



Request for Address Assignment

Grand Traverse County
400 BOARDMAN AVENUE
TRAVERSE CITY, MI 49684-2577
Phone: 231.922.6873 Fax: 231.922.4447
Email: equalization_gis@grandtraverse.org

Failure to fill out this form in its entirety will likely cause delays in the process of assigning an address.

Applicant's name: _____

Applicant's phone number: (____) ____ - ____

Applicants email address: _____

Property owner's name: _____

Property owner's current mailing address: _____

I hereby request that Grand Traverse County assign an address for the following parcel

Tax parcel number: ____ - ____ - ____ - ____ - ____

Is the parcel on a private road or easement? Yes: __ No: __

Has the property description been recorded by the register of deeds? Yes: __ No: __

Is the description of a new split or land division? Yes: __* No: __

*Local approval of a division of land is required before it is sold per P.A. 591 of 1996.

Please note that this is when a new parcel is less than 40 acres and not a property line adjustment.

What type of construction is the address requested for? New Building: __ Existing Building __

What type of building is the address assignment for?

House __, Mobile Home __, Apartment __, Commercial __, Industrial __, Pole Barn __, Garage __,

Other _____.

Important things to include in the request

-Copy of property's site plan (if available) indicating along the road, the distance of the proposed driveway to the property line.

-Copy of property's legal description from deed. (Only if parcel number is unknown.)

-Be as accurate as possible.

On the next page, there is space to draw a map of the proposed new building or addition.

Note: If a site plan is included in this application, a sketch is not required. Show location of neighbor's buildings (on both sides and across the road). Show the location of the driveway and all proposed dwelling units on the parcel. Enter the distance the building is from the road and from property lines. Include all adjacent roads and any other landmarks.



Note: Show driveway location on drawing below with dimensions (in ft) from property line.

I understand that an address will be assigned and that it will be based on the information provided by the applicant. It is understood that if the information provided by the applicant is found to be in error, a change in address may be required. By signing below, I agree to hold Grand Traverse County and its officer/employees harmless in the event of such an address change. I also understand that the issuance of an address is not to be interpreted as approval to build on the lot specified in this application.

Printed name of applicant: _____

Signature of applicant: _____

Date: _____