

To get an address for your property follow these steps.

1. Fill out the Address Application Form Completely (missing information may cause delays in processing). Note: Duplexes need a separate address for each section.
2. You must include a legal description of your property along with a site plan showing parcel dimensions and all buildings on property
3. There is a \$30 fee that is due at the time the application is turned in (please make checks payable to Montcalm County).
4. A Perc Test may be required
5. Once you have turned in your application you will receive your new address within 10 days from the date that the application is received by this office.
6. For questions feel free to contact Nicole Flowers Monday – Friday from 8:00 a.m. to 4:00 p.m. at 989-831-7364 or e-mail [nflowers@montcalm.us](mailto:nflowers@montcalm.us).
7. Please drop off your application during business hours or mail it to:

Montcalm County Equalization Department  
Address Administration  
211 W Main St PO Box 368  
Stanton MI 48888

DATE \_\_\_\_\_

## ADDRESS APPLICATION FORM

ALL INFORMATION MUST BE COMPLETED BEFORE NUMBER IS ISSUED

PARCEL NUMBER (TAX ID#) \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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

CITY, STATE, ZIP \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

### LOCATION OF PROPERTY FOR ADDRESS REQUEST:

TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_

plat \_\_\_\_\_ lot \_\_\_\_\_

**ATTACH SITE PLAN SHOWING PARCEL DIMENSIONS, ALL BUILDINGS AND USES ALONG WITH A LEGAL DESCRIPTION OF YOUR PROPERTY.**

WHAT IS THE MEASUREMENT FROM THE NEAREST SIDE LOT LINE TO THE CENTER OF YOUR BUILDING?  
(Example: 100 Feet East of West lot line.) \_\_\_\_\_ FEET \_\_\_\_\_ OF \_\_\_\_\_ LOT LINE. ( IF THE BUILDING CAN NOT BE SEEN FROM THE ROAD, PLEASE GIVE THE MEASUREMENT FROM YOUR SIDE LOT LINE TO THE CENTER OF THE DRIVEWAY.)

WHAT IS THE NAME OF THE CLOSEST INTERSECTION? \_\_\_\_\_

WHAT IS THE MEASUREMENT FROM THE CENTER OF THE INTERSECTION LISTED ABOVE TO THE CENTER OF YOUR DRIVEWAY? \_\_\_\_\_ FEET FROM \_\_\_\_\_ ROAD.

WILL YOUR BUILDING SHARE A DRIVEWAY WITH ANOTHER BUILDING? \_\_\_\_\_

**IS THERE ALREADY AN EXISTING BUILDING ON THIS PROPERTY?** \_\_\_\_\_

NOTE: THE MONTCALM COUNTY CONSTRUCTION ORDINANCE PROVIDES THAT NO SINGLE PARCEL SHALL BE ALLOWED TO HAVE MORE THAN ONE DWELLING ON THAT PARCEL WHETHER OR NOT THE DWELLING IS OCCUPIED UNLESS A NON-CONFORMITY EXISTED AS OF SEPTEMBER 22, 2003. IF SPLIT IS NECESSARY, CONTACT TWP ASSESSOR FOR LAND DIVISION APPLICATION FORMS. REQUIRED BY STATE LAW PA 591

\*NOTE: IF YOU ARE BUILDING A DUPLEX, YOU NEED AN ADDRESS FOR EACH SECTION.

**"This address assignment is based solely on the application of the rural address numbering system in the Montcalm County Address Ordinance. Assignment of this address does not represent any approval or guarantee of access rights, ownership, compliance with zoning, the Land Division Act or other ordinances or laws, or the usability or buildability of the site."**

**NEW ADDRESS NUMBER** \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

AA INITIALS \_\_\_\_\_

RCPT# \_\_\_\_\_

CHECK# \_\_\_\_\_

#### FEE SCHEDULE

**NEW ADDRESS \$30.00**

(Please make checks payable to Montcalm County)

**A COPY OF THIS FORM IS NEEDED BY THE BUILDING DEPARTMENT BEFORE A BUILDING PERMIT CAN BE ISSUED!**

**RETURN TO: Montcalm County Equalization Department Address Administration 211 W Main St PO Box 368 Stanton MI 48888**

**Phone: (989) 831-7364 Fax: (989) 831-7427**