



**COUNTY OF ROSCOMMON
ADDRESS ISSUANCE DEPARTMENT**

500 Lake Street, Roscommon, MI 48653

beckert@roscommoncounty.net

Telephone (989) 275-7141

APPLICATION FOR ASSIGNMENT OF NEW ADDRESS NUMBER

Please fill in the application as completely as possible, ensuring to print or type legibly. The completed application should be returned, with the \$40.00 application fee, payable to Roscommon County, to the address above. Applications may be emailed but will not be processed until the application fee is received.

Owner(s) Information:

| |
|---|
| Name(s): _____ |
| Telephone No. () _____ Email Address: _____ |
| Current Mailing Address: _____ _____ |

Type of Structure:

| | |
|--|--|
| <input type="checkbox"/> Single Family Residence | <input type="checkbox"/> Commercial (specify use): _____ |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Storage/Pole Building |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other: _____ |

Location of Property:

| | | | | |
|-----------------|-----------------|--------------------------------------|--------------|--------------------|
| Street: _____ | City: _____ | | | |
| Zip Code: _____ | Township: _____ | Parcel ID: ____ - ____ - ____ - ____ | | |
| Section: ____ | Town: ____ | Range: ____ | Lot No. ____ | Subdivision: _____ |

Directions to Site:

| |
|--|
| The location of the driveway is approximately _____ Feet/Miles (circle one) North or East (circle one) of _____ (Neighboring Property Address) and approximately _____ Feet/Miles (circle one) South or West (circle one) of _____ (Neighboring Property Address). |
| Nearest cross streets: _____ |
| The driveway is marked by _____ |



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SITE DRAWING

Please indicate the location of the structure, proposed/actual driveway, directional arrows, neighboring houses with approximate distances/directions. Label streets.

Applicant please read:

1. Property addresses shall be assigned based on rural and urban baseline standards.
2. A completed application along with a \$40.00 application fee, payable to Roscommon County, must be submitted to the Housing Issuance Department prior to the assignment of a house address.
3. It is the intent of the department to process all applications within fifteen business days of receipt of completed application and fee.
4. Notification of address issuance will be provided to the following departments/agencies: township, County Register of Deeds/Clerk, county and local assessor, post office, Consumers Energy and Roscommon County E911.

Applicant Signature: _____ **Date:** _____

For Office Use Only:

Date Received: _____ Received By: _____ Fee Received? _____ Check No. ____

E911 Approval Signature and Date: _____

House Number Issued: _____ Date Distributed: _____