

# BROOKLYN TOPOGRAPHICAL BUREAU

209 JORALEMON STREET BROOKLYN, NY 11201

T: (718) 802-3919 E: [Topoappts@brooklynbp.nyc.gov](mailto:Topoappts@brooklynbp.nyc.gov)

No Appointments are needed for regular business items, such as House number drop offs/pickups, title search work or surveying information. Customers must enter through Adams Street and exit on Court Street as well as sign in/out at **both** the police desk and again in Topo. The hours noted below are being **strictly enforced**, so please be mindful of how much time your situation may require and arrive with plenty of lead time.

**Monday:** 9:30am - 11:45am / 1pm – 2:45pm

**Tuesday:** 9:30am - 11:45am / 1pm – 2:45pm

**Wednesday:** 9:30am - 11:45am / 1pm – 2:45pm

**Thursday:** 9:30am - 11:45am

**Friday:** CLOSED

**The Topo Bureau does not answer phone calls or allow anyone in between 11:45pm – 1pm\***

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## **Surveyors, Title Searchers & Researchers:**

None of the information you need from our office is online. You must come into our office for all maps, street status, and Benchmarks & Monument requests. All maps have a price associated with them (see our current fee schedule online). We do not take cash.

## **House Number Applications:**

### **Drop Off/ Mail In:**

- We **do not** review or accept applications by email
- Applications must be **complete and without error** at drop off to be accepted.  
*Incomplete/incorrect jobs will be rejected, no exceptions.*
- Applications involved with DOB NOW or have no PW-1, **must** have a TF-2 form attached
- Mail is processed once (1) a month
- Mailed in applications must include payment in package. Rejections will be returned by mail
- Copies of previously assigned applications are currently **unavailable**.  
*If you need a Topo stamp you will have to submit an application to verify your address.*

### **Pick Up:**

- We will notify you by **email** when the application is ready for pick up.
- We **do not** scan and/or email completed applications
- Applications are typically ready in 1-2 months from time of acceptance.