911 ADDRESS ASSIGNMENT APPLICATION

••• Submit All Applications to Local Town Offices •••

Town Addressing Official Must Review This Form

Town Addressing Official: _____ Fire District: _____

NEW ADDRESS ASSIGNMENT: _____

County Office Use Only

APPLICANT INFORMATION:

Applicant: _____ Phone: _____ Date: _____

Email: _____ *Confirmation is provided via email*

Mailing Address: _____

LOCATION INFORMATION:

Tax Map Parcel Number: _____ Town: _____

Name of road that driveway will be on: _____

Side of road that driveway will be on: ☐ North ☐ South ☐ East ☐ West Shares existing driveway: ☐ Yes ☐ No

Nearest intersection: _____ Distance to nearest intersection: _____

Application must include at least one of the following:

- GPS coordinates of driveway entrance on side of road (Latitude/Longitude) – ***See instructions***

  Coordinates: _____
- Map image with driveway entrance indicated – ***See instructions***
- Site plan showing property lines and location of driveway entrance

Building Information: *Check all that apply*

☐ Single Family ☐ Multi Family - Number of Units: _____ ☐ Detached Apartment ☐ Mobile Home

☐ Commercial - Business Name: _____ ☐ Industrial ☐ Other _____

☐ New Parcel ☐ New Building ☐ Added Use in Existing Building Building Visible from Road: ☐ Yes ☐ No

Additional Information: _____

_____

_____

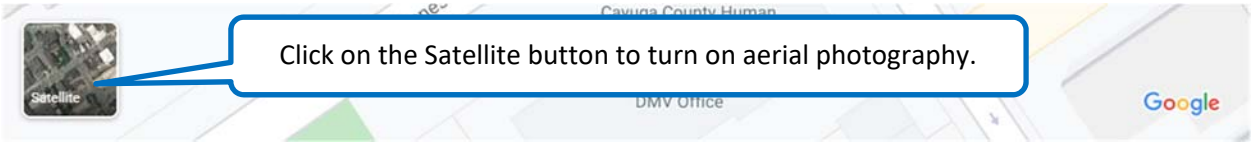
Send completed form to **Cayuga County Real Property Services** for address assignment.

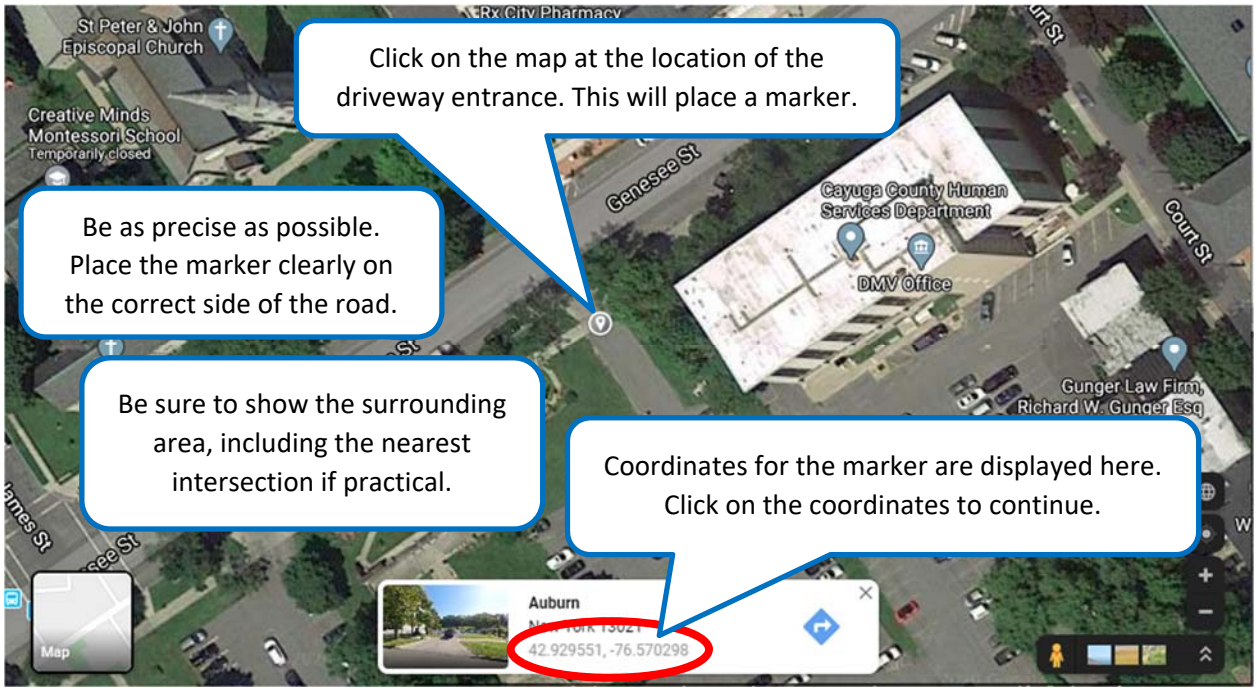
realproperty@cayugacounty.us 315-253-1270

