



**Dutchess County
Department of Emergency Response
Address Request Form**



Office Phone: (845) 486-2080
392 Creek Road, Poughkeepsie, New York 12601

Fax Number: (845) 486-3998
addressing@dutchessny.gov

Name of Firm/Person requesting address _____

Contact person _____ Date: _____

Phone #: _____

Email: _____

TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:

1. Type of Structure: () Single-family () Commercial () Government
() Multi-family () Mobile Home () Accessory Use
() Other _____

2. Real Property Tax Parcel Grid Number:

13 _____
Swis code (4) Section (4) Block (2) Lot (6) Suffix (4)

Filed Map Number (if available): _____ Lot # _____

3. Parcel old address (if applicable):

4. **Attach a plot plan showing actual location of driveway:**

To be completed by Addressing Staff:

New assigned 9-1-1 address: _____

Assigned by: _____ Date Assigned: _____

Highlights of the Dutchess County

9-1-1 Address Sign Law

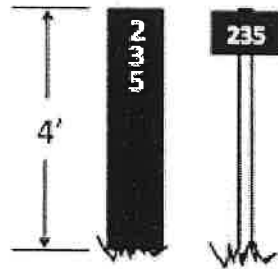
- New address number must be affixed to the structure near the main entrance of the structure
- If the structure is more than 50 feet from the road, or when the entrance of the building is not visible from the road, the numbers shall be placed on a rigid post at the end of the driveway
- The post and numbers must be visible from the road, upon approach from any direction
- A mailbox may be used in place of a rigid post
- Old address numbers must be removed
- Residential and Business address numbers shall not be less than 4 inches in height
- Numbers must be made of a durable and clearly visible material
- Material should be reflective if possible
- Apartments, townhouses, shopping centers or other similar groups, where only one number is assigned, shall display their address number at the main entrance
- Numbers for individual units or establishments within the complex, shall be displayed on, above or to the side of the main doorway to each unit

CHOICES FOR PLACING ADDRESS NUMBERS

1. Place the numbers at the entrance to the home or structure.
2. If the home or building is more than 50 feet off the road or the entrance is not visible from the road, an address must be displayed on a post at the end of the driveway:



RIGID POST by the corner of your driveway, with large REFLECTIVE NUMBERS, on both sides, to face traffic from both directions.



GOOD POST

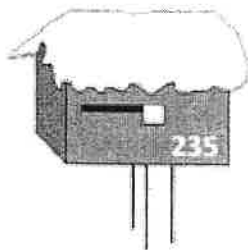
4 feet high, 4 inch reflective numbers on both sides, facing traffic



BAD POST

Too low and post will be covered by snow or snow plow and non-reflective

Or, IF the mailbox is at the road on the same side as the building, it can be used instead of a post to display the address.



Put reflective numbers here so they will not be covered by snowfall



If post is tall, put numbers on the top of the post

NUMBERS MUST BE ON BOTH SIDES OF THE POST OR MAILBOX SO AS TO BE VISIBLE WHEN APPROACHING FROM EITHER DIRECTION