

ADDRESS APPLICATION **RESIDENTIAL & COMMERCIAL**

Address Application Process:

Submit Copies of the items listed below to Napoleon Township Building Department:

- 1) Proof of Ownership and current Tax Identification number (copy of deed or current tax bill accepted-must have complete legal description.
- 2) Site Plan showing location of principal buildings driveway
- 3) Closest existing addresses to both sides and across the street from property (Indicate approximate distance each address is from your drive)
- 4) A \$35.00 fee for each lot / unit and meters requiring an address

Cash or Checks accepted payable to Napoleon Township. A \$35.00 fee will be charged for any returned checks.

Please note: assigned addresses are considered final, addresses requiring changes due to alterations to site plans will be subject to an additional fee of \$35.00 per alteration required.

Applicant will be contacted via phone 1 – 5 business days when issuance is complete.

If sending this application via US Postal Mail, UPS ect. Please send to:

Napoleon Township
P.O. Box 385
Napoleon, Mi 49261

Owners Name _____ Tax ID Number _____

Street Name _____ StructureType _____

House; Garage; Pole

Applicant Information:

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone Number: () _____ email: _____

Signature _____ Date _____