

## **Information Needed for a Street Status Request Letter**

In order to receive street status information, in writing, the following must be done:

Write a letter addressed to:

Ms. Kellie O'Brien  
Deputy Director  
Topographical Bureau  
Brooklyn Borough President's Office  
209 Joralemon Street, Rm. 340  
Brooklyn, NY 11201

Indicate all street(s) and cross street(s) of requested location(s) of which you need the status information.

Reason for street status information must be indicated in letter.

Contact information should be provided (name, phone number, email, etc.)

There is a fee of \$250 per street. (eg. Avenue X, between Street A and Street B = \$250. Avenue X, between Street A and Street B and Street B to Street C = \$500.)

**We only accept money orders, bank certified checks and credit/debit cards.** Money orders and certified checks are to be made out to the Brooklyn Borough President's Office.

Letters will be accepted without a fee; however, a staff person will contact you regarding the fee and how much is owed. Letters will not be completed until the fee is paid.

If you have any questions please contact our office at (718) 802-3919.