



**COUNTY OF SULLIVAN
REAL PROPERTY TAX SERVICES
SULLIVAN COUNTY GOVERNMENT CENTER
100 NORTH STREET
PO BOX 5012
MONTICELLO, NY 12701**

**APPLICATION FOR OBTAINING 911 ADDRESSES FOR SUBDIVISIONS
FROM SULLIVAN COUNTY REAL PROPERTY SERVICES**

Date: _____

This application, including all site plans, must be submitted to the Real Property Tax Services 911 Addressing Center before an address can be assigned. An incomplete application will not be assigned an address.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR EACH ADDRESS REQUESTED

1. Copy of Resolutions naming any new roads.
2. A full scale Copy of the Approved and filed Subdivision Site Plan.
Applications may not be submitted until SBL's are issued by Real Property. Please ask about the process and requirements for review and approval of Subdivision site plans issued by Real Property Tax Services.
3. Site plan must include:
 - a. Parcel Boundaries with North Arrow, scale and full legend.
 - b. The street each driveway or parking space is located on _____
 - c. Township _____ Community _____
 - d. Post Office _____ Zip Code _____
 - e. Tax Map Section _____ Block _____ Lot _____

A Site Plane depicting the entire community is preferred but does not guarantee that the entire community will be addressed at once.

4. Developer's or Contractor's Name _____ Phone _____
5. Name of the Subdivision _____
6. Contact Information _____
7. Description of Buildings:
 - a. Single Family Dwelling Multi-family Duplex Other 1-Story 2-Story 3-Story Other
 - b. Color of: Exterior _____ Trim _____ Shutters _____
 - c. Covered Porch Where? _____
 - d. Deck Where? _____
 - e. Garage Where? _____

Other Distinguishing Features of Property: **Please note all locations on the site plan.**

All Public Gathering locations must be shown on the site plan. This includes Pools, Community Buildings, Shul, etc...

SPECIAL NOTE: Builder must supply this office with a **Full Description** of the exterior of the building and the owner name and contact information as soon as possible.

**Send to SULLIVAN COUNTY REAL PROPERTY SERVICES
ATTN: 911 Addressing Center
PO BOX 5012
100 North Street
Monticello, NY 12701
911Addressing@co.sullivan.ny.us**