

# ADDRESS APPLICATION

## Developments (Subdivisions and Condominiums)

### Address Application Process:

1. Submit **COPIES** of the four items listed below to Blackman Township Zoning Department:
  1. Final Site plan of development including lot/unit numbers, meter locations (*for pump stations, lighted signs/poles, etc.*) and approved street names, and location of roads and address ranges for each individual site/unit/lot based on the requirements for numbering contained in this ordinance.
  2. Letter of approval for all street names from Jackson County Road Commission
  3. Tax Identification Numbers for all parent parcels included in development
  4. Legal description for entire development

Please note: assigned addresses are considered final, addresses requiring changes due to alterations to site plans will be subject to additional fees.

4. **Applicant will be contacted via Phone in 4-5 business days when issuance is complete**
5. If sending application via US Postal Mail, UPS, etc. please send to:

Blackman Township, Attn: Zoning Administrator, 1990 W. Parnall, Jackson, MI 49201

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

#### Applicant Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email (*provide if you would like to receive address notification via email*)

**Preliminary addresses will be supplied to Utility Companies for infrastructure purposes. Each individual address will be provided as Building Permits/ Occupancy Permits are issued by the Zoning Department.**

*Addressing Questions? Please contact  
Blackman Township, Jack Koch, Zoning Administrator 788-4345 Ext.#104*