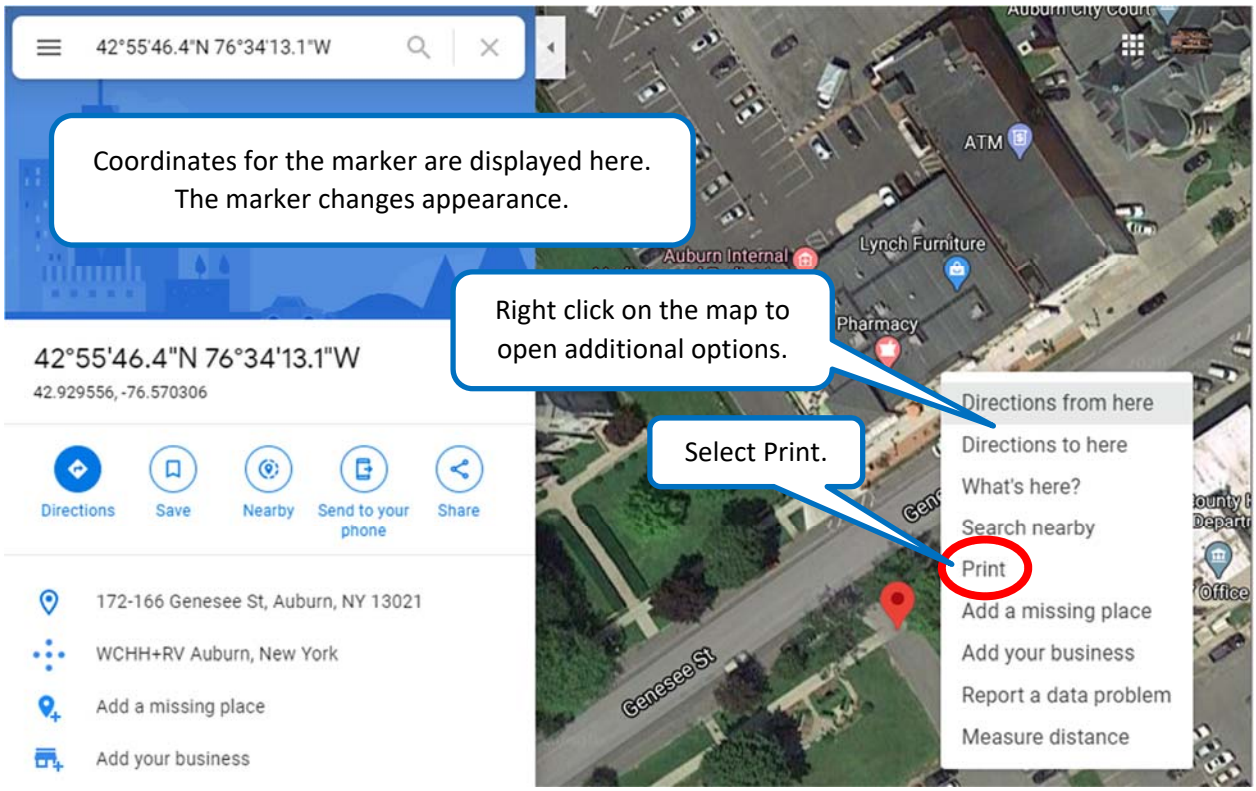
Coordinate Map Creation using Google Maps

