

# Sandstone Charter Township

## Address Application

### Residential and Commercial

**Address Application Process:**

1. Submit **COPIES** of the five items listed below to Sandstone Township Building Inspection Department:
  1. Proof of Ownership (*copy of deed or current tax bill - must have complete legal description*)
  2. **Current** Tax Identification Number
  3. Site Plan showing location of principal buildings driveway
  4. Closest existing addresses to both sides and across the street from property (Indicate approximate distance each address is from your drive)
  5. A \$85.00 fee for each lot/unit and meters requiring an address (Cash or Checks\* payable to Sandstone Township (\$25.00 fee will be charged for a returned check)

Please note: assigned addresses are considered final. Address changes will be subject to additional fees.

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

Sandstone Charter Township  
Attn: Zoning Administrator  
3345 N. Dearing Rd.  
Parma, MI 49269

Date: _____		Tax Identification Number _____	
<b>Owner Information:</b>		<b>Applicant Information (If different from owner)</b>	
Name _____		Name _____	
Current Address _____		Current Address _____	
City, State, Zip _____		City, State, Zip _____	
Phone _____		Phone _____	

Addressing Questions? Please Contact  
Sandstone Township Building Department At:  
Office & Fax (517)787-0071  
Cell (517)937-8308