

# Crawford CO Sheriff's Office Dispatch Center

200 W. Michigan Av. Grayling, MI 49738

Emergency 911 Non-Emergency 989-348-6341 Administrative 989-348-4911 FAX: 989-348-6351

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## REQUEST FOR ADDRESS

Crawford County Sheriff's Office Dispatch Center is responsible for issuing addresses in Crawford County. We have developed the following forms to ensure that we receive the necessary information to assign your new construction the correct address in the most efficient way. Please complete the following pages and return them to the following address:

Crawford CO Sheriff's Office Dispatch  
ATTN: Addressing Office  
200 W Michigan Ave.  
Grayling, MI 49738 or

fax: 989-348-6351

## PLEASE ALLOW 14 DAYS TO RECEIVE YOUR NEW ADDRESS

Please note that Crawford County Ordinance #86-1 requires that "each primary structure shall display a house number. A house number shall not be displayed containing numbers less than 3 inches (7.62 centimeters) in height. It shall be visible from the roadway named in the address, and all house numbers shall be in Arabic numbers."

## PLEASE COMPLETE AND RETURN THIS ENTIRE PACKET

## NEW CONSTRUCTION INFORMATION FORM

Date of Request: \_\_\_\_\_

Name of Requesting Person: \_\_\_\_\_

Name of Property Owner (if different from above): \_\_\_\_\_

Property owner's Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Property Owner's Telephone Number: ( ) \_\_\_\_\_

## NEW CONSTRUCTION LOCATION INFORMATION

Township: \_\_\_\_\_ Town: \_\_\_\_\_ /N Range: \_\_\_\_/W Section: \_\_\_\_\_

Property Tax Code: \_\_\_\_\_ parcel/Lot Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

Building Permit Number: \_\_\_\_\_

Driveway accessed from: \_\_\_\_\_

(If new construction is located on a road, driveway, or easement that is currently not named and will serve two (2) or more structures a new road name will need to be assigned.)

If property has been part of a split within the last five years, you must include a copy of a certified survey map.

## SITE PLAN

In the box below please submit a site plan for new construction. As numbers are assigned every 5.28 feet is important that you give measurements from lot lines to where driveway enters property. Please also show where your driveway will connect with the roadway and name of road.

A large empty rectangular box for drawing a site plan. The box is defined by a solid black border. The cardinal directions are labeled at the corners: 'N' at the top center, 'S' at the bottom center, 'E' at the right center, and 'W' at the left center.