

Addressing Facts

- There is a county addressing ordinance that was established in 2000.
- Address numbers must be displayed on both sides of the mailbox and should not be obstructed by other objects.
- Addresses are based on a measurement and grid system.
- The Calhoun County Road Commission (CCRC) establishes addresses.
- You cannot receive a building permit without an address.
- Addresses are not given to vacant property.
- The **north and west** sides of the road are **odd address numbers** and the **south and east** sides of the road are **even address numbers**.



Calhoun County Road Commission
13300 15 Mile Road
Marshall, MI 49068

Commissioners

Chester E. Travis, Chairman
Charles E. Monaweck
Scott A. Brown

2 3 6 7 5

CALHOUN COUNTY ADDRESSING SYSTEM

Addressing Myths



- Address numbers are randomly made.
- Addresses are available on a call in basis.
- You can make up your own address.
- You can choose your address number.
- If you do not like your address number, it can be changed.
- Your address is not important so it need not be displayed.
- An address can never be changed.
- The U.S. Postal Service can change your address or road name.
- Alias names for roads can be used in place of the authorized road name.

Address Application Process

- Application packets are available at the CCRC Office and they can be mailed to you. You can also find address applications and other permit applications on our website at www.calhouncrc.net.
- Complete an address application. Be sure to completely fill out the following information:
 - Applicant and contact information
 - Property owner and contact information
 - Location of property
 - Property tax identification number
 - Copy of perk test from the Calhoun County Health Department (if applicable)
 - Include a site plan sketch of the structure on the property and measurements from property lines
 - Submit the application fee
- The field work is completed by CCRC to establish an address number
- The address certificate is issued by CCRC and mailed to the property owner
- CCRC then notifies:
 - Local township
 - U.S. Postal Service
 - 911 Dispatch
 - County
 - Consumer's Energy
- The address is entered into the CCRC database.

Address Changes

- Address changes can be made at any time by the CCRC for the following reasons:
 - Number out of sequence
 - Odd or even address number on the wrong side
 - Road name change
 - Improper number range
 - Address duplication
 - Or other special circumstances
- After notification, residents have 30 days to change their address.
- There may be a monetary penalty if residents do not comply with the address change.
- An appeal, by the resident, may be made regarding an address change.

Questions?

Please contact:

*Calhoun County Road Commission
269-781-9841 or
Toll free at 800-781-5512*

www.calhouncrc.net