

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, 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 **health permit** for well and septic. (Not a copy of the receipt.)
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 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.
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 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