



**ONEIDA COUNTY DEPARTMENT OF
PLANNING**

Boehlert Center @ Union Station
321 Main St., Utica NY 13501
Phone: (315) 798-5710 Fax: (315) 798-5852

ANTHONY J. PICENTE, JR.
County Executive

REGINA VENETTOZZI
Interim Commissioner

911 ADDRESS APPLICATION FORM

Requested By: _____ Date: _____

Primary Phone: _____ Secondary Phone: _____

Name & Address (Mailing address where you would like the confirmation letter sent):

Email Address: _____

Name of Street the **driveway** will be on: _____

Town of: _____ Tax ID#: _____

House numbers on either side of parcel: _____ & _____

Please attach one of the following: (Please see page 2 for additional instructions)

- Site plan showing property lines and location of proposed driveway
- GPS of driveway entrance at the road (Latitude/Longitude)
- Google Map Images with driveway GPS location

Return Application by Mail to:

Oneida County Department of Planning
321 Main St, Utica NY 13501

OR

E-mail: planning@ocgov.net OR FAX: (315) 798-5852

If you have any questions, please contact the Planning office at 315-798-5710

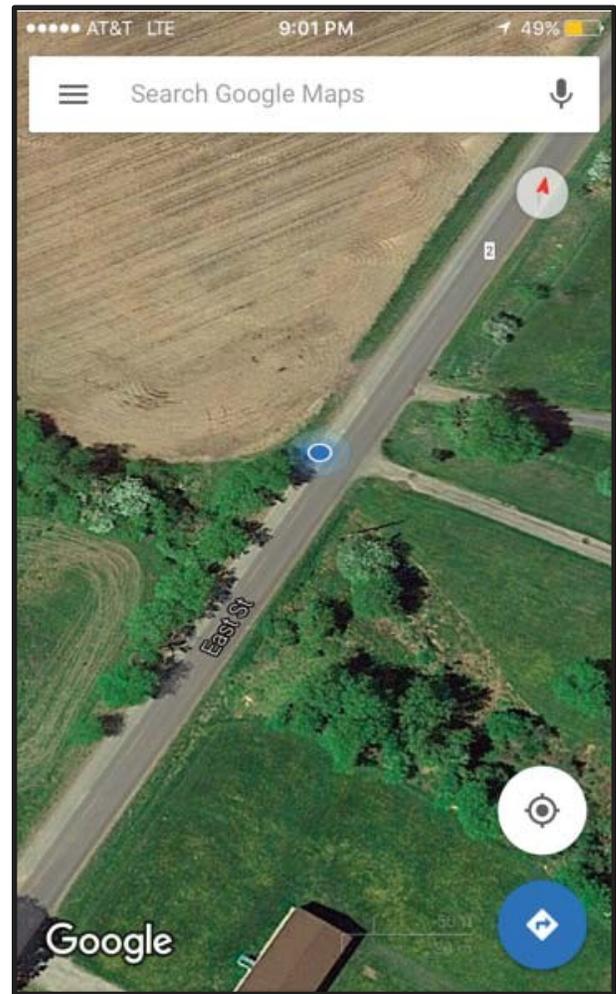
SAVE TIME, GO DIGITAL

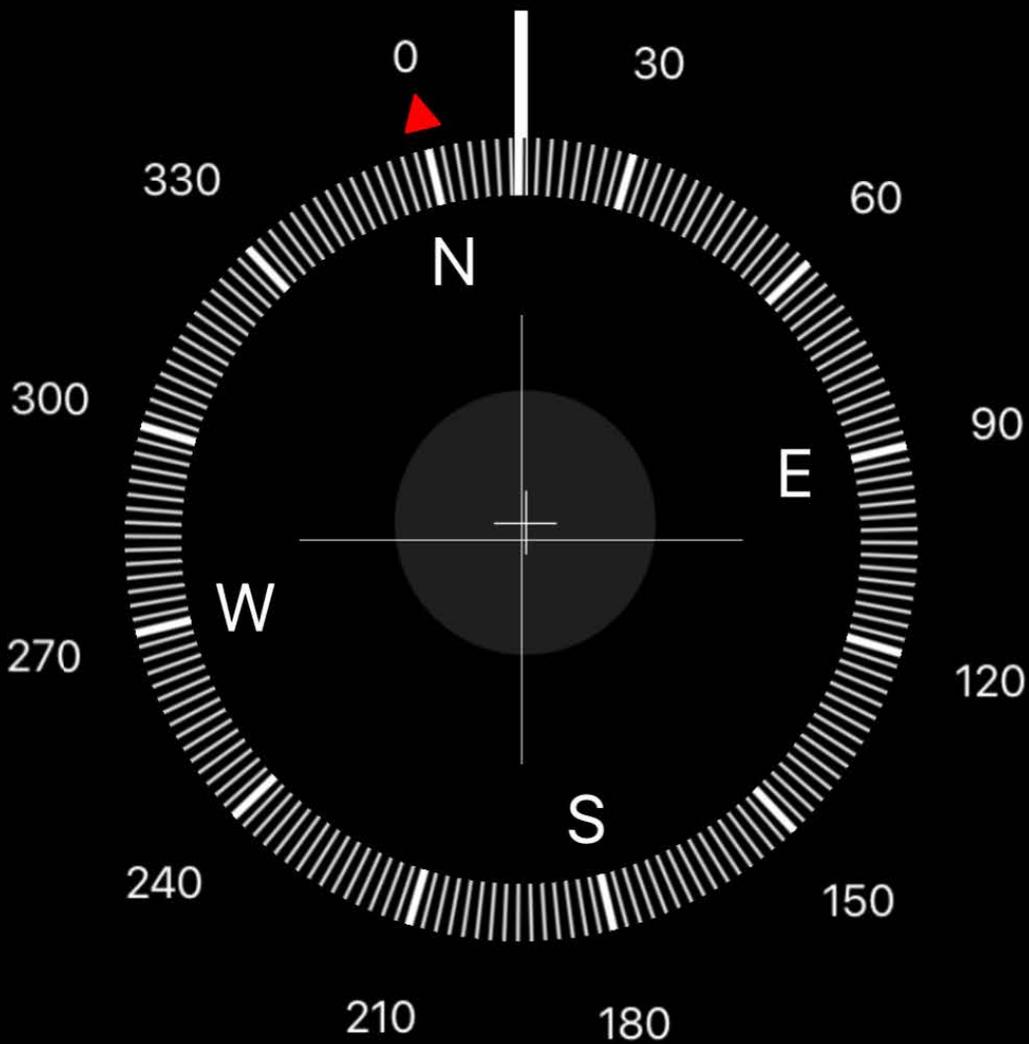
Use Your Smart Phone to Generate Your Location

Save Time By Using This Digital Tool!

FOLLOW THESE SIMPLE INSTRUCTIONS

1. Open the **Google Maps App**.
2. Select the Menu on top left-hand side of the screen.
3. Choose the Option for Satellite.
4. Make sure you are outside, at the location where your new driveway will meet the roadway.
You cannot be in a vehicle.
5. Zoom in on the image, showing your location in relation to the road and take a **Screenshot***
 - * For the vast majority of Android phones and tablets, to take a screenshot you simply Press and Hold the Power and Volume-Down buttons together.
 - * For iPhone Press and Hold the "Sleep/Wake" button and then Press the "Home" button.
6. Zoom out and take a **Screenshot** of the overall area.
(Images should look similar to picture above)
7. Using your compass feature on your smartphone, take a screen shot - it includes the location's GPS Coordinates.
8. **Email images along with address application form to the address below.** You will receive a response via email advising what the address is.
Email to: planning@ocgov.net





13° N
Whitestown
NY

43°9'17" N 75°22'37" W

550 ft Elevation