



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

Policies for 911 Addressing and the Procedure for Obtaining a 911 Address

The working relationship existing between municipal agencies and the County Planning Division requires that Planning receives specific information from you in our effort to make address assignments and disseminate the address information to you and the applicant in an expeditious fashion. There is a need for both a clear description of what information we require, and a concise procedure necessary for successful addressing. The sections to follow outline critical aspects needed for assigning a 911 address.

1. ALL new and existing dwellings in the county
 - a. Naming a ROW
 1. 3 or more parcels being accessed by the same ROW requires the ROW to be a named road.
 2. submit a request and a site plan depicting the location and proposed name of each road to this office as well as the town board for approval.
 3. A resolution approving the name must be sent to the 911 address center
 - b. 911 Addressing Standards
 1. right side of road has even numbers+, left side odd
 2. all numbers must be sequential to avoid confusion in an emergency
 3. Addresses are calculated based on access point (e.g.: driveway).
 4. All individual buildings being used as a dwelling must have its own 911 address.
 5. Multi-family buildings will have one main physical address plus a unit number for each individual dwelling. For instance if you live in the fourth apartment in the first building on the right of the Make Believe Apartments your address would be:
Make Believe Apartments
2 Make Believe Ln, Apt #4
Loch Sheldrake, NY 12759
 6. We must leave a potential number for every 25' between existing numbers.
 7. Homeowners must post the 911 address numbers where they are clearly visible.
 8. Address numbers must be at least four inches (4") high and made of reflective a material.
 9. The address should be clearly visible from either direction on the road.
 10. If the building is 50' or more from the edge of the road the address number must be posted at the beginning of the driveway.



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11. At the request of the DOH we require the numbering of public gatherings for rapid response of emergency services as well as to install a phone in a public gathering and for general safety of the public. Both pools and community buildings therefore must be assigned 911 addresses.
 - c. We must withhold assigning addresses requested by private communities until the applicant has all right of ways named and the names approved by the 911 Address Department as well as by town resolution; has an approved site plan from the local planning board that has been filed with the County Clerk, has gotten approval from RPS for the site plan and has been issued new SBLs if appropriate.
 - d. Private communities must use the numbers issued by the 911 Address Center, not internally issued unit numbers.
 - e. It is necessary for single family homes as well as multi family buildings to post and use their 911 addresses. This is especially important in the case of apartment complexes and seasonal private communities. Many landlords and managers give the resident their address as either the pre-911 address with a unit number or just the name of the complex and a unit number as the 911 address. These are not valid 911 addresses and using them can potentially cause very real safety issues.
2. Compliance of the following is required before an address will be assigned.
 - a. For a new subdivision or private community
 1. Approval of the site plan by the local zoning board if necessary.
 2. Approval of the site plan by the local planning board.
 3. Approval of any new roads and road names by the town board.
 4. Filing of approved site plan with the County Clerk.
 5. Approval of the site plan by the Real Property Tax services GIS Technician responsible for the area.
 6. Issuing of new SBLs as appropriate.
 7. Submission of an application for obtaining a new address to the 911 Addressing Center with a full sized engineered site plan depicting each property line, each driveway location and each proposed house location.
 - b. For a new private home or business on a single parcel
 1. Approval of the site plan by the local zoning board if appropriate.
 2. Approval of the site plan by the local planning board if appropriate.
 3. Approval of any new roads and road names by the town board.
 4. Filing of approved site plan with the County Clerk if appropriate.



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5. Approval of the site plan by the responsible Real Property Services GIS Technician if appropriate.
6. Issuing of new SBLs as appropriate.
7. Submission to the 911 Addressing Center of an application for obtaining a new 911 address with a full sized engineered site plan depicting each property line, each driveway location and each proposed house location.

As always, we thank you for your continuous input in the 911 addressing process. We hope this document clarifies our requirements in order to thoroughly and accurately assign addresses in our county.

Sincerely,

911 Addressing Department
Real Property Tax Services Office
Sullivan County Government Center
100 North Street
Monticello, NY 12701