

**PROCEDURE FOR REQUEST OF REIMBURSEMENT DUE TO STREET NAME CHANGE:**

The respective owner / tenant / resident / business owner is to provide the following for requests for reimbursement by the City of Hamilton, as result of the proposed street name changes recommended under reports PED20175; PED20175(a); and, PED20175(b).

Please note that requests for reimbursement are restricted to a single request per property, which can include multiple items, to a maximum of \$500.00 per property and subject to the following criteria.

Reimbursement shall be for direct costs only that are related to physical item(s) to be replaced as result of the proposed Street Name Change (i.e. the item must include the current street name to be eligible).

Reimbursement shall not include personal time or contractor time / charges, any mileage / delivery fees, administration / overhead fees, enhanced packaging costs, optional warranties / insurance, etc... associated with the item(s), its delivery (including damages in delivery), implementation or installation.

Photographic evidence of the affected item(s) must be provided, clearly identifying the "Current Street Name" that has resulted in a need for change.

Upon receipt, staff will review the submitted material(s) to determine if the cost is eligible. Accordingly, all requests should include as much detail as possible for potential reimbursement, and there is no guarantee of reimbursements.

All requests shall be submitted by physical mail or electronic mail to:

**David Tsai, Legislative Approvals / Staging of Development**  
**71 Main Street West, 6<sup>th</sup> Floor**  
**Hamilton, ON, L8P 4Y5**  
[David.tsai@hamilton.ca](mailto:David.tsai@hamilton.ca)

- 
1. Please provide your name or business details; contact information; and, address of the property affected that is subject to the reimbursement request.
  2. Please provide a copy of proof of ownership / tenancy / business ownership for the above noted property. (Ex. Copy of Driver's license, lease contract, a bill with your address and Name, business registration information)
  3. Please provide a photographic evidence of the item(s) requested for reimbursement clearly identifying the "Current Street Name", up to a maximum of \$500.00 under a single request per property.
  4. Please provide a copy of all receipts for the item(s) where the cost was incurred due to the change in street name?