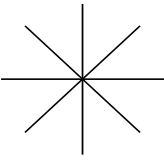


(Filled out by Applicant)	APPLICATION for STREET NUMBER(S)**	<i>Sanborn Atlas Information</i>
BLOCK _____	OFFICE OF THE PRESIDENT OF THE BOROUGH OF BROOKLYN TOPOGRAPHICAL BUREAU - STREET NUMBER DIVISION 209 JORALEMON STREET BROOKLYN, NY 11201 T: (718) 802-3919 E: Topoappts@brooklynbp.nyc.gov	VOL. _____
LOT _____		PAGE _____

Topo Site/Plot Plan		
	THE HOUSE NUMBER(S) ASSIGNED MUST BE DISPLAYED CHAP. 5 SECT. 3-505 ADMIN. CODE - CITY OF NY <i>(DO NOT REMOVE)</i>	

APPLICANTS NAME: _____ COMPANY: _____ ADDRESS: _____ PHONE NO.: _____	FILLED OUT BY TOPO STAFF ASSIGNED BY: _____ REVIEWED BY: _____	DATE (Dated by Topo Dept.)
--	---	--

FILLED OUT BY TOPO STAFF		
Application submitted by: <input type="checkbox"/> DROP OFF <input type="checkbox"/> MAIL IN	Taken by: _____	

PURPOSE OF APPLICATION (check ALL that apply)

- New Building - Existing Lot**
(Must be accompanied by Topo TF-2 & DOB: PD-1 applications signed by PE or RA)
- New Subdivision/Consolidation/Reconfiguration**
(Must be accompanied by Topo TF-2 & DOB: PD-1 applications signed by PE or RA) --
PLUS a copy of a signed Tentative Lot/RP602 form from DOF)
- Demolition**
(Must be accompanied by Topo TF-2 & DOB: PD-1 applications signed by PE or RA)
- Alteration of Existing Structure or Certificate of Occupancy**
(Must be accompanied by Topo TF-2 & DOB: PD-1 applications signed by PE or RA)
- Existing Structure - Application for new, additional or verification of address**
(If no DOB work, copy of the deed and Schedule A can replace PD1 requirement)

INSTRUCTIONS TO APPLICANT

1. Check **PURPOSE OF APPLICATION** above.
2. Attach appropriate documentation as required.
3. **NO RED INK/PENCIL ON TOPO OR DOB FORMS**
4. Fill out the Topo Plot Plan above. Please include:
 - North arrow
 - All street names
 - Draw the tax lot (*lot line to the street*)
 - Dimensions of tax lot
 - Distance to nearest corner
 - Location of entrance with marker only ▲

Application Comment / Notes

All Applications submissions must include a fully completed TF-2 Form. The Topographical Bureau's TF-2 Form can have a DOB PW-1 (NOT a DOBNOW Print) attached for information, however all applications require a TF-2 form with the TF-1 Form.

**** \$100 fee per house number/per application set**

(Bank Certified Checks/Money Orders payable to Brooklyn Borough President's Office, Credit/Debit Cards accepted)

TOPOGRAPHICAL BUREAU - STREET NUMBER DIVISION

APPLICATION for STREET NUMBER(S)
OFFICE OF THE PRESIDENT OF THE BOROUGH OF BROOKLYN
TOPOGRAPHICAL BUREAU - ROOM 340
209 JORALEMON STREET BROOKLYN, NY 11201
T: (718) 802-3919 E: Topoappts@brooklynbp.nyc.gov

1 | Contact Information for Pick Up – MUST BE FILLED OUT COMPLETELY

Name of Representative dropping off application(s) (please print):

Business Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Business Telephone: _____ Cell Number: _____

EMAIL (for Pick Up notification): _____

2 | Location Information

House Number: _____ Street Name: _____

Borough: _____ Block: _____ Lot: _____ ZipCode: _____

BIN: _____ DOB Job Number: _____

Apt/Condo No(s): _____ Total Tax lot sqft: _____

3 | Applicant Information: Required for all applications filing with DOB

Last Name: _____ First Name: _____

Choose one: P.E. R.A. License Number: _____

Business Name: _____

Email Address: _____

Business Telephone: _____ Cell Number: _____

Business Address: _____

City: _____ State: _____ Zip: _____



4 Filing Representative: Those filing with TOPO on behalf of applicant/owner

Last Name: _____ First Name: _____

Business Name: _____

Registration Number: _____

Email Address: _____

Business Telephone: _____ Cell Number: _____

Business Address: _____

City: _____ State: _____ Zip: _____

5 Job/Project Type: Required for all applications. Choose one.

Check off the type of work that is being completed below:

___ New Building ___ Alteration filing ___ Subdivision/Merger (Tentative RP602 form required)

___ Demolition ___ Superseding Applicant ___ Other (explain): _____

CHECK LIST - Review your application package to see if it is missing any of the following:

- Topo application form (TF-1)
- Topo job information form (TF-2)
- DOB PD-1 form (if doing work with DOB)

- Deed & Schedule A (required for applications w/o DOB filings - described in TF-1)
- Notarized letter from owner (required for applications w/o DOB filings- described in TF-1))

Note: Only the Owner can apply for addresses, if owner cannot attend and there are no DOB filings involved, a notarized letter giving permission to apply on their behalf must be submitted.

