

BROOKLYN TOPOGRAPHICAL BUREAU

209 JORALEMON STREET BROOKLYN, NY 11201

T: (718) 802-3919 E: 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. House Number Consultations still require an appointment. 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 below are being **strictly enforced**, so please be mindful 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: CLOSED

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.*
- All applications **must** have a TF-2 form attached.
- Mail is processed once (1) at the end of each 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 2 months from date of receipt.