepted.

This section must be completed in the presence of a Commissioner of Oaths.  
Commissioners are located on the 6th floor of City Hall, Monday to Friday, 8:30 a.m.-4:30 p.m.

## 9. Applicant declaration

I, \_\_\_\_\_, in the City of London, in the County of Middlesex,  
Name of Applicant/Agent of Applicant

solemnly declare that all of the statements contained in this application

for \_\_\_\_\_  
Application type

and all supporting documents are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Applicant/Agent of Applicant

Declared before me at London, Ontario in  
the County of Middlesex,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Commissioner of Oaths