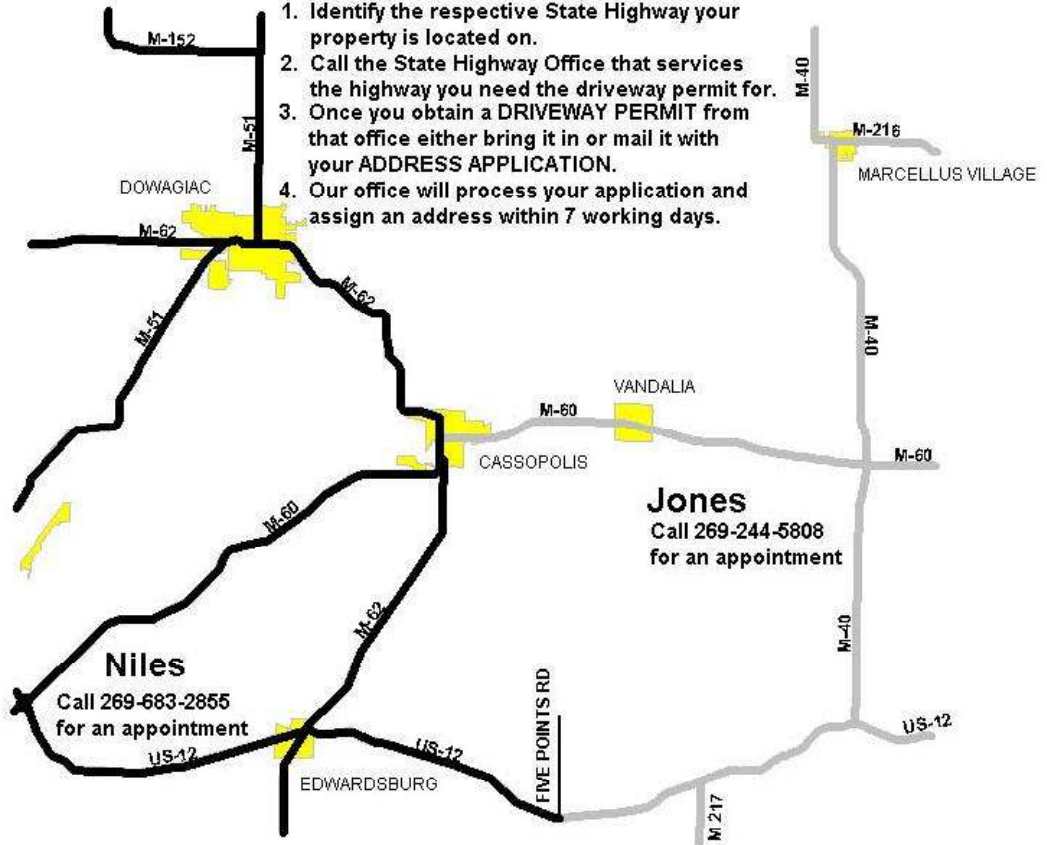


### RESIDENTIAL DRIVEWAY PERMITS

1. Identify the respective State Highway your property is located on.
2. Call the State Highway Office that services the highway you need the driveway permit for.
3. Once you obtain a DRIVEWAY PERMIT from that office either bring it in or mail it with your ADDRESS APPLICATION.
4. Our office will process your application and assign an address within 7 working days.

STATE HIGHWAY DRIVEWAY PERMITS



STATE HIGHWAY DRIVEWAY PERMITS

## **Cass County Property Addressing**

A Global Positioning System (GPS) is utilized to accurately assign property addresses. This helps assure the accuracy of the assigned address and can assist the emergency services vehicles in locating properties. Consistent and accurate addresses also assist postal and other delivery services in finding your home. Included with the address, residents or business owners also receive a green metallic address sign that further helps to identify the property.

When applying for a new address, please have your proposed driveway marked with a ribbon tied to a stake. This will help the Address Technician locate your driveway when working on your new address. If your driveway is already in place, please put the stake off to the side of the driveway.

This application is for a Property Address in Cass County unless your property is in the city limits of Dowagiac or the Township of Howard. To obtain an address from those jurisdictions contact:

- City of Dowagiac (269) 782-2195
- Howard Township (269) 684-0072

## CASS COUNTY STREET ADDRESS APPLICATION

**NOTE:** To process this application you will have to obtain a **DRIVEWAY PERMIT** from the **Cass County Road Commission**, 340 N O'Keefe, Cassopolis, MI 49031, 269-445-8611 for county roads (they will email our office a copy of the approved driveway permit) OR Obtain and attach an approved copy from the **Michigan Department of Transportation** for a state highway (see enclosed map for local office).  
No driveway permit is needed if your driveway is going to be on a private road.

**APPLICATION FOR:**

Property Owners Name			
Address			
City	State	Zip Code	Area Code/Telephone Number

Designated Agent Name (If Applicable)	Company Name		
<input type="checkbox"/> I would like to be contacted / notified instead of owner			
Address			
City	State	Zip Code	Area Code/Telephone Number

**LOCATION OF PROPERTY:**

Township	Section	Property ID #
Subdivision Name		Lot(s) # (If Applicable)
Street/Avenue/Road		
Directions to Property		

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

Mail or bring the completed form to:

~~~~ **OR YOU CAN** ~~~~



Treasurer's Office / GIS Mapping  
Cass County Courthouse  
120 N. Broadway  
Cassopolis, MI 49031  
1<sup>st</sup> Floor Courthouse, Room 113

Fax the application  
and call us to pay by credit card:

Fax: (269) 445-4495  
Phone: (269) 445-4447

**Application Fee: \$ 100.00**  
**Make Checks Payable To: Cass County Treasurer**

**You Will Receive a 9-1-1 Reflective Address Sign With Your New Address**

**Please Choose Your Preference of Sign:**

**Horizontal** 1 2 3 4 5
     
  **Vertical** 1  
2  
3  
4  
5