

**CAYUGA COUNTY  
ADDRESS ASSIGNMENT APPLICATION  
(TYPE OR PRINT)**

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**APPLICANT CURRENT MAILING ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_

**TAX MAP PARCEL#** \_\_\_\_\_

**PLEASE CIRCLE ONE:**

Single Family \_\_\_ Mobile Home \_\_\_

Garage Apartment \_\_\_ Business \_\_\_

**TYPE:** **A. NEW PARCEL** \_\_\_\_\_

**B. NEW BUILDING** \_\_\_\_\_

**1. RESIDENTIAL** \_\_\_\_\_

**2. COMMERCIAL (SPECIFY BUSINESS NAME)** \_\_\_\_\_

**3. INDUSTRIAL:** \_\_\_\_\_

**4. OTHER** \_\_\_\_\_

**C. ADDED USE IN EXISTING BUSINESS BUILDING:**

**ADDITIONAL RESIDENCE** \_\_\_\_\_

**ADDITIONAL BUSINESS** \_\_\_\_\_

**OTHER ADDITIONAL (SPECIFY)** \_\_\_\_\_

**D. OTHER SPECIFICS:**

Exact measurements from nearest intersection (Give intersection name (in tenths of a mile) or a neighbor's driveway (need name and 911 house number)

COLOR, WHEELCHAIR RAMP, OR OTHER IMPORTANT FEATURE THAT WE SHOULD KNOW ABOUT

\_\_\_\_\_  
\_\_\_\_\_

**HOUSE LOCATOR INFORMATION: Circle all that apply**

ONE STORY: TWO STORY: **SIDE OF ROAD:** NORTH; SOUTH; EAST; WEST

**MAIN ENTRANCE LOCATION:** FRONT; RIGHT; LEFT; AROUND BACK

**DISTANCE FROM ROAD:** LESS THAN: \_\_\_\_\_ MORE THAN: \_\_\_\_\_

**CAN IT EASILY BE SEEN FROM THE ROAD?** \_\_\_\_\_ **OR OBSCURED FROM VIEW** \_\_\_\_\_

WOOD BRICK (ALL) STONE BRICK(FACE) BLOCK LOG SEASONAL

**GARAGE:** ATTACHED \_\_\_\_\_ DETACHED \_\_\_\_\_ **HOW MANY DOORS?** \_\_\_\_\_

**IF MAIL WILL BE DELIVERED TO THIS ADDRESS, SPECIFY POST OFFICE FROM WHICH MAIL IS TO BE DELIVERED:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_

**ADDRESSING OFFICIAL** \_\_\_\_\_

**NEW ADDRESS ASSIGNMENT:** \_\_\_\_\_

(REMEMBER ADDRESSES WILL NO LONGER INCLUDE RD#S OR BOX#S)

**PROCEDURAL NOTE:** MUNICIPAL ADDRESSESSING OFFICIAL MUST COMPLETE THIS FORM. WHENEVER THERE IS A NEW BUILDING OR CONSOLIDATION OF USES OR PARCELS.

**UPON COMPLETING THE ABOVE INFORMATION AS A REQUEST FOR A NUMERIC ADDRESS, PLEASE FAX TO COUNTY PLANNING AND E-911 OFFICE.** UPON RECEIVING THE COMPLETED FORM INCLUDING A NEW ADDRESS, PLEASE GIVE ORIGINAL TO APPLICANT, AND SEND A COPY TO THE FOLLOWING: MUNICIPAL CLERK, TOWN ASSESSOR, CAYUGA COUNTY PLANNING AND E-911 OFFICE.(IF YOU ARE A TOWN THAT DOES YOUR OWN ADDRESSING). AND POSTMASTER (ONLY IF MAIL DELIVERY IS INVOLVED)

**COUNTY PLANNING FAX: 253-1499 E-911 FAX: 253-1192 ADDRESSING QUESTIONS: 253-1276**



## ADDRESS DISPLAY INSTRUCTIONS

Cayuga County's E-911 public safety communications system will bring modem communications technology to our community. To get the full benefit of the system, all houses and businesses must have a correct number *which is posted in a way that is visible from the street*. If a number is not visible, police, fire or ambulance services may be delayed in reaching the scene. Visible numbers also aid non-emergency services and deliveries such as mail, repair, parcels, etc.

Display your assigned address number on the front of your house or business in a place where it is clearly visible. Use appropriately sized numbers which can be read from the road **at least 4" in height**. If you have a roadside mailbox, postal regulations require that you place the number on each side of the box. If your house or business building is more than 75 feet from the road, the number must be displayed on a post or mailbox at roadside and **on the same side of the road as the structure**. **Use numerals only**, not words (i.e., use 101, not One Hundred One). Numbers should be in a color which contrasts with the color of the material on which they are mounted.

Apartment buildings should have a building identification plainly visible on the outside of the building or on a sign. Each individual apartment should have its number posted on or near the door.

If you own the property identified which has an "**E-911 Address**", but do not live there (i.e. rent or lease it out), **you are responsible** to ensure that the number is appropriately displayed at that location.

If your property is located on a fire lane or in a trailer park where mail is delivered to a centralized location, the occupant name and/or number should be displayed on the assigned mailbox. Apartment complex and trailer park "common names" may also be used as part of the mail address in addition to the street address.

When a new address is assigned the following agencies will be notified by County authorities:

1. 911
2. Local Fire Department
3. Local Post Office
4. Local Municipal Government
5. Board of Elections
6. Municipal and County Assessor

It is your responsibility to:

1. Display your number where it is clearly legible from the road.
2. Contact Department of Motor Vehicles (DMV) to notify of address change.
3. Use the address change forms supplied with bills and magazines to notify utility companies, credit card companies, mortgage holders, magazine publishers, licensing authorities, etc. about your change of address.
4. Change your telephone billing address and telephone directory listing by calling your local telephone company and requesting bills and directory be changed to reflect your new address. Be sure to tell the service representative that the change is for "911", there will be no charge.
5. If you have an alarm system, contact the alarm company to advise them of your address.
6. It is not necessary to change your property deed or your will with this address change.