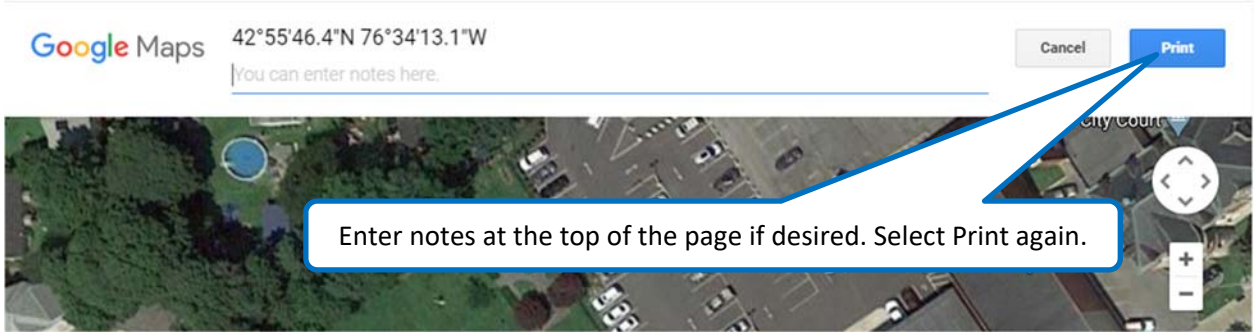
Open Google Maps at **https://www.google.com/maps/**

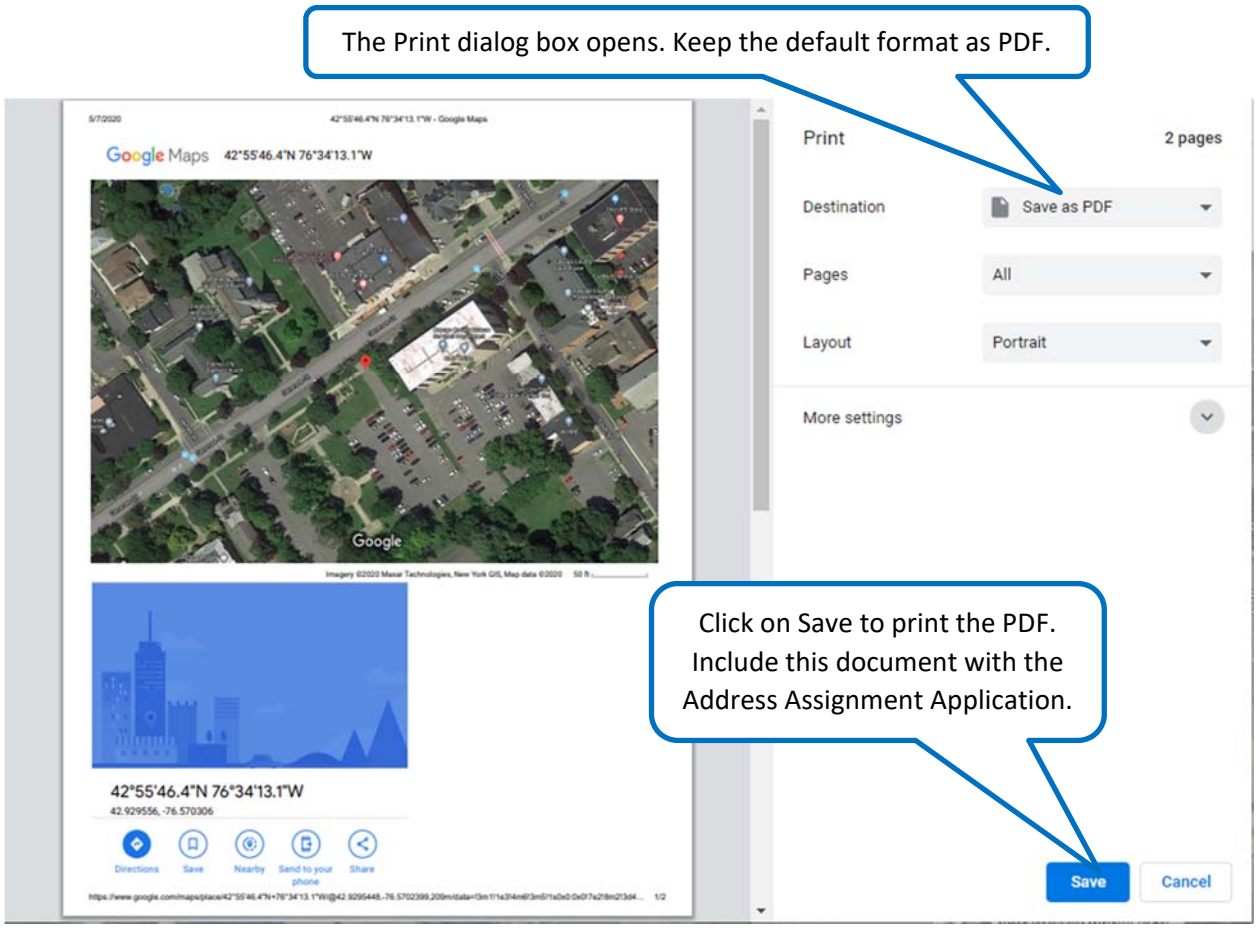
Zoom to the area of interest.





