



**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** and **CONDOMINIUM COMPLEXES****

Date: **March 27, 2015**                      Select one:                      SUBDIVISION                      CONDOMINIUM

**The completed 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 SUBDIVISION/CONDOMINIUM FILING**

1. A full scale copy of the approved and/or filed Subdivision or Condominium Site Plan.
2. Name of the Subdivision/Condominium Complex: [Enter Subdivision/Condo Complex Name](#)
3. Number of Lots/Units: [Enter # of Lots/Units](#)
4. \* **For Subdivisions Only:** Building Permit numbers for built structures, attach additional sheets as needed.  
a. Permit #      b. Permit #      c. Permit #      d. Permit #      e. Permit #      f. Permit #
5. Copy of Resolutions naming any new roads.
6. Subdivision/Condominium Complex Street Names: [Enter Street\(s\)](#)
7. Town: [Choose Municipality](#)
8. Tax Map Section: [Enter Section](#)      Block: [Enter Block](#)      Lot(s): [Enter Parcel Number](#)

*A Site Plan of the entire community is preferred but does not guarantee that the entire community will be addressed at once.*

9. Developer/Contractor Name: [Enter Developer/Contractor Name](#)
10. Developer/Contractor Contact Information:  
a. Phone [Phone #](#)                      b. Fax [Fax #](#)                      c. Email [Email](#)

11. Description of Buildings:  
a. Single Family Dwelling      Multi-family      Duplex      Other      1-Story      2-Story      3-Story      Other  
b. Color of: Exterior [Enter Color](#)                      Trim [Enter Color](#)                      Shutters [Enter Color](#)  
c. Covered Porch                       Where? [Choose Location](#)  
d. Deck                       Where? [Choose Location](#)  
e. Garage                       Where? [Choose Location](#)

12. Other Distinguishing Features of Property: **Please note all locations on the site plan.**  
[Enter additional information here, if any \(i.e.: pool, site description, trees, business, driveway shape, etc...](#)

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

**SPECIAL NOTE:** Developer/Contractor should supply this office with a **Full Description** of the exterior of the building and the owner name and contact information as soon as possible. Please speak with a technician if you have building photo's.

**PLEASE NOTE:** Applications will not be processed until SBL's (Subdivisions) or 4 digit SBL suffixes (Condo's) are issued. Please speak with the appropriate technician to determine the process and requirements.

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](mailto:911Addressing@co.sullivan.ny.us)**