



City of Muskegon Planning Department
933 Terrace St. Muskegon, MI 49440
231.724.6702 addressrequest@shorelinecity.com

Please be advised that the "**Land Division Tax Payment Certification Form**" must be signed by the County Treasurer in order for the County Equalization to complete the process for a lot split. The County Treasurer does charge a fee for the certification.

REQUEST TO ASSIGN OR REVISE STREET ADDRESS

Applicant Information

Name: _____ Date: _____

Phone: _____ e-mail: _____

It is the responsibility of the property owner to comply with the requirements set by the US Postal Service, as well as to advise all public utilities (gas, electric, telephone, cable, etc.) of address change(s).

Property Owner Information

Owners Name: _____ Phone: _____

Address: _____

Property/Parcel Information

****Please Attach Maps/Drawings Depicting Property/Parcel Location****

Property Street Name: _____

Nearest Cross Street(s) or Intersection _____

- Assign New Address
- New Construction
- Change Address
- Right of Way Permit
- Combine Parcel(s) – Revise Address
- Combine Parcel(s) – Assign New Address
- Split Parcel – Revise Address
- Split Parcel – Assign New Addresses

If a Right of Way Permit has already been issued, please list the permit number: _____

Parcel Number(s)

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

Description of Request: _____

Applicant Signature: _____ **Date:** _____

Please mail your application and required map/drawings to the address listed above or submit via email to:

addressrequest@shorelinecity.com



City of Muskegon Planning Department
933 Terrace St. Muskegon, MI 49440
231.724.6702 addressrequest@shorelinecity.com

REQUEST TO ASSIGN OR REVISE STREET ADDRESS

City Assessor Parcel Assignment

New/Split Parcel Number(s)

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

61-24- _____ - _____ - _____ - _____

Assessor Signature: _____

Date Issued: _____

City of Muskegon Planning Department Address Assignment

*****Please Attach Assignment Notice*****

New Address(s)

Address: _____

Address: _____

Address: _____

Address: _____

Notes: _____

Director Signature: _____

Date Issued: _____

City of Muskegon Notifications

Address Database Entry

City Treasurer

Notification Letter Postmark Date: _____

SAFEbuilt (Inspections)

City Clerk

US Post Office (Postmaster: Mike Storey)