

PORTAGE TOWNSHIP – MACKINAC COUNTY

P.O. Box 70 / W17361 Davis Street
Curtis, MI 49820

APPLICATION FOR ASSIGNMENT OF NEW ADDRESS NUMBER

NOTE: The fee for an address assignment is \$75.00 (includes 1 address sign and installation). A new number will be assigned after receipt of application and fee. Please complete application and return with fee to the above address. The fee for a replacement sign is \$40.00.

OWNER INFORMATION:

OWNERS NAME: _____ TELEPHONE: _____

CURRENT MAILING ADDRESS: _____

EMAIL: _____

LOCATION OF PROPERTY:

ROAD OR STREET YOU NEED ADDRESS ON _____

PROPERTY TAX ID# (Required) _____

IS THIS A NEW ROAD? Yes ____ No ____

NEAREST CROSSROADS OR INTERSECTIONS _____

DRIVEWAY ENTRANCE COORDINATES: (If unknown, please indicate distances in description on page 2)

Latitude _____ Longitude _____

SITE/STRUCTURE COORDINATES: (If unknown, please approximate the location in the sketch on page 2)

Latitude _____ Longitude _____

Applicant signature

Date

*** Please complete driveway description and site drawing on back ***

****OFFICE USE ONLY****

Date Application Received: _____ Fee Receipt #: _____

New address assigned: _____
Number and Street City & Zip

Date Assigned: _____

DRIVEWAY LOCATION DESCRIPTION (OPTIONAL IF DRIVEWAY COORDINATES PROVIDED)

The location of the driveway entrance is approximately _____ feet North or East (circle one) of
_____(Neighboring Property Address/Street Intersection)
and approximately _____ feet (circle one) South or West (circle one) of
_____(Neighboring Property Address/Street Intersection)

SITE DRAWING

PLEASE INCLUDE:

- 1) Structure location
- 2) Driveway
- 3) Street/Road
- 4) Neighboring addresses or road intersections with approximate distances and directions to the driveway entrance matching the driveway location description above
- 5) Arrow showing North

