

## JEFFERSON COUNTY ADDRESSING

*Please have this information available when calling to apply for a new 911 address:*

**Owner's Name** (previous owner's name if you have owned the property less than three months)

**Town/Village** property is located in, not necessarily your mailing address

**Tax Map Number** (example: 15.00-1-1) if it is a portion of a tax parcel, then the Tax Map Number of the whole parcel before split

**Structure** what type of structure is on or going to be built on the property

**Present Mailing Address** of where you receive your mail

**Telephone Number** to call to notify of new address

**Measurement** of how far away your driveway is from another driveway. Measuring from the centerline of your driveway to the centerline of your neighbor's driveway that is on your side of the road along the edge of the road. If the closest driveway is on the other side of road, measure from the centerline of your driveway on your side of the road to the centerline of your neighbor's driveway with the intersection of the edge of road on your side of road. Do not cross to the other side of the road when measuring. **Collect 911 address of neighbor.** Record the distance to the nearest foot.

**Name of Road** driveway is connected to, addresses are structure numbers, but are based on driveway location

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*Driveway locations on NYS Routes (NYS DOT 315-785-2333) and County Highways (Co Highway 315-786-3600) need prior approval*