



CITY OF SAULT STE. MARIE, MICHIGAN  
ENGINEERING DEPARTMENT  
225 E. Portage Avenue  
Sault Ste. Marie, MI 49783  
PHONE (906) 632-5730 FAX (906) 635-6975

## ADDRESS APPLICATION FORM

PLEASE FILL IN SECTIONS A,B,C AND D. **FAILURE TO FILL IN SECTIONS A,B,C AND D COMPLETELY WILL RESULT IN A DELAY IN ASSIGNING AN ADDRESS**

**A**

Applicant's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
(As shown on City Tax Records)

**B**

I hereby request the City of Sault Ste. Marie Engineering Department to assign an address for the parcel of land for which the legal description is as follows (Please attach a copy of the deed and/or survey, if available):

Street Name that Parcel is Located On: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Has the description been recorded by the Register of Deeds? ☐ Yes\* ☐ No \* Liber \_\_\_\_\_ Page \_\_\_\_\_

Is this description a new split or land division? ☐ Yes\* ☐ No

\* If yes, please be advised that 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).

**C**

Check which one(s) apply:

☐ Alteration or addition to an existing building

☐ New building

☐ Home ☐ Mobile Home ☐ Apartment ☐ Commercial ☐ Industrial

☐ Pole Barn ☐ Garage ☐ Other (List) \_\_\_\_\_

Is there a building(s) on the parcel at this time? ☐ Yes\* ☐ No.

\* If yes, what type of building ? \_\_\_\_\_

\* If yes, what is the existing address, if any? \_\_\_\_\_

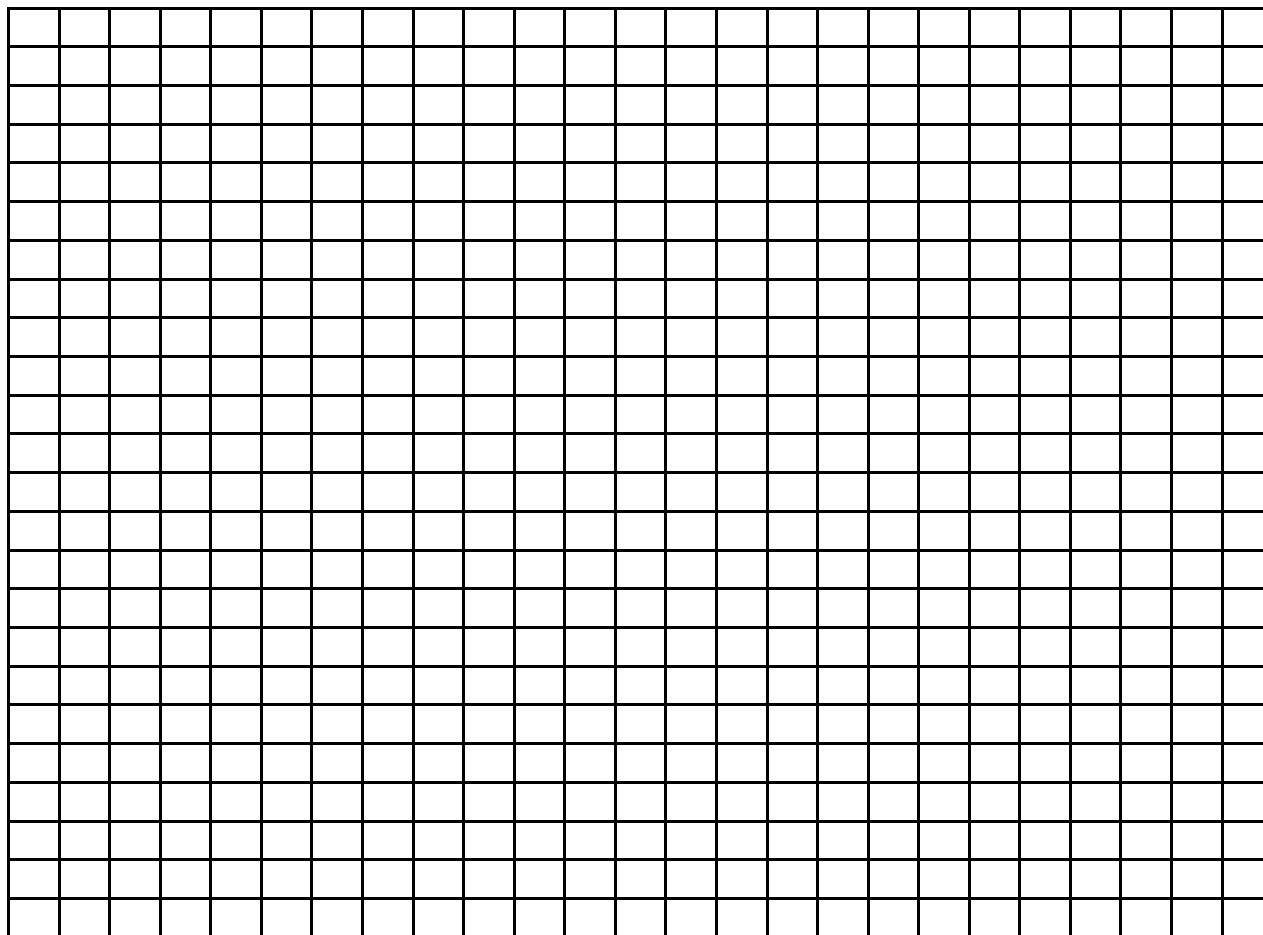
Is this parcel on a private road or easement? ☐ Yes ☐ No

**D**

**ON THE NEXT PAGE, DRAW A MAP OF YOUR PROPERTY AND NEIGHBORHORS, BE AS COMPLETE AND ACCURATE AS POSSIBLE!** (Note: If you have a site plan already completed that includes this information, you do not need to fill out this portion. Instead, return a copy of it with this application). Show approximate location of neighbor's buildings (on both sides, and across road). Show the location of the driveway, and all proposed dwelling units or commercial structures on the parcel. Enter the property dimensions and the distance the building is from the property lines. Include all adjacent roads and any other landmarks.

