



**ADDRESS REQUEST FORM**  
 City of Novi Community Development Department  
 45175 W. Ten Mile, Novi, MI 48375  
 248-347-0415; 248-735-5600 fax  
 cityofnovi.org

|              |
|--------------|
|              |
| Project Name |

|                        |
|------------------------|
| SP<br>Site Plan Number |
|------------------------|

This application must be completed for any development to receive an address for a subdivision (residential or non-residential) or an individual non-residential lot. This does not need to be completed for a single family residential home unless it is not in an existing or proposed subdivision.

**ADDRESS REQUEST SUBMITTAL REQUIREMENTS**

One copy of a full scale site plan showing the distance of the centerline of the road to mile roads and major intersections.

A copy of the approval letter from the Street Naming Committee for each street name.

Contact Brian Riley with any questions:  
 248-347-0438 or [briley@cityofnovi.org](mailto:briley@cityofnovi.org)

|               |
|---------------|
|               |
| Parcel Number |

|                 |                |                       |                 |       |     |
|-----------------|----------------|-----------------------|-----------------|-------|-----|
| APPLICANT       |                |                       |                 |       |     |
|                 | Company Name   |                       | Primary Contact |       |     |
|                 |                |                       |                 |       |     |
|                 | Street Address | Suite                 | City            | State | Zip |
|                 |                |                       |                 |       |     |
|                 | Phone Number   | FaxNumber             | E-mail address  |       |     |
|                 |                |                       |                 |       |     |
| Name of Project | Number of Lots | Number of Corner Lots |                 |       |     |

Are addresses needed for the any of the following? If so, state their location in the box provided and highlight them on the provided site plan.

|                  |                  |
|------------------|------------------|
|                  |                  |
| Meter Pit        | Entry Wall       |
|                  |                  |
| Signage          | Irrigation       |
|                  |                  |
| Lighting         | Lighting         |
|                  |                  |
| Utility Location | Utility Location |
|                  |                  |
| Other            | Other            |
|                  |                  |
| Other            | Other            |

For Office Use Only:

|                                |                       |             |
|--------------------------------|-----------------------|-------------|
|                                |                       |             |
| Date of Street Naming Approval | Date Address Assigned | Approved By |
|                                |                       | Date        |