



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: _____

ASSESSING APPROVAL

Approved by: _____ Date: _____

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

Address Assigned _____ **Suite** _____

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.