



Madison County Real Property Tax Services Department
138 N Court St., PO Box 665
Wampsville, NY 13163
Phone: 315-366-2348 Email: 911addressing@madisoncounty.ny.gov

911 Address Application Request Form

****Please verify that the driveway location has been pre-approved by the appropriate Highway Dept.****

Requested By: _____

Primary Phone: _____ Date: _____

Email Address: _____

Mailing Address: _____

Town/Village: _____ Tax Map ID #: _____

Name of the ROAD where the DRIVEWAY will be located: _____

Nearest 911 Address or Nearest Road Intersection: _____

Name of Electric Power Utility Company: _____

Type of structure to be built on parcel: _____

Application MUST include at least one of the following: (Please see page 2 for additional instructions.)

- Site Plan (Survey Map) showing the property lines and the location of the driveway entrance
- Aerial Images with the driveway location visibly marked
- GPS Coordinates of driveway entrance at the edge of the road pinned

GPS Latitude: _____ GPS Longitude: _____

(We must know where the driveway entrance meets the road or highway.)

Return Application by Email or Mail to:

Madison County Real Property Office
Attn: 911 Addressing
PO Box 665
Wampsville, NY 13163
911addressing@madisoncounty.ny.gov
Questions: 315-366-2348

Please note, new 911 addresses may take up to 7-10 business days. In rare cases, it may be required to come out to the property and take measurements.

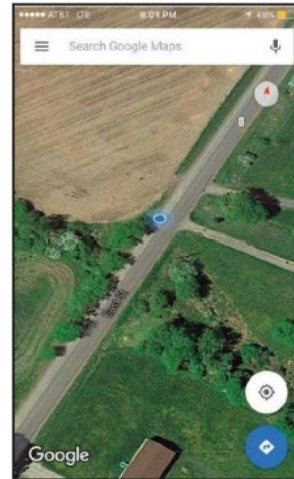
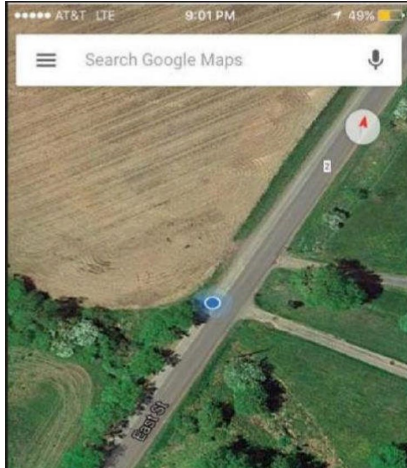
Below information to be filled out by 911 Addressing Office ONLY

New 911 Address assigned: _____

Completed by: _____ Assigned Date: _____

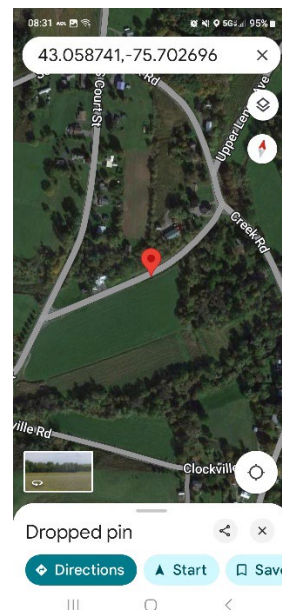
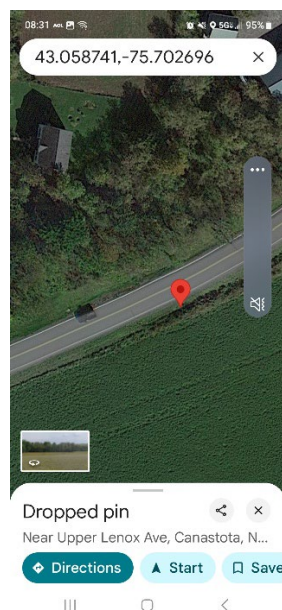
FOLLOW THE INSTRUCTIONS BELOW

- Open your map application, for example Google Maps, on your desktop or smart phone
- Select the option for Satellite View
- Stand in the physical location where the center of the new driveway meets the roadway (***You must be standing outside, you cannot be in a vehicle.***)
- Zoom in on the image showing driveway location in relation to the road and take a **Screenshot**.
- Zoom out on the image and take a **Screenshot** of the overall area



OR

- Using your map application, drop a pin where the driveway meets the roadway. GPS Coordinates are displayed as Latitude & Longitude. Take a **Screenshot** with GPS coordinates displayed.
- Zoom out on the image and take a **Screenshot** of the overall area



- Submit **Screenshots** with your 911 Address Application Request Form