

BROOKLYN TOPOGRAPHICAL BUREAU

209 JORALEMON STREET BROOKLYN, NY 11201

T: (718) 802-3919 E: Topoappts@brooklynbp.nyc.gov

Brooklyn Topo is transitioning away from our appointment system for regular business items, such as House number drop offs/pickups, title search work or surveying information. Customers must enter through Adams Street and exit on Court Street as well as sign in/out at **both** the police desk and again in Topo. Please remember to be patient and courteous to everyone for a successful transfer back to walk in hours. The hours noted below are being **strictly enforced**, so please be mindful of how much time your situation may require and arrive with plenty of lead time.

Monday: 9:30am - 11:45am / 1pm – 2:45pm

Tuesday: 9:30am - 11:45am / 1pm – 2:45pm

Wednesday: 9:30am - 11:45am / 1pm – 2:45pm

Thursday: 9:30am - 11:45am

Friday: CLOSED

The Topo Bureau does not answer phone calls or allow anyone in between 11:45pm – 1pm

Surveyors, Title Searchers & Researchers:

- None of our information is online. You must come into our office for all maps, street status, and Benchmarks & Monument requests. All maps have a price associated with them and we do not take cash.

House Number Applications:

Drop Off/ Mail In:

- We **do not** review or accept applications by email
- Applications must be **complete and without error** at drop off to be accepted.
*Incomplete/incorrect jobs will be **rejected**, no exceptions.*
- Applications involved with DOB NOW or have no PW-1, **must** have a TF-2 form attached
- Mail is processed once (1) a month
- Mailed in applications must include payment in package. Rejections will be returned by mail
- Copies of previously assigned Topo applications must be **requested at the office**
(Topo copies are only given to the applicant/filing rep who applied or is officially superseding)

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
- Applications are typically ready in 2 weeks from time acceptance. Not same or next day.