

# CLYDE TOWNSHIP



3350 Vincent Road  
North Street, Michigan 48049  
985-7258



## APPLICATION FOR ADDRESS NUMBER

APPLICATION FEE: \$50.00  
FOR EACH ADDITIONAL UNIT \$10.00

NOTE: A Building Permit must have been issued  
before an address can be given.

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

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

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

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

Phone: (\_\_\_\_) \_\_\_\_\_

The following information **MUST** must be submitted with this application:

- Proof of ownership (Land Documents)
- Legal description of property
- Plot plan (Site plan)  Building Permit

Tax Code Number: \_\_\_\_\_

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

Lot Number: \_\_\_\_\_

MUST HAVE ADDRESSES ON BOTH SIDES OF PROPERTY

(Office use only)

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Field Verified: \_\_\_\_\_ DECO Verified: \_\_\_\_\_

ADDRESS ASSIGNED: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_

## GENERAL INSTRUCTIONS FOR ADDRESS NUMBER APPLICANTS

1. Fill out Address Number Application completely. Incomplete applications or missing documents will cause delays in getting your address issued.
2. Be sure a current phone number is on your application. Should questions arise, an on-site meeting may be necessary.
3. If you have not already done so, contact the Detroit Edison Service Planner assigned to Clyde Township to verify that electric service can be brought to your required location.
4. You do not have to hire an architect to submit a site plan! A neatly drawn sketch is all that is required. Be as accurate as possible with all measurements on your drawing, making sure that you have included all of the following:
  - Distance from each lot line and from center of road to proposed location of building to be constructed.
  - Proposed locations of septic tank, tile field, propane tank, gas and water lines.
  - Indicate nearest utility pole(s) in relation to your property.
5. If available, indicate existing address numbers on both sides of, and across the road from, your proposed building site. These existing address numbers will help in assigning your new address number, and assist in updating Township records.
6. It would be helpful to the Addressing Agent and to the Detroit Edison Service Planner if you "staked-out" the corners of your proposed building, and the proposed location of your electric service entrance point.

## ADDRESS NUMBERING ORDINANCE

The Address Numbering Ordinance was adopted by Clyde Township to require the acquisition and posting of address numbers to assist ambulance, police, fire department and other public safety and service agencies to locate those in need of assistance or service.

The following are selected excerpts from Clyde Township's Address Numbering Ordinance that directly pertain to you as the owner of a property that has been issued, or has applied for, an address number:

An address number may only be issued to a dwelling or a "principal building". "Principal building" is defined in the Address Numbering Ordinance as the main building located on a parcel or lot. Garages, pole barns, and other buildings which are normally accessory to other structures shall not be deemed to be "principal buildings" unless they are provided with a separate electrical meter.

Assigned address numbers shall be posted at the time construction is commenced. However, if the address number has not been issued prior to commencement of construction, the address number shall be posted within 24 hours after being issued.

Each posted address number shall consist of numerals at least 3" in height and of a contrasting color to the attached surface. The address number must be visible from the road. Whenever a dwelling or principal building is located more than 100' from the center of a public or private road, or is otherwise difficult to see from the road, the owner shall post the address number at the point at which the driveway enters the public or private road.

Any property owner who fails to acquire, post or maintain the posting of an address number shall be guilty of a misdemeanor. Upon conviction thereof, the violator shall be liable for a fine not to exceed \$100.00 plus cost of enforcement and prosecution.