Topo Appointment Process

We have been maintaining an appointment system to safely manage social distancing and customer influx. All Topo services can be booked through our online Appointment Portal. Appointments are required to do any business within Topo until further notice. If you cannot attend or need to change the name listed, notify by 8:00AM on the day of your appointment.

Please take note of Topo’s current hours by appointment only:
- **Monday:** 9:30am - 11:45am / 1pm – 2:45pm (House Numbers Only)
- **Tuesday:** 9:30am - 11:45am / 1pm – 2:45pm (House Numbers Only)
- **Wednesday:** 9:30am - 11:45am ----------- (Surveyors /Title Searchers /Researchers)
  (Wed. continued) ----------- / 1pm – 2:45pm (City Agencies)
  (Wed. continued) ----------- / 1pm – 2:45pm (Express Pick up for House Numbers)
- **Thursday:** 9:30am -11:45am /---------- (House Numbers Only)
- **Friday:** CLOSED

**House Number Applications:**
Copies of previously assigned Topo applications can be requested by email
*(Topo copies are only given to the applicant who applied or superseding applicant)*

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**Drop Off:**
- We do not review or accept applications by email
- Mailed in applications must include payment in package
- Mailed in applications that are rejected will be mailed back
- Only 1 person is allowed in our office at a time
- Appointments must be in the name of who will be attending, or they will not be allowed up
- Applications involved with DOBNow or have no PW-1, must have a TF-2 form attached
- Please indicate on the Street Number application or TF-2 form, an email address for pick up

**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
- You can either make a pickup appointment (if you need to drop off as well) OR pick up during an express pick-up session.
- **Express Pick Up:** Every Wednesday from 1-3pm on the Ground Floor, across from the police officer's desk.
  - Only Pick Up. No drop off or payments.
  - You do not need an appointment to attend
  - Only jobs that received a completed notification, will be available for pick up.

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**Surveyors, Title Searchers & Researchers:**
- 1929 Belcher Hyde map requests can be accommodated through email.
- These Appointments are only held on Wednesdays.
- A visit to our office is necessary for all maps, Street Status, and Benchmarks & Monument requests
- Only 1 Person /Surveyor /Title Searcher /Researcher at a time is allowed in the office.

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