

**ADDRESS APPLICATION**  
**DEVELOPMENTS (SUBDIVISIONS & CONDOMINIUMS)**

**Address Application Process:**

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

- 1) Final Site Plan of development including lot/unit numbers, meter locations (for pump stations, lighted signs / poles, ect) and approved street names.
- 2) Letter of Approval for all street names from Jackson County Road Commission
- 3) Tax Identification Numbers for all parent parcels included in the development
- 4) Legal Descriptions for all parent parcels included in the development
- 5) \$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**

Street Names \_\_\_\_\_

Applicant Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ email: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_