



Address Assignment Application

Instructions:

1. Complete all sections below
2. For corner lots, a site plan must be submitted. Site plan will display the building location and access location (driveway from/to the road).
3. Requests may be submitted to the Planning Department by email – planning@cityofinkster.com, or by mail or in person at 26215 Trowbridge, Inkster, MI 48141.
4. Submit a payment of \$50.

Addressing Information

- Assignment of addresses does not grant or deny legal or physical access to a property. It is the owner's sole responsibility to establish legal and physical access to their property.
- Assignment of an address will be based on information provided. If access to the structure changes significantly (e.g. a new driveway access is constructed off a different name road) the owner shall initiate an address correction application.
- The property owners or occupants of the dwelling unit or commercial unit who have been assigned an address have the responsibility to obtain and display, in prominent manner, the correct number characters corresponding to the assigned address in accordance with the following:
 1. Post the number where it can be seen from the street
 2. Use Arabic numerals, no less than 3 inches in height and one-half in width
 3. Be sure the number is a color that contrasts with the surface on which it's placed
 4. Display the number on both the mailbox and the building
 5. Post the address at both the front and rear entrance of the building
 6. Keep the number well lit

Applicant Information		
Name		Date
Mailing Address		
City	State	Zip
Phone	Mobile	
Email		

Property Information		
Owner Name:		
Parcel Number		
City	State	Zip
Comments		
Request Type: New Address _____ Correction of Address _____ Verify Address _____		