

# 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 the box with your current mailing address, phone, and email information; this address is where the completed address form will be mailed or emailed.  
**\*If applicant is not the owner of the property a signed letter of authority from the owner is required before an address can be issued.**
4. Is this an existing building, or new construction?
5. Please fill in the township, section number, lot number and subdivision name (if applicable) where 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 the **health permits** for well and septic. (Not a copy of the receipt.) or have a signed letter from the authorized well & septic inspector approving the construction for hook up.
8. Please fill in the road that your driveway is or will be accessed off of.
9. Draw a map of your property and the neighbors. It must show (1) property lines, (2) road(s) and parcel driveway, (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.
10. 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 roadside 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.

## **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 utility hook up.**

A copy of a completed address form must be given to the electric company 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.

### **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.

**TEMPORARY ADDRESSES WILL NOT BE ISSUED.**

**INCOMPLETE FORMS WILL NOT BE PROCESSED**



# Address Request Form

You **MUST** answer all questions 1-10 (see instructions). Bring, fax, email, or mail to: Manistee County Planning Department, 395 Third Street, Planning Building, Manistee, Michigan 49660. (231) 723-6041 FAX (231) 398-3526 (set on fine resolution)

Email : [planning@manisteecountymi.gov](mailto:planning@manisteecountymi.gov)  
\*\*\*SEE ATTACHED INSTRUCTIONS\*\*\*

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. Is this an existing building, or new construction?  
\_\_\_ New or \_\_\_ Already Exists

**Note:**  
\*If applicant is not the owner of the property a signed letter of authority from the owner is required before an address can be issued.  
\*\*Form without required supporting documentation will be held for 60 days. Forms without documentation will be terminated following the 60 days.  
\*\*\* If no construction has started within 12 months from date of issuance, the address will be revoked.

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

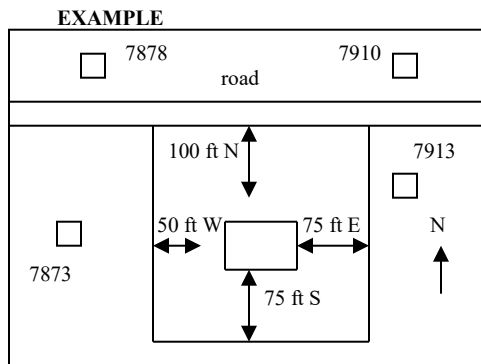
6. Zoning Permit Attached \_\_\_\_\_ or Administrator's Signature: \_\_\_\_\_

7. Health Permit Attached \_\_\_\_\_

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

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

\* See example\*



10. Exact distance from building/meter pole to the property line (please select or mark which is road frontage). \_\_\_\_\_  
North \_\_\_\_\_ feet; South \_\_\_\_\_ feet; West \_\_\_\_\_ feet; East \_\_\_\_\_ feet; Parcel size \_\_\_\_\_

**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 startup 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, driver's license, insurance and other records.

**MSAG: PO P F E M Ph ESN**

\_\_\_\_\_