



# NEW ADDRESS REQUEST FORM

TOWN OF ULYSSES BUILDING, CODE, PLANNING & ZONING DEPARTMENT

Include a site/plot plan with this form showing the tax parcel and its boundaries, the structure to be addressed, and the location of proposed or existing driveways.

Please be advised driveways must be approved prior to construction.

**Once this form has been submitted, please allow at least 7 business days to process your request.**

Contact Information			
Name			
Phone		Email	
<i>If you are not the property owner, please provide owner information below:</i>			
Property Owner Information			
Name			
Current Mailing Address			
Phone		Email	
Property Information			
Current tax map #			
Former tax map # (if subdivided)			
Are there any active building permits at this parcel?	<input type="checkbox"/> Yes, building permit no.: _____ <input type="checkbox"/> No		
Building Type			
<input type="checkbox"/> Single family residence <input type="checkbox"/> Multi-unit residence <input type="checkbox"/> Two-family residence		<input type="checkbox"/> Business <input type="checkbox"/> Other:	
Is there an existing driveway?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Road where driveway is/will be			
Date			
Signature			

Please note that notifications will be sent to the agencies listed below.

- Tompkins County Assessment: 128 E. Buffalo St., Ithaca
- Either Trumansburg or Ithaca Post Office:
- Property Owners

**Ulysses Town Hall**  
 10 Elm St  
 Trumansburg, NY 14886

**Building, Code, Planning & Zoning Office**  
 mduell@townofulyssesny.gov  
 (607) 387-9778, ext. 231

**Town Website**  
<https://www.townofulyssesny.gov/>