



**Topographical Bureau
209 Joralemon Street, Rm. 340
Brooklyn, New York 11201
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Tel: (718) 802-3919**

Vanity Address Application

Incomplete form will not be accepted

- **All requests must be accompanied by an Application for Street Numbers form (\$100 fee per number) in order to verify existing/assign new address.**
- **A separate, non-refundable fee of \$5,500 per number is required at the time the Vanity Address Application is submitted. Submission of application and payment of the required fee do not guarantee issuance of a particular Vanity Address. (Payment must be made by certified bank check or money order)**
- **There will be a 30 day minimum period for review of the application.**
- **Written notification of approval or denial will be issued to the applicant.**
- **Complete the following (you will be contacted if additional information is needed):**

Applicant Information (please print):

Applicant Name & Title*: _____

* Must be owner of property or authorized to act for owner

Company: _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

1. Vanity Address Requested (please prioritize up to 3 choices):

2. An accompanying site/plot plan (no larger than 11x17) should include:

- north arrow
- all street names (the street on which the vanity address is assigned must be a city-owned street)
- dimensions of site
- distance to nearest street corner
- indicate new construction or existing building
- footprint of building
- zoning calculations
- specific use(s) of building
- location of entrance ▲
- if vanity name is based on geographical feature or destination indicate the distance to that location, if applicable
- if vanity name is based on a designation and building entrance does not front on that designation, show the distance to that designation
- indicate the location and type of mail receptacle(s)
- indicate proposed location and design of physical signage of vanity address

Signature

Date



VANITY ADDRESSES

What is a “vanity address?”

A vanity address is a street address that is not a sequential house number, but instead refers to a geographical destination like “Bartel Pritchard Square” or a new destination like “Metro Tech Center.”

How can I obtain a vanity address?

You must submit an application to the Topographical Bureau and pay a total fee of \$5,600 (\$100 for verification/new address and \$5,500 for vanity address). For complete applications where the required fee has been paid, the Topographical Bureau will review the application and make a determination.

Can any name and/or number be used as a vanity address?

No, not all numbers and names are acceptable. Applications for vanity addresses will be reviewed to determine whether the requested number/name meets the following non-exclusive list of Technical Guidelines.

TECHNICAL GUIDELINES

1. The official designation by the City Council of the location may be used in the vanity address.
2. A known feature, a newly created destination or a non-official designation such as a square, plaza or mall, may be used for a vanity address.

The requested name must fall within one of the above categories and

1. must not compromise safety and security; and
2. ensure the delivery of essential services; and
3. maintain geographical and historical continuity or consistency; and
4. not cause confusion.

How will I know if my application has been approved or denied?

The Topographical Bureau will send a letter to applicants indicating whether the requested vanity address has been approved or denied.