



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

Policy and Procedure for Naming Roads for 911 Purposes

1. Three or more parcels being accessed by the same ROW requires the ROW to be named as a road. Choose *a few* possibilities for naming the Right of Way.
2. Call the 911 addressing Center [845] 807-0133 and request approval of at least one of the names you have chosen.
3. The 911 Addressing Center will determine if one or more of your choices can be approved for 911 purposes.
4. Contact your Town Clerk to request the Town Board approve by resolution, the naming of a Right of Way as a road for 911 purposes. Put your request in writing and include your name and/or company/community name, the proposed road name and a site plan indicating the location of the new road. Submit a copy of the request along with the documentation and site plan to the 911 Addressing Center (Attn: Lynn) at the address above.
5. The resolution will be passed at a regularly scheduled Town Board meeting.
6. Have your Town Clerk mail a copy of the resolution along with the site plan to "Lynn McDonald, 911 Addressing" at the above address.
7. Once the process is completed and the 911 Address Center receives all the required documentation and applications the new road be will built into the 911 database and the proposed structure will be assigned a 911 address.

Lynn McDonald, Sr. Database/911 Research Clerk
Sullivan County Real Property Services
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Monticello, New York 12701
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