

**FOR OFFICE USE ONLY**

- ☐ Address Assigned
- ☐ Copy Mailed / Faxed
- ☐ Entered in Computer
- ☐ Emailed to Coleman
- ☐ Emailed to Assessor
- ☐ Fee Paid

**\$25.00 Processing Fee**  
Please allow up to 5 business days for  
Processing of this application.

**COUNTY OF CHIPPEWA**  
**APPLICATION FOR ADDRESS ASSIGNMENT**

Chippewa County Equalization Department  
319 Court St., Sault Ste. Marie, MI 49783  
Phone: (906) 635-6304 Fax: (906) 635-6372

PLEASE FILL IN SECTIONS A, B, C, AND D COMPLETELY. FAILURE TO DO SO COULD RESULT IN PROCESSING DELAYS. PLEASE PRINT LEGIBLY; APPLICATION & FEE CAN BE MAILED OR DROPPED OFF AT THE ABOVE ADDRESS. CHECK, CASH, OR MONEY ORDERS ACCEPTED.

**A.**

Applicant's Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Applicant's email address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Applicant's Mailing Address \_\_\_\_\_

**B.**

I hereby request Chippewa County 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*):

**Tax Parcel Number:** 17- \_\_\_\_\_

**C.****Proposed/Planned Building Structure:**

- |                                      |                                     |                                     |                                      |
|--------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Home        | <input type="checkbox"/> Apartment  | <input type="checkbox"/> Industrial | <input type="checkbox"/> Garage      |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Commercial | <input type="checkbox"/> Pole Barn  | <input type="checkbox"/> Other _____ |

**Current Structure(s):**

- ☐ Yes
- ☐ No

If Yes, Type of Current Structure? \_\_\_\_\_

The driveway is/will be on which side of the road (N,S,E,orW) \_\_\_\_\_

Of what road: \_\_\_\_\_

Nearest neighbor's name or address #s. Please include neighbors across the road.

\_\_\_\_\_

D.

**IN THE BOX BELOW, PLEASE DRAW A MAP OF YOUR PROPERTY AND NEIGHBORS' PARCELS. BE AS COMPLETE AND ACCURATE AS POSSIBLE.** Addresses are assigned using the location of the driveway. Include all adjacent roads and any other nearby landmarks. If you have a survey of the parcel, please enclose.

**Show the location of your driveway. Enter the distance from the driveway, along the road, to your property lines. Show the location of neighbors' driveways (especially across the road).**

North

West

East

South

Every attempt will be made to assign addresses within 5 business days of receipt of properly completed application. I understand that Chippewa County will assign an address based on the information I have furnished herein (*legal description / site plan*). I further understand that if the information that I provided is subsequently found to be in error, that a change in address might be required. I hereby agree to hold Chippewa County 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.

Printed Name of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Today's Date \_\_\_\_\_

**E. DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

Please be informed of the following official address has been assigned in accordance with the Chippewa County Address Ordinance, as amended.

**Your Official Address has two parts:** (1.) An Address Number: \_\_\_\_\_

(2.) A Road Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signed \_\_\_\_\_

**CHIPPEWA COUNTY EQUALIZATION DEPARTMENT**

[www.chippewacountymi.gov](http://www.chippewacountymi.gov)

## **PLEASE DISPLAY YOUR ADDRESS**

Chippewa County address signs are a flat, metal plate, and should be highly visible and reflective. Two sizes are available – one, having 4 spaces, the other, with 6 spaces. Signs are only available in Chippewa County (see below) The owner purchases the plate, the number stickers, and the direction (N S E W) sticker. The plate can be bolted to a post. (Article V, Chippewa County Address Ordinance)

### **The address sign is to be displayed:**

1. Within 75 feet of centerline of the road upon which address is assigned.
2. At a minimum height of 5 feet (60 inches).
3. Facing the road.
4. In a horizontal position.

If there is a structure within 75 feet of the centerline of the road, and the structure is visible from the road, the sign can go on the building following the rules shown above. Otherwise, the sign should be displayed on a post on either side of the driveway, near where the driveway meets the road, following the above 4 rules. The responsibility for enforcement of address signs rests with the Office of Emergency Services. The Rural Addressing Ordinance allows for the imposition of \$300 fine for failure to post the assigned address.

## **ADDRESS PLATES/NUMBERS ARE AVAILABLE FOR PURCHASE AT THE FOLLOWING LOCATIONS:**

Sune's Home Center (Drummond)

Pickford Building Center & Coast to Coast (Pickford)

Whiskey River Building Supplies (Rudyard)

Parker's Ace Hardware (Downtown Soo)

*\*BRUCE TWP ADDRESS PLATES ARE ORDERED AT BRUCE TWP HALL.*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PLEASE NOTE: Putting your address only on your mailbox does not meet the address sign requirement. You may, however, in addition to posting your address as required above, <i>also</i> post your address on a mailbox. Numbers placed on a mailbox should be placed on both sides so that the address is visible to traffic coming from BOTH directions. Care should be taken when placing the numbers so that the mailbox flag does not cover the numbers. |
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If you have any questions, please contact the Chippewa County Equalization Department at 906-635-6304 or your local Township hall.