- 1st floor plans (as described on pg.4 of the TF-2 form)
- Pictures of each street side of location (for existing buildings or vacant lots without plans)
- Survey (ONLY when requested by Topo Staff)

- DOF - RP602 form (required for lots involved in a merger/subdivision)
- A Street Number application for all new or affected lots listed on RP602.

Note: Every tax lot listed in the “new lot(s)” or “affected lot(s)” area at the bottom, must apply for address assignment or verification. We must have all applications to move forward with any application. If your team is not working on that lot, please coordinate with the owner to have those other applications submitted.

- \$100 per entrance/per application set

This form must be filled out completely to be accepted - if an area is not applicable to your project indicate "N/A" in the area

6 | Job Description

Please describe the work that will be done on the property, what kind of building is being built, the number of stories and **why** you are applying for or verifying an address. "Address verification" "Verify Topo Stamp" "New Building" & "New address" only are **unacceptable**

7 | Tax Lot Characteristics

Original Tax Lots being merged or reapportioned (if applicable)

Tentative Tax Lot Numbers

8 | Project specifics

Is this building fronting a privately owned street?

Street name: _____

Is this building part of a complex or campus?

Name: _____

Is this building part of a multi-phase project?

Project: _____

Is this project connected to any City Map changes?

Name/ CPC#: _____

9 | Comments

10 | Land Use Characteristics

Is this located in a Waterfront Access Area? _____

Is there a shore public walkway/visual corridor/upland connection/supplemental public access area? _____

Number of Dwelling Units (Residential Use) _____

CRFN(s) Restrictive Declaration / Easements #: _____

11 | Property Owner Information

Owner Type: Tenant/Shareholder Individual Partnership/ Corporation Condo/Co-Op
 NYCHA/HHC/SCA NYC Agency Other Government Agency

Full Name (not LLC): _____

Relationship to owner: _____

Business Name/Agency: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

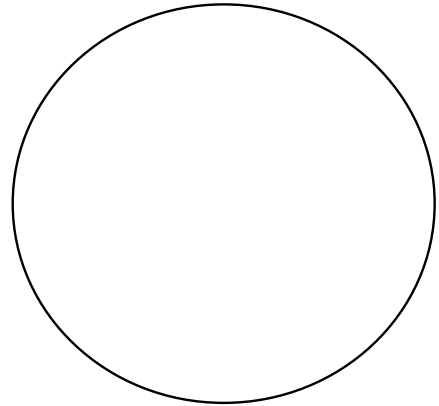


10 | Applicant or Owner's Statement and Signature

I hereby certify that I prepared or supervised the preparation of the documents submitted herewith and that the information indicated in this document is true and accurate to the best of my knowledge. I have obtained permission from the owner to act on their behalf in submitting this application. I acknowledge that all street numbers are assigned based on the building's entrance location and that the Topographical Bureau will assign addresses to new buildings or buildings with new entrances as appropriately as possible. I understand that if I am found after to have falsified any information provided or forged/erased any assignment the Topographical Bureau has given, I will be barred from filing with the Bureau in the future.

Name (print): _____

Sign/Date: _____



*If P.E./ R.A. applicants:
Apply seal then sign & date*

11 | INSTRUCTIONS TO APPLICANT

ADDITIONAL ADDRESSES:

All residential, commercial, retail, community facility, office and ambulatory facility entrances must apply for their own address at time of submittal.

PLAN REQUIRMENTS:

Applications with a frontage on a street greater than 50 ft OR with a lot size greater than 5,000 sq. ft. must include a 1-page 1st floor plan with a site/plot plan overlay, no bigger than 11 x17

PLANS WILL ALSO BE REQUIRED FOR ANY LOT IN WHICH ADDITIONAL ADDRESSES ARE REQUESTED OR IF THERE IS A DESCREPENCY OF WHERE AN ENTRANCE IS LOCATED.

Plans must include the following:

- No red ink
- north arrow
- all street names
- depiction of full tax lot (not just building)
- dimensions of tax lot(s)
- distance to nearest corner
- distance to the main entrance
- footprint of building
- location of entrances/doors
- Seal of Registered Architect or Engineer