

# APPLICATION FOR ADDRESSING

(PLEASE SEE INSTRUCTIONS ON BACK OF APPLICATION)

**DRAFT OR WORKING COPY FOR APPLICANT USE ONLY**

**THIS IS NOT THE OFFICIAL APPLICATION FORM THE APPLICATION WILL BE FILLED OUT BY THE ADDRESSING AGENT USING THE INFORMATION PROVIDED ON THIS WORKING COPY.**

Date Received \_\_\_\_\_ Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

**Person Requesting Addressing:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_ Phone: (H) \_\_\_\_\_

(W) \_\_\_\_\_

**Site Information:**

Tax Code Number \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot Number \_\_\_\_\_

**Required Attachments: (Please See Instructions on back of Application)**

Proof of Ownership (land contract, deed, and mortgage)

Legal Description of Property

Plot Plan (Sit Plan)

Location sketch

**Signatures: Signing this application affirms the accuracy of its contents & attachments**

Date \_\_\_\_\_

**Applicant**

Date \_\_\_\_\_

**Property Owner (if not same as applicant—a letter of consent must be attached instead)**

---

---

(To be completed by addressing agent only)

**ADDRESS ASSIGNED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCAL ADDRESSING DEVIATIONS NOTED:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTIONS**

Please fill out this application carefully and completely and allow several days for processing. Your address is an important piece of information for many reasons. Mail and emergency services, phone and electric companies must have accurate addresses that are as easy to find as possible. Mistakes in assigning an address can cause much confusion and inconvenience.

### **TO OBTAIN AN ADDRESS:**

1. It is the Applicant's responsibility to consult the Bridgewater Township Zoning Ordinance or Zoning Administrator to be sure the proposed use of the property is permitted under the zoning ordinance. Assignment of an address does not constitute Zoning Compliance.
2. It is the Applicant's responsibility to obtain appropriate permits for any construction, electrical installation, or property use changes. These may include, but are not limited to, Zoning, Electrical, or Building permits.
3. It is the Applicant's responsibilities to provide complete information for this application and copies of all Required Attachments. Tax Code Numbers are obtained through the Washtenaw County Equalization Department. These numbers are assigned when a purchase has been registered with the Washtenaw County Register of Deeds.
4. If the application is missing information needed by the addressing agent, you will be notified and given an opportunity to provide it.

### **ABOUT REQUIRED ATTACHMENTS:**

1. **PROOF OF OWNERSHIP:** A Tax bill or receipt is not proof of ownership. Deed, Land contract, or mortgage papers are required to establish ownership. Applicant may be required to provide personal identification. If someone other than the owner of the property is applying for an address, a letter of authorization from the owner is also required.
2. **LEGAL DESCRIPTION OF PROPERTY:** This may be found on your land contract, deed or mortgage papers or as part of a survey of the property.
3. **PLOT PLAN (SITE PLAN):** To help ensure that emergency services and the post office can readily locate any address in the township, addresses follow an established grid based on the access point to any addressed location. Addressing must take into account existing numbers as well as possible future land divisions. Please be as specific as possible about drive locations and structure locations to help us assign an appropriate address.
4. **LOCATION SKETCH:** This sketch must show and name the public street from which access to the property being addressed will be gained and public streets intersecting this street nearest the property, the address of the properties on either side of and across the public street from the property being addressed. This information will be used to determine if addresses in the area have deviated from the established grid over the years to maintain the sequence of addresses or annotate any deviations for emergency services, the post office and phone and power companies.

### **OTHER**

Detroit Edison will require a copy of this form, along with the property sketch, description and proof of ownership before installing electric service.

The addressing agent of Bridgewater Township will notify postal and telephone company authorities of this new address assignment. When a phone number is assigned to this new address, 911 Emergency Services will see the address and its location on their computer screens whenever that phone is used to call them and will be better able to send help even if the caller cannot talk to them.

Obtain zoning and building permits for any construction or change of use of the property addressed.