

**There is a \$25.00 fee for an address assignment. Please refer to the attached address fee schedule.  
Only 1 address assignment per application.**

**LEELANAU COUNTY APPLICATION FOR ADDRESS ASSIGNMENT**

Leelanau County Planning & Community Development  
8527 E. Government Center Dr., Ste. 108  
Suttons Bay, MI 49682  
(231) 256-9812 planning@leelanau.gov

**FOR OFFICE USE ONLY**

- Paid CC/Cash/Check
- Pending
- Processed
- Entered in Computer

**PLEASE FILL IN ALL SECTIONS COMPLETELY.  
FAILURE TO DO SO WILL RESULT IN A DELAY IN ASSIGNING  
AN ADDRESS.**

**A.**  
**Applicant's name** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
(Please print)  
**Owner's name** \_\_\_\_\_ **Email** \_\_\_\_\_  
(If different than applicant)  
**Owner's mailing address** \_\_\_\_\_

**B.**  
**I hereby request the Leelanau County Planning & Community Development Office to assign an address for a structure on the following parcel of land. (Please attach a copy of survey or site-plan if available)**

**Tax Parcel Number** \_\_\_\_\_ **Is this a new split?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**C.**  
**Is there currently a structure on the property?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**  
**If yes, what type** \_\_\_\_\_  
**Does this structure have an address?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** **Address #** \_\_\_\_\_

**Reason for address request. Circle which one(s) apply.**

**Home**                      **Apartment**                      **Industrial**                      **Garage**  
**Mobile Home**              **Commercial**                      **Pole Barn**                      **Other** \_\_\_\_\_

**Have permits been pulled?**    **YES**    **NO**

**D.**

**DRAW A MAP OF YOUR PROPERTY.** Show the proposed structure and all existing structures on the parcel and the location of your driveway. Include adjacent roads and any other landmarks. If you have a site plan already completed that includes this information, you do not need to fill out this portion. Just return a copy of it with this application.

I understand that the Planning & Community Development Office will assign an address based on the information I have furnished herein (legal description /survey/ 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 Leelanau 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. **A COMPLETED ADDRESS APPLICATION WILL BE REQUIRED WHEN APPLYING FOR A BUILDING PERMIT IN LEELANAU COUNTY.**

**Signature of applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE — FOR OFFICE USE ONLY**

Please be informed of the following official address in accordance with the Leelanau County Address Ordinance adopted 12/19/89 with amendments through June 2015.

**Your official address has two parts:** (1) **ADDRESS NUMBER:** \_\_\_\_\_

(2) **ROAD NAME:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

Only with this line properly signed by the Leelanau County Planning & Community Development Office are copies of this sufficient evidence that an address has been issued. **NOTE:** It is the owner's responsibility to use copies of this form to notify others of the address, including utilities, post office, driver's license, and other records. Private road owners are responsible for private road signage.

## ARTICLE V - DISPLAY OF ADDRESS & ROAD SIGNS

### Section 5.01 – Regulation

The Leelanau County Construction Codes shall be the agency with exclusive overall administrative and coordination responsibility to administer the Display of Addresses and Road Signs. The Construction Codes has the authority to withhold or revoke any permits, including Certificate of Occupancy permits, if any portion of Article V is not complied with, or if an individual intentionally removes an Address or Road Sign after a permit has been issued.

### Section 5.02 - Display

- A. All structures shall bear a distinctive street number in accordance with this ordinance, and the applicable Michigan Building Code, as follows:
- B. Any owner of any structure shall place upon the street front of such structure a designated number, such that:
  1. Numbers on structures shall be displayed in such a manner as to be plainly visible from the road. Numbers in block or script displayed on building fronts shall be of a contrasting and/or reflected color to their background and, for addresses issued, or numbers installed, prior to the effective date of this Ordinance, shall be not less than three (3") inches in height. However, when a Building Permit is required for any property due to new construction or any remodeling, then the requirements of the Michigan Building Code must be complied with.
  2. For addresses issued, or numbers installed, after the effective date of this Ordinance, or when a Building Permit is required for any property due to new construction or any remodeling, then the requirements of the Michigan Building Code shall be applicable, as follows:

#### SECTION R319 SITE ADDRESS

R319.1 Address numbers. Buildings shall have *approved* address numbers, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure.

## Michigan Building Code

[F] 501.2 Address identification. New and existing buildings shall be provided with *approved* address numbers or letters. Each character shall be a minimum 4 inches (102 mm) high and a minimum of 0.5 inch (12.7 mm) wide. They shall be installed on a contrasting background and be plainly visible from the street or road fronting the property. Where access is by means of a private road and the building address cannot be viewed from the *public way*, a monument, pole or other *approved* sign or means shall be used to identify the structure

3. Directional signage is required for any structure located off the main road or that requires specific knowledge to locate. This also applies to any driveway or private road that services multiple structures or owners. Directional signs shall be placed at all “Y”s and driveways.
- C. New roads shall have permanent road signs posted within thirty (30’) days of the date of approval given by the Leelanau County Planning and Community Development office, and must be installed before any permits are issued by the Leelanau County Construction Code. Road signs for private roads are the responsibility of the owners residing on the private road, and the road signs shall match the signs used by the Road Commission for placement and height, and shall display the road name on both sides.
  - D. The property owner(s) are required to maintain the road signs and addresses, including replacement of damaged or missing letters or numbers, re-painting, and installation of replacement signs for those that are damaged or destroyed.
  - E. Official colors for county road signs will be green with white lettering. Official colors for private road signs will be blue with white lettering.

If the property owner has a mailbox at the road, the address can also be posted on the mailbox for delivery purposes. Posting of an address on a mailbox DOES NOT meet the requirements of Article V, Display of Address.