



**TOPOGRAPHICAL BUREAU
OFFICE OF THE BROOKLYN BOROUGH PRESIDENT**

As a result of the recently ratified amendments made to the NYC Charter, The Brooklyn Topographical Bureau is entering a transition period as it prepares several of its functions to be undertaken by the Department of City Planning. This transition period will affect some, if not all, of the services that you currently receive from our office. The Brooklyn Topographical Bureau is dedicated to ensuring as much communication as possible to our long-standing customers.

In accordance with the above, please take note of the Brooklyn Topographical Bureau's new counter service hours of operation. The new hours noted below are being **strictly enforced**:

Monday: 9:00am - 11:45am / 1:00pm - 3:00pm

Tuesday: CLOSED

Wednesday: 9:00am - 11:45am / 1:00pm - 3:00pm

Thursday: CLOSED

Friday: CLOSED

The Topo Bureau is not open and does not answer phone calls between 11:45pm - 1pm

Surveyors, Title Searchers & Researchers:

The Topographical Bureau is not currently the steward of the city map or any related information. All alteration maps, final section maps, benchmarks & monument requests and street status inquiries are to be directed to the Department of City Planning beginning November 17, 2025.

House Number & Vanity Applications:

Jurisdiction over the administration and enforcement of street numbers and building designations will be transferred to Department of City Planning on January 1, 2027. In preparation for the transfer, there will be changes to House Number related forms, applications and processes.

Submission

- House Number Consultation appointments will no longer be accepted.
- House Number approval is required twice. At initial filing and again at final CO time.
- We **do not** review or accept applications by email.
- Copies of previously assigned Topo applications must be **requested at the office**.

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 time of drop off.