



**COUNTY OF SULLIVAN  
REAL PROPERTY TAX SERVICES  
SULLIVAN COUNTY GOVERNMENT CENTER  
100 NORTH STREET  
PO BOX 5012  
MONTICELLO, NY 12701**

**Policy and Procedure for Naming / Renaming Roads for 911 Purposes**

1. Three or more residential/commercial/public structures or parcels being accessed by the same right-of-way **requires** the right-of-way to be named as a road. To begin the process of naming a right-of-way, create a **short** list of name choices (2-3 is usually sufficient) for that right-of-way. It is recommended that you avoid using tree, bird, or “Hill” names. For safety and mailing purposes each ROW needing a name should have a unique name, not similar to others within the same area/private community (i.e.: within the same private community we would be unlikely to approve Sorrel Av, Sorrel Ln, Sorrel Ct...).
2. **Obtain written agreement from all parties that will be using this roadway to access their residence/business and from the land owners for properties immediately surrounding the roadway.** The written agreement should indicate that they are aware of the desire and intention to acquire a formal road name for addressing purposes, that the short list has been provided to them in verbal or written form, that they are aware that said naming and addressing may require them to contact the appropriate parties regarding a change of address, and that they agree to the naming of said roadway. This written agreement, containing the necessary language as indicated above, can be done in petition form.
3. Provide the short list, along with the written agreement of all parties affected, to the 911 Addressing Center by submitting it to the address above\* or by calling (845) 807-0221. Request review and approval for at least one of the names you have specified on your short list. If submitting by mail or email, please include a brief letter requesting review and approval. Be sure to include your contact information so that you can be notified of the accepted name. The 911 Addressing Center will determine if one or more of your name choices can be used for 911 purposes.
4. After you are notified of the accepted name by the 911 Addressing Center, submit a written request to your Town Clerk requesting that the Town Board approve, by resolution, the accepted name for the right-of-way. The written request must include your name and/or company name, community name, the proposed road name, and a site plan clearly identifying the location of the new road.
5. Submit a copy of the request, along with the documentation and site plan, to the 911 Addressing Staff at the address above. (see footnote)
6. The resolution will be voted on at a regularly scheduled Town Board meeting.
7. Upon approval by the Town Board, have your Town Clerk mail a copy of the resolution and of the site plan to the “911 Addressing, Office of Real Property Tax Services” at the above address.
8. Once the process is completed, and the 911 Address Center receives all of the required documentation and applications, the new road be will built into the 911 database. Any existing residential or commercial structures on the road will either be assigned a 911 address or receive a new 911 address reflecting the new road name. In some cases new numbers may be assigned as well.†‡

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\* **ATTN:** 911 Addressing Coordinator

† The County of Sullivan will provide the new address(es) to the USPS and the Assessor. Street information will be provided to the Telephone Address Management System. Any other necessary address change notifications are the responsibility of the property owner.

‡ The owners/residents are responsible for informing all appropriate agencies of the official address change. Send copies of the letter you receive from the town to your banks, mortgage companies, insurance companies, utility companies, alarm companies, subscription services, and any other entity that should be informed of the change in writing. Bring a copy of the letter to you local Post Master to reregister for delivery at the new address and/or to update the physical address associated with your PO Box.