



## ADDRESS DESIGNATION

**Rich Kubsch, Building Official 695-6442 x15**  
**Ken Simpson, Electrical Inspector 471-5869**  
**Ken Jewell, Plumbing and Mechanical Inspector 287-0425**  
**Eileen Glick, Zoning Enforcement Officer 591-7982**  
 Submit all applications at the Buchanan Township Hall

**Buchanan Township**  
**15235 N. Main St.**  
**Buchanan, MI 49107**  
  
**Tel: (269) 695-6442**  
**Fax: (269) 695-7715**  
**buchanantownship.net**

### Department of Building, Inspections, and Zoning

Property ID #:	Is this a new parcel, created after Dec 1 of last year?	<b>Authority: P.A. 230 of 1972, as amended</b> <b>Completion</b> mandatory to obtain permit <b>Penalty: Address cannot be issued.</b>
Location of property:	Nearest cross streets:	

**I. PROPERTY / OWNER:** Building department should attach county sheet to verify information.

Name of Owner:	Is a site plan drawing showing drive access available for this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required		
Street address for correspondence for owner:	Mailing city:	State:	Zip:
<b>Email address:</b>	Phone:		Fax:

**II. REASON FOR REQUEST:** Building department should attach county sheet to verify information.

Please describe why you need an address for this property: (new house, address not previously listed, request by utility company, etc).

**III. AUTHORIZATION TO ENTER PROPERTY FOR PURPOSE OF ISSUING ADDRESS**

I grant permission for Buchanan Township employees and or agents to enter my property to gather site information relative to the above request.

Please sign and date:

**Addresses are issued using a 911 grid according to drive location. Please provide a site plan of your property showing your (proposed) house and where the driveway is/will be located. You may be asked to stake the location of that driveway. The street address used will incorporate drive location. An approved permit to place the drive in that location (from the Berrien County Road Commission, may be obtained online) may be needed (to approve street entrance visibility/safety).**

**Please use the bottom of this form or the reverse side to draw a scaled site plan. If you have questions, please do not hesitate to call the number listed above. Your request will be measured at the site and placed on the (imaginary) grid and checked with the 9-1-1 team. They will confirm the number proposed is accurate and will approve that request. With approval, we will notify the US Post Office of that new address, as well as the County of Berrien (to associate that address with your parcel). Please contact the County of Berrien with any preferences relating to where legal mail associated with your parcel should be delivered. Thank you for your patience as this happens. Please do not hesitate to call for progress updates or with questions. Our attempts to get this right can be checked with your automobile's GPS for accuracy.**

Last revised: 2015.9.1