



**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 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