

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)

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.

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.