

Address Application Form

Allendale Charter Township

6676 Lake Michigan Dr.

P.O. Box 539

Allendale, MI 49401

Phone: 616.895.6295

Fax: 616.895.6330

Chief Mike Keefe – Allendale Fire Dept.

afdkeefe@altelco.net

General Info (please print or type)

Name	
Address	
City	
State	
ZIP Code	
Telephone (Home)	
Telephone (Cell)	
Telephone (business)	
Fax	
E-Mail	

New Business or Building Info (please print or type)

Name				
City				
State				
ZIP Code				
Parcel#				
Approved Split	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Date	
Signature(s)	

- No Address numbers will be assigned without submitting a current legal survey of the property, and approved by the Chief Building and Zoning Administrator
- All numbers will be assigned by the Allendale Charter Township Fire Chief according to the approved numbering sequence
- All numbers should be displayed in accordance with the "Numbering Guide" of the Allendale Fire Department
- The Township's adopted building code requires house numbers to be displayed prior to occupancy
- Address signs are available through the fire department for \$15.00 each

Your New Address is	
Date	
Fire Chief Signature	

**HOUSE (LOT) NUMBERING GUIDE
NUMBERS TO BE AFFIXED BY OWNERS; SIZE AND LOCATION OF NUMBERS PER FIRE
DEPARTMENT GUIDELINES**

So that emergency service workers, such as firefighters, emergency medical technicians, and police, can quickly locate a particular location in an emergency, the owner, occupant, or agent of each building should affix or inscribe the proper address number according to the plan set forth in the following guide:

- A. Every building located less than two hundred (200) feet from the edge of a public or approved private road right of way, hereafter called roadway, should display Arabic numbers not less than seven (7) inches high on the side of the building facing the street to which the address is assigned. The numbers shall be clearly visible and readable to the occupants of an emergency service vehicle while traveling in either direction on the roadway.
- B. Every building located more than two hundred (200) feet from the edge of a roadway, and/or any building for which the numbers are not clearly visible and readable to the occupants of an emergency service vehicle on the roadway, should have in addition to the numbers specified in paragraph (A), Arabic numbers not less than four (4) inches in height displayed on a post, or on a regulation United States Postal Service mailbox, or on a sign, which post, mailbox, or sign shall be located directly in front of the building on the same side of the roadway. If a sign is used, it must conform to the township "Sign Ordinance." The numbers shall be clearly visible and readable to the occupants of an emergency service vehicle, while traveling in any direction on the roadway. All signs designating a business must incorporate their address as part of the sign. All number and/or letters to comply with this section.
- C. Every two (2) family or multi-family residential apartment or complex, should have its assigned number displayed in accordance with paragraph (A) & (B) above, and/or paragraph; (D), (h), & (I) below. Further, each individual apartment should have Arabic letters not less than four (4) inches high displayed on or near the front or main entrance to each apartment.
- D. Any building housing more than one (1) residence, or apartment, shall be numbered according to © above, and shall be separately numbered as Apartment No 1, 2, 3, etc. the manner to be determined by the enforcing official, or his agent. Where the building has one address and multiple store fronts the additional spaces will be suites, numbered in the following manner Suite 100, 200, 300, 400
- E. All commercial buildings should display Arabic numbers not less than seven (7) inches high and conforms to section (B) & (C) above, as applicable.
- F. Every building, while under construction, must have temporary numbers displayed. The numbers shall be clearly visible and readable to the occupant of an emergency service vehicle, while traveling in either direction on the roadway.
- G. The color of the Arabic numbers and/or letters shall be in contrast to the immediate background to which they are affixed or inscribed. The numbers shall be displayed so as to be readily visible and readable during normal daylight hours.
- H. The above sections shall be construed to mean that, if the Arabic numbers and/or letters as specified herein are hidden by an awning, overhang, or other obstruction, or I the numbers are not clearly visible and readable to the occupants of an emergency service vehicle on the roadway, then the owner, occupants of an emergency service building shall place supplementary Arabic numbers and/or letter in the manner determined by the enforcing official, or his agent, to best meet the intent of this guide.

- I. All approved private roadways shall have the roadway "Named", and an authorized street sign installed in the location determined by the enforcing official, or his agent. All buildings will be numbered of the roadway per the accepted standard.
- J. Building numbers may be spelled out for decorative purposes; however, Arabic numbers meeting the intent of this guide shall also be displayed.
- K. All applicants for building permits are requested to apply for a "Request for Building Number Form," Each applicant is requested to comply with these requirements as a condition of receiving the building permit. A building should be numbered in accordance with the provisions of this guide before occupancy.
- L. Mobile Home Parks and Condominium Projects may use four (4) inch numbers with approval of the enforcing official.
- M. The Fire Chief is designated the enforcing official of the guide.
- N. For the purpose of the "Guide", an "Owner" shall be defined as: any person, agent, operator, firm, or corporation having legal or equitable interest in the property; or recorded in the official records of the State, County, Township, or Municipality as holding title to the property; otherwise having control of the property, including the guardian of the state of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court. For the purpose of the Article, the owner shall be presumed to be the designated person or entity listed on the tax rolls maintained by the township for the structure or building, unless the enforcing officer is otherwise notified in writing.

**Recommended location for number is above the garage door. Most new homes already use this location, although this location will not work on all homes.*