

Address Request Application

Big Rapids Township

14212 Northland Drive

Big Rapids, MI 49307

Phone (231) 796-3603 • Fax (231) 796-2533

INSTRUCTIONS:

To obtain an address for your new building, complete the property information requested on this application. Big Rapids Township's addressing system is based on a grid system with one thousand numbers to each mile and with base lines east/west and north/south. **Your Exact Building Location is Essential to an Address Being Issued to You.**

Please Fill Out the Boxed Area

Applicant and/or Owner's Information

Applicant / Owner's Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Property Information (new construction site)

Tax Identification Number: 54 05 _____

Subdivision (if applicable): _____

Street Name: _____

Adjacent Addresses: _____

1. Which side of the street will the building be on? N S E W (circle one)
2. How many feet is it from your side property line to the center of your building? _____
3. Indicate which side property line you measured from N S E W (circle one)

The "Address and Road Numbering Ordinance" requires all premises and mailboxes to bear a street number as designated by the **Township Building Department**.

1. **Numbers on mailboxes** shall be visible from road traffic lanes in either direction of approach, and be of a **contrasting reflectorized color** not less than one inch in height.
2. **Numbers in block or script print must be displayed on building fronts** in a contrasting **reflectorized color not less than three inches in height**.
3. Where there is no mail delivery at the site, assigned numbers shall be displayed either on the street front of the premises, or on a roadside, sign plainly visible from the road traffic lanes in either direction of approach.

Please add a sketch of your parcel, building location, driveway and cross streets.

Comments: _____

Submit completed application to: office@bigrapidstowshipmi.gov

***** For Office Use Only *****

 **Assigned Address: number** _____ **street name** _____

Assigned by: _____ Date: _____ Attached to parcel in BS&A by: _____
Initials/date