



# ADDRESS ASSIGNMENT APPLICATION

AA

Harrison Township Building Department  
38151 L'Anse Creuse, Harrison Township, MI 48045-1996  
Office: 586-466-1430 - Inspection Line: 586-466-1402 - Fax: 586-465-2618  
www.harrison-township.org

DATE

FEE - \$50.00 / PER ADDRESS

**THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION:**

1. Proof of Ownership (copy of deed or current tax bill with complete legal description).
2. Copy of Land Use Permit.
3. Current Tax Identification Number.
4. Survey - show location of principal buildings and driveway (site plan if survey unavailable).
5. Copy of Driveway Permit or Waiver Letter from Macomb County Road Commission.
6. Closest existing address to both sides and across the street from property (indicate approximate distance each address is from your drive).

**OWNER INFORMATION**

NAME		TELEPHONE NUMBER (include area code)	
ADDRESS (street number and name)	CITY	STATE	ZIP CODE

**APPLICANT INFORMATION**

NAME		TELEPHONE NUMBER (include area code)	
ADDRESS (street number and name)	CITY	STATE	ZIP CODE

Harrison Township is responsible for the assignment of address for developed properties. No home addresses assigned may be used for voter registration or establishment of residency in the Township until the property has a home actually constructed upon it with a Certificate of Occupancy obtained from the Township Building Department. A commercial address in the Township does not establish voter registration rights nor public school attendance rights.

It is the responsibility of the owner/developer to contact the utilities regarding the new address. A copy of this Address Assignment should be sent to each utility or party requesting official notification of your address. Please include a location map/site plan with your notice.

Please be advised that while every effort is made to establish correct addresses, it may be necessary from time to time for the Township to change an address. This may occur when a property is subdivided and/or a new private road constructed. It may occur due to unique requirements of any particular agency. It may also occur due to the inadequate information or incorrect information being submitted to the Township. Should this occur all affected property owners will be notified of the change and copies of this Address Assignment should be sent to the respective utilities/authorities and provided to anyone who requires official notification of your address change.

Harrison Township may provide copies and location maps to the following:

1. Original Owner / Contractor
2. Assessing
3. Clerk
4. Applicable Post Office

**YOUR NEW ADDRESS WILL BE MAILED TO YOU AT THE ABOVE ADDRESS APPROXIMATELY 5 - 10 BUSINESS DAYS FROM THE DATE RECEIVED BY THE BUILDING DEPARTMENT.**

**FOR OFFICE USE ONLY:**

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