(SEE ATTACHED EXAMPLE DRAWING)

N ↑



( SEE EXAMPLE ON BACK OF FORM)

#### APPLICANT'S CERTIFICATION

I am applying for an official street address to be used exclusively for the structure as described herein. I understand that the City of Sault Ste. Marie Engineering Department will assign an address based on the information I have furnished herein (Legal description-Site/Plot Plan). I further understand that **if the information which I provide is subsequently found to be in error, a change in address will likely be required.** I hereby agree to hold the City of Sault Ste. Marie and its' officers/employees harmless in the event of such an address change. I also understand that issuance of an address is not to be interpreted as approval to build on the lot specified on this application. Furthermore, should the actual constructed location of the structure change from the location as presented in this application, the assigned address will also require review and a possible change,

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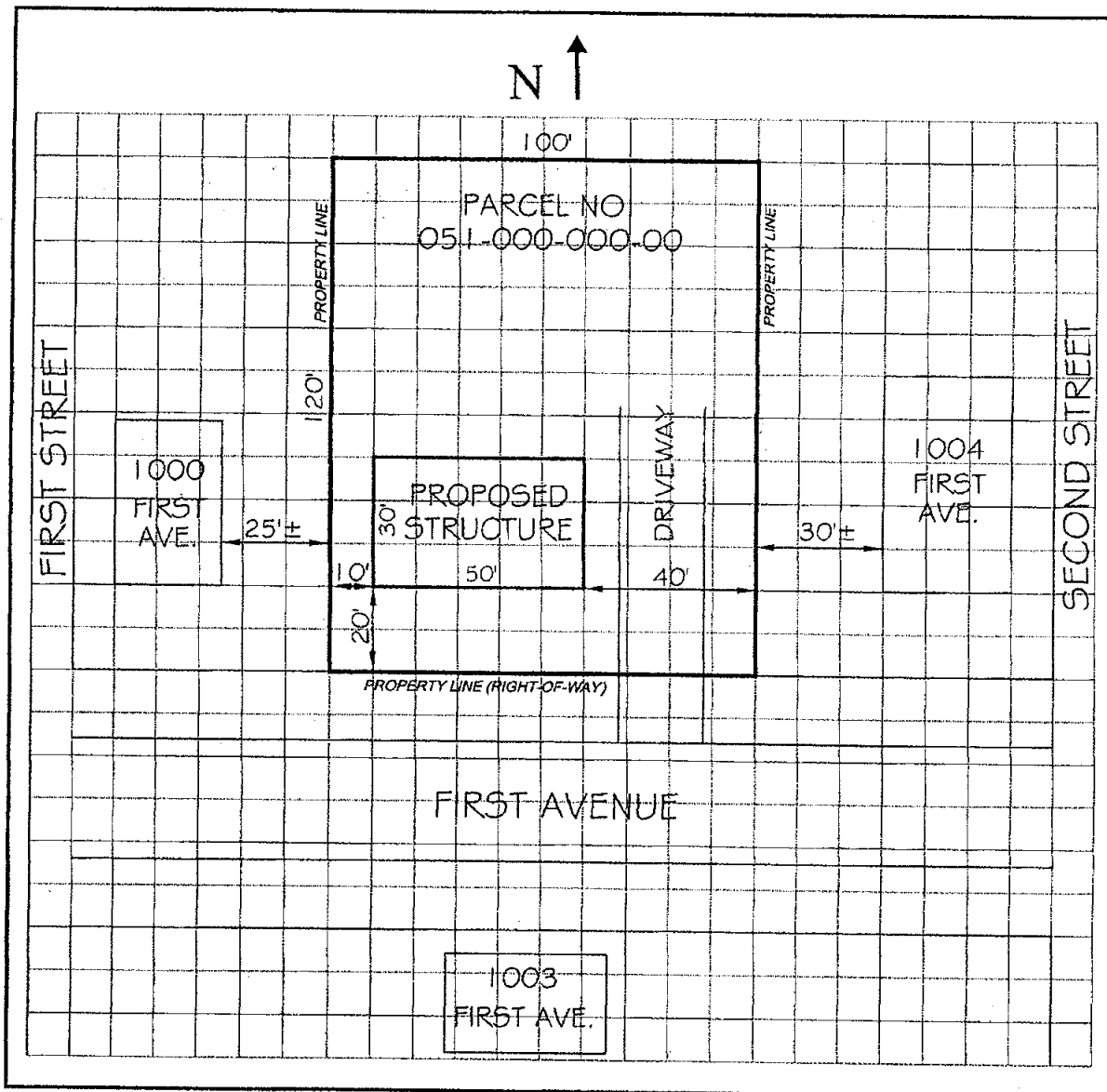
Printed Name of Applicant

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Signature of Applicant

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Date



Section **D** Example