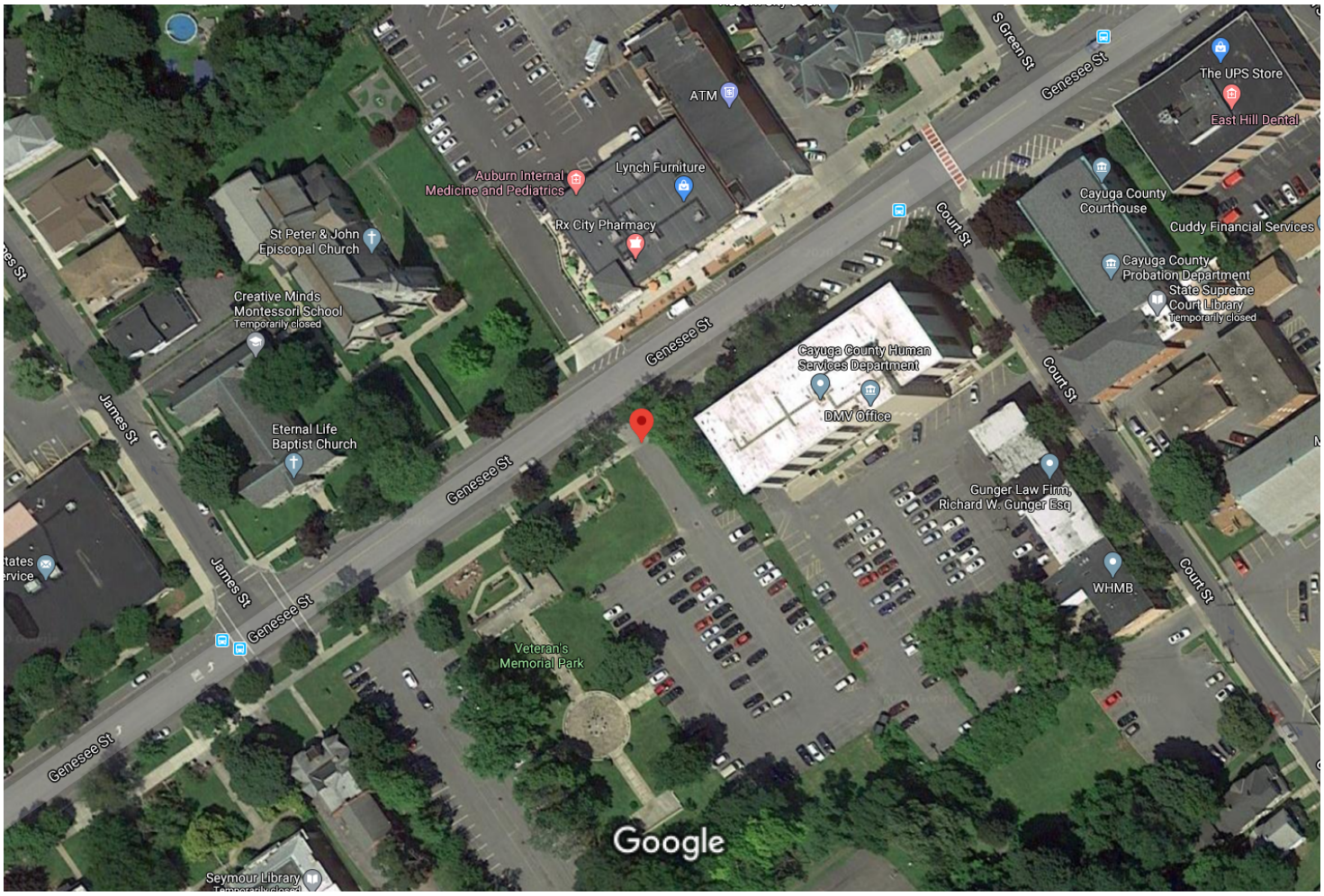






The following page is an example of a printed map showing the driveway location and coordinates.

Google Maps 42°55'46.4"N 76°34'13.1"W



Imagery ©2020 Maxar Technologies, New York GIS, Map data ©2020 50 ft

42°55'46.4"N 76°34'13.1"W

42.929556, -76.570306

Directions Save Nearby Send to your phone Share

Rev 5-2020

ADDRESS DISPLAY INSTRUCTIONS

To get the full benefit of the Cayuga County's E-911 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 Municipal Government
4. 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.