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*

*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 DOBNow 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.