



# Schuyler County Emergency Services

106 Tenth Street, Unit 36  
Watkins Glen, NY 14891  
607-535-8200



**Director and Fire Coordinator**  
Kirk Smith  
ksmith@co.schuyler.ny.us

**Deputy Coordinators**  
Mark Cicora  
mcicora@co.schuyler.ny.us

## Request for Address / 911 House Number

To request a new 911 address number, please complete the form below. Our numbering system is based on a grid where numbers change every 35 feet. Therefore, the structure must be accurately staked out before a number will be issued. Vacant land is not numbered, only structures. If build location changes, notify us immediately to be issued a proper number. Please allow two (2) weeks for number assignment.

**Have you contacted Code Enforcement?** YES  NO  \* If no, contact them about your project first.

**Is the new structure staked out?** YES  NO  \* If no, please stake out before submitting this request.

**Date:**

**Name:**

**Email:**

**Current Mailing Address:**

**Phone number:**

**Phone 2:**

**Type of Project/Structure:**

**Town/Village:**

**Road:**

**Nearest Neighbor's Address:**

**Give clear directions to locate property:**

**Is driveway over 500 feet?** YES  NO  \* If yes, we may need to create a private lane or way.

### Office Use Only

New number: \_\_\_\_\_

Date Notified: \_\_\_\_\_

Mileage Start: \_\_\_\_\_

Mileage End: \_\_\_\_\_

GPS Coordinates: \_\_\_\_\_

- Owner: Packet Sent (Letter, Posting Guidelines, Pamphlets)
- County Offices: Watershed, Real Property, Elections, Clerk
- Town/Village: Supervisor/Mayor, Code Enforcement
- USPS: Buffalo Regional Office
- Entered on Map
- Entered in Database

### **New Road:**

- Fire Chief
- SCVAA
- Verizon

- County Highway  
*Only after Code confirms road is to code and a COO has been issued.*

New Road Name: \_\_\_\_\_

Located at: \_\_\_\_\_

Range Starts At: \_\_\_\_\_

New House: \_\_\_\_\_

Range Dead Ends At: \_\_\_\_\_

***Fire - EMS - 911 - EMO - Hazmat***

Web: [www.schuylercounty.us](http://www.schuylercounty.us)

Facebook: [www.facebook.com/schuyleremo](http://www.facebook.com/schuyleremo)

Twitter: [www.twitter.com/SchuylerEMO](http://www.twitter.com/SchuylerEMO)