



7275 W. Main Street, Kalamazoo, Michigan 49009-9334  
Phone: 269-216-5223 Fax: 269-375-7180

## Address Request Form

**THIS APPLICATION MUST BE COMPLETED AND ALL SUPPLEMENTAL MATERIALS INCLUDED FOR PROCESSING.**

### Applicant

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

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### Owner if different then Applicant

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

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

### Property

Parcel ID # of Parcel to receive new property address

\_\_\_\_\_

Parcel ID # of Parcel to receive new property address

\_\_\_\_\_

Parcel ID # of Parcel to receive new property address

\_\_\_\_\_

(Attach sheets for additional parcels)

### Required Supplemental Materials

- A survey or map drawn to scale of the parcel requesting a new address, that includes:
  - Dimensions and acreage of the parcels that are requesting property addresses.
  - Scaled location of improvements and driveways that are in need of new property addresses. *Please note that this information is needed in order to accurately update addressing data for GIS/911.*
- Processing fee of \$40.00 per requested address

\_\_\_\_\_  
Signature of Property Owner Requesting Property Address

\_\_\_\_\_  
Date