

**NEW ADDRESS REQUEST**

OWNER NAME \_\_\_\_\_ CONTACT NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PROPERTY TAX ID NUMBER (PARENT PARCEL IF NEW SPLIT) \_\_\_\_\_ TOWNSHIP \_\_\_\_\_

Is there currently an address or structure on the property? YES NO If yes, address/structure type \_\_\_\_\_

**Reason for address request. Mark which one(s) apply.**

- Residential- Single Family    Residential- Duplex or Apartment(s)    Pole Building (storage)    Garage    Power Pole  
Well Site    Temporary for Estimates only    Existing Structure    Other: \_\_\_\_\_

COMPLETED ADDRESS APPLICATIONS WILL BE PROCESSED IN THE ORDER RECEIVED. **PLEASE ALLOW 1-3 BUSINESS DAYS FOR PROCESSING.** YOU WILL BE CONTACTED WHEN YOUR NEW ADDRESS HAS BEEN ISSUED. **APPLICATIONS SUBMITTED WITHOUT LAND USE PERMIT AND/OR SITE PLAN WILL BE RETURNED.**    OK

Permanent addresses require a Land Use Permit (issued by the local township/city/village zoning administrator and site plan. **Site plan must show parcel dimensions, the proposed location of your driveway, existing and proposed new structure(s). It should also include the distance from the side lot lines to the structure and distance from the side lot lines to the driveway at the road.**

Temporary addresses for electrical estimates may be issued without a Land Use Permit or Site Plan, however the address will be re-calculated if a Land Use Permit or Site Plan are later submitted.

**NOTE:** It is the owner's responsibility to use copies of this form to notify others of the address, including utilities, post office, driver's license, and other records. Private road owners are responsible for private road signage.

I understand that the Benzie County Equalization Department, using the 911 Addressing Guidelines, will assign an address based on the information I have furnished herein. I further understand that if the information that I provided is subsequently found to be in error or changes, that a change in address may be required. I hereby agree to hold Benzie County and its officers/employees harmless in the event of such an address change. I also understand that this issuance of an address **is not** to be interpreted as approval to build on the lot specified on this application.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE- FOR OFFICE USE ONLY**

PROPERTY TAX ID #	ADDRESS NUMBER	ROAD NAME
_____	_____	_____
SITE PLAN	EXISTING STRUCTURE	
LAND USE	TEMPORARY ONLY	
BS&A (DATE _____)		
ADDRESS MAPS	THIS ADDRESS HAS BEEN ISSUED BY THE BENZIE COUNTY EQUALIZATION DEPT	
GIS NOTIFIED (DATE _____)	_____	DATE _____
BUILDING DEPT	*****NOT VALID WITHOUT SIGNATURE*****	