



OFFICE OF THE PRESIDENT OF THE BOROUGH OF BROOKLYN

TOPOGRAPHICAL BUREAU
STREET NUMBER DIVISION - ROOM 340
209 JORALEMON STREET BROOKLYN, NY 11201
T: (718) 802-3919 E: Topoappts@brooklynbp.nyc.gov

Vanity Address Application

Applicant Information:

Applicant Name & Title*: _____

* Must be owner of property or authorized to act for owner

Company: _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Site Information:

Block: _____ Lot: _____ CB No.: _____

BIN: _____ DOB Job Number: _____
(if applicable)

Vanity Address Requested: *please prioritize up to 3 choices*

1. _____

2. _____

3. _____

Applicant Signature

Date

Filing Representative Information:

Project Manager Name: _____

Company: _____

Telephone: _____ Fax: _____

Email (of PM or field rep): _____

Plan Requirements:

A site/plot plan (no larger than 11x17) with accompanying zoning calculations (on a separate sheet) must be submitted in conjunction with this application.. The site/plot plan should include:

- legend box
- north arrow
- all street names
- dimensions of tax lot & zoning lot
- distance to nearest street corner
- indicate new construction or existing building
- footprint of building
- specific use(s) of building
- location of entrance ▲
- indicate proposed location and design of physical signage of vanity address
- indicate the location & type of mail receptacle(s)
- if vanity name is based on geographical feature or destination:
indicate the distance to that location
- if vanity name is based on a designation and the building entrance does not front on designation
show the distance to that designation

Instructions to Applicant:

- Incomplete applications will not be accepted
- A non-refundable Vanity Address Application fee of \$5,500 per number applies at submission
- All Vanity Address Applications must be accompanied by an Application for Street Numbers (with \$100 fee) in order to verify existing/assign new address.
- The \$5,500 Vanity Address Application fee is a separate charge from the \$100 Street Number Application fee. These Amount **may not be combined** into one payment.
- We accept Credit/Debit Card, Cashier's Check or Money Order only.
- There will be a 30-day minimum review period for all applications.
- **Submission of application & payment does not guarantee issuance of a Vanity Address, nor does it guarantee a particular Vanity Address**
- Written notification of approval or denial will be issued to the applicant.



VANITY ADDRESSES

What is a “vanity address?”

A vanity address is a street address that is not a sequential house number, but instead refers to a geographical destination like “Bartel Pritchard Square” or a new destination like “Metro Tech Center.”

How can I obtain a vanity address?

You must submit an application to the Topographical Bureau and pay a total fee of \$5,600 (\$100 for verification/new address and \$5,500 for vanity address). For complete applications where the required fee has been paid, the Topographical Bureau will review the application and make a determination.

Can any name and/or number be used as a vanity address?

No, not all numbers and names are acceptable. Applications for vanity addresses will be reviewed to determine whether the requested number/name meets the following non-exclusive list of Technical Guidelines.

How will I know if my application has been approved or denied?

The Topographical Bureau will send a letter to applicants indicating whether the requested vanity address has been approved or denied.

TECHNICAL GUIDELINES

1. The official designation by the City Council of the location may be used in the vanity address.
2. A known feature, a newly created destination or a non-official designation such as a square, plaza or mall, may be used for a vanity address.
3. Does not use an existing street name or an address that is part of an existing street numbering system

The requested name must fall within one of the above categories and

1. must not compromise safety and security; and
2. ensure the delivery of essential services; and
3. maintain geographical and historical continuity or consistency; and
4. not cause confusion.