Manistee County

Address Request Form

You **MUST** answer all questions 1-10 (see instructions). Bring, fax or mail to: Manistee County Planning Department, 415 Third Street – Courthouse, Manistee, Michigan 49660. (231) 723-6041 FAX (231) 723-1718 (set on fine resolution)

*****SEE INSTRUCTIONS ON OTHER SIDE OF THIS PAGE*****

1. Tax parcel Number (found on your tax bill) 51-_ _-_ _ _-_ _ _-_ _

2. Circle one: Home * Mobile Home * Apartments * Commercial * Industrial * Oil/Gas Well * Other _____

Name
Address
City, State, Zip
Phone
Email

3. Fill in box, left, with current mailing address where this form is to be returned.

4. Check one: ___Already Exists ___New (date this will be done ___, ___) ____other (specify) _____

****NOTE: IF NO CONSTRUCTION HAS STARTED 6-12 MONTHS FROM DATE ADDRESS NUMBER IS ISSUED THE ADDRESS WILL BE REVOKED. ****

5. Township Property is in? _____; Section # _____; Lot & Subdivision name: _____

6. Zoning Permit Attached _____ or Administrator's Signature: _____

7. Health Permit Attached _____

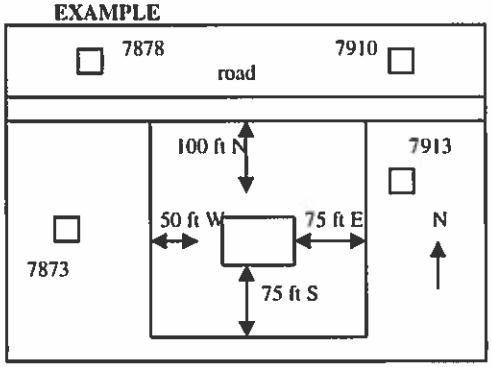
8. What is the Road name the building/meter pole is to be addressed on? _____

9. Exact distance building/meter pole to the property line (please circle which is road frontage). * See example*

North _____ feet; South _____ feet; West _____ feet; East _____ feet: Parcel size _____

10. Please provide a scale drawing, below, of property showing (1) property lines, (2) the road(s), (3) location of neighbor's building (on *both sides and across road, if applicable*), (4) the location of your building(pole etc) to be addressed on your property and (5) an arrow indicating north.

EXAMPLE



DO NOT WRITE BELOW THIS LINE

Your Address has two parts: An Address Number: _____ Road Name: _____

Your Address is: _____

Date: _____, _____ Signed _____ Only with this line properly signed are copies of this form sufficient evidence an address is issued and a construction code permit may be issued pursuant to the County Address Ordinance, Section 5.10(A), and for start up of service by utility company pursuant to Section 5.02 of the Ordinance NOTE: It is your (the Owner's) responsibility to use copies of this form to notify others of your address, including the building inspector utilities, post office, drivers license, insurance and other records.

MSAG:	PO	P	F	E	M	Ph	ESN

Please Read All Information Before Filling Out Address Request Form

(It is best to get an address no more than two months prior to starting construction.)

Instructions:

1. Must have the current tax parcel ID number. Please note if this is a recent division or split of land provide the parent tax parcel ID number.

2. Please circle which type of construction is to be done.

3. Please fill in box with your current mailing address, phone, and email information; this address is where the completed address form will be mailed.

4. Is this an existing building, new construction, or other?

5. Please fill in the township, section number, lot number and subdivision name (if applicable) were parcel to be addressed is located.

6. You **MUST** attach a copy of your zoning (land use) permit or have the township zoning administrator sign this form. (Only exceptions are where zoning does not exist or have jurisdiction.)

7. You **MUST** attach a copy of health permit for well and septic.

8. Please fill in the road that your house/building faces and/or your driveway is accessed off of.

9. You MUST have **exact** distance from the building (or pole) to each of the property lines. Please indicate which of the four measurements are to the road side of the property. If this is an irregular shaped property and/or does not lie on a main road please include an explanation of this.

10. Draw a map of your property and the neighbors. It must show (1) property lines, (2) road(s), (3) location of the neighbor's buildings on both sides and across the road, if there are neighbors, (4) location and distances of your proposed building (meter post etc) to be addressed and (5) indicate which direction is north.

BEFORE RETURNING APPLICATION PLEASE CHECK TO INSURE YOU HAVE INCLUDED THE FOLLOWING

1. You have the proper permits (zoning and health) or signature (zoning) required.
2. Be sure to answer all questions 1-10.
3. Please verify that all measurements are correct.

Why an address?

Your address is used so others can find your home, business, or facility. The address is how police, ambulance and fire personnel are dispatched to your location in any emergency.

Address needed before building permit, utility hook up.

Copies of a completed address form must be given to the state construction code inspector, electric company, phone company etc. before they will start service. An address is not given out orally or over the phone; it is issued in writing. Utility companies no longer issue addresses. When an address is issued, the county gives you a copy so you have an extra to present to the utility company.

There is no charge to receive an address.

There is a mathematical formula based on location (distances on #9 and drawing on #10). The more information provided the better.

Display your address!

Once you have your address, put the numbers up. County ordinance requires address numbers are displayed and visible from the road: using 3 inch numbers or larger on the building; a 9-1-1 sign; on both sides of your mailbox in large enough numbers so they are visible to traffic coming from both directions (take care so the mailbox flag does not cover the number); if you do not have a mailbox at the foot of your driveway place the numbers on a sign or post by the road.