ADDRESS REQUEST FORM

Clare County Building Development
Physical Address: 225 W. Main St., Harrison, MI 48625
Mailing Address: P.O. Box 438, Harrison, MI 48625
Office: 989.539.2761 • Fax: 989.539.7385
"Our goal is to provide a safer place to live, work and play"

Fee $30.00

Receipt# _____

Date Requested: _____   Date Issued: _____

Applicant: _____   Owner: _____

Applicant's Current Mailing Address: _____

Daytime Ph. Number: _____   Alternate Ph. Number: _____

Site Location: _____

Township: _____   Road Name: _____   Section Number: _____

Parcel/Lot#: _____

Issued Address

Number _____

Street _____

City _____

Zip _____

Official _____

THE TAX ROLL NUMBER IS IMPORTANT IN LOCATING THE PROPERTY. IT MUST BE INCLUDED ON EACH APPLICATION. THE APPLICATION WILL NOT BE ACCEPTED WITHOUT THE TAX ROLL NUMBER.

Instructions:

1. Sketch parcel with location of driveway in relation to property line in feet.
2. Make all observation for diagram when facing the property in question.
3. As you face the property indicate the compass direction on your sketch. (North, South, etc)
4. Indicate the crossroads in both directions.
5. Indicate the nearest addresses.
6. Land Division Certificate or if lot established prior to 1997 the original Tax Roll Card.
7. If a subdivision, you must provide the name of the subdivision and a plot map.
8. <u>Registered Deed or Land Contract.</u>

Address Posting (Section 27.0)

1. When a new address is created and fees are paid, a green sign and white reflective numbers will be provided to the person applying for the new address.

2. Each primary structure shall display the green sign and house number.

   1. The green sign and numbers shall be displayed on a six (6) foot steel "T" type post or stronger within ten (10) feet of the driveway and outside of the road right of way. The top of the sign shall be at no less than four (feet) above ground level and the top shall be no higher than six (6) feet. The sign shall be free of visual obstruction and be placed perpendicular to the road.

   2. No mailbox shall be used for displaying the official house numbers as mailboxes do not provide identification of the location of the residences.

Equal Housing Opportunity
Equal Opportunity Employer

This Institution is an Equal Opportunity Provider