INSTRUCTIONS

Please fill out only the applicant area and return to Department of Assessing. Applications may be faxed to (734) 941-5853. Please circle the appropriate area on the application if this is to be a temporary address for electrical service only such as for construction trailers.

It is sometimes necessary for this office to request additional information, such as where a building sits on the property to complete this application. Furthermore Building Department, Planning and Department of Public Works approvals are necessary before an address is assigned. An address must be assigned prior to applying for a building permit.

If requesting addresses for a subdivision or condominium development, a recorded copy of the plat or the master deed (reflecting the liber and page) is required prior to the issuance of addresses.

Please call (734) 942-7520 with further questions.

City of Romulus – New Address Application

Office (734)942-7520 Fax (734)941-5853 Instructions on reverse side

Applicant _____

Property Owner's Signature_____Date_____

Telephone _____

Parcel I.D. #_____

Street Name _____

Cross Streets _____And_____

Temporary Address? Y N

Purpose of address assignment_____

_____

D.P.W. APPROVAL – Attn: K. Hooper

Sanitary _____ Water _____ Septic _____

Approved by: _____ Date:_____

CITY PLANNER APPROVAL – Attn: C. Maise

Approved _____ Not Approved _____

Comments: _____

_____

Reviewed by: _____ Date: _____

BUILDING DEPT APPROVAL – Attn: R. McCraight & G. Goddell

Approved _____ Not Approved _____

Comments: _____

_____

Reviewed by: _____ Date:_____

ASSESSING APPROVAL

Approved by: _____ Date: _____

Date Sent to: BLDG/POLICE/FIRE/POST OFFICE _____

Address Assigned _____ **Suite** _____