



**Town of Liberty
Building Department**

Town of Liberty Government Center
120 North Main Street
Liberty, New York 12754
TTY/TD: 711

MARK VANETTEN
CODE ENFORCEMENT OFFICER

TEL: 845-292-8511
FAX: 845-292-2562

**APPLICATION FOR OBTAINING A 911 ADDRESS FROM
THE SULLIVAN COUNTY PLANNING DIVISION**

Date: _____

**PLEASE CIRCLE, FILL IN, and/or CHECK OFF THE FOLLOWING INFORMATION. THIS APPLICATION MUST BE
TURNED IN TO THE CEO BEFORE A BUILDING PERMIT IS ISSUED.**

1. Copy of Building Permit and No. _____ (No address will be issued without a permit)
2. Copy of the Site Plan or Survey at a scale of _____.
Site plan must include:
Property boundaries with North Arrow
Distance house is to the edge of the road _____
Street Name driveway intersects with _____
Community _____ Zip _____
Tax Map Section _____ Block _____ Lot _____
Measurement to centerline of driveway from left **and** right property lines –
Left _____ Right _____ **(WITHOUT MEASUREMENT NO ADDRESS WILL BE ISSUED)**
3. Homeowner or Contractor's Name _____ Telephone _____
4. Homeowner's Current Mailing Address _____
5. Description of Building: Single family dwelling _____ Multi-family _____ Commercial _____
1 Story _____ 2 Story _____ 3 Story _____ Other _____
Color of: Exterior _____ Trim _____ Shutters _____ Roof _____
6. Other Distinguishing Features of Property: **Please note all locations on the site plan.**
Garage: Attached _____ Detached _____ One car _____ Two Car _____ Other _____ Left side _____ Right side _____
Deck _____ Covered porch _____ Open porch _____ Where in relation to house _____
Shed _____ Barn _____ Swimming Pool _____ Where in relation to house _____
Gate _____ Fence _____ Other _____
ARE ANY OTHER DISTINCTIVE FEATURES VISIBLE FROM THE DRIVEWAY _____

SPECIAL NOTE: If colors and locations of features are not known at the time of this application, Owner or Builder must supply the Planning Div. with a **Full Description** of the exterior **BEFORE A CO CAN BE ISSUED**. If the dwelling is not sold yet, the Builder must supply the 911 Address Center with the Owner's name as soon as it is sold.

**SEND TO: Sullivan County Planning Division
Attn: Lynn McDonald
PO Box 5012
Monticello NY 12701**

Attached Sample Site Plan:

Attachment A – Sample Site Plan

Minimum Site Plan Requirements

- A. Road Name
- B. Property boundaries and length
- C. Driveway Center to sides of property
- D. House to road edge
- E. Driveway
- F. House Location
- G. Scale
- H. North Arrow
- I. Section, Block, Lot

G. 1"=25'

I. 34-1-6

