

Town of North Hempstead

Department of Building Safety, Inspection and Enforcement

176 Plandome Road

Manhasset, NY 11030

516-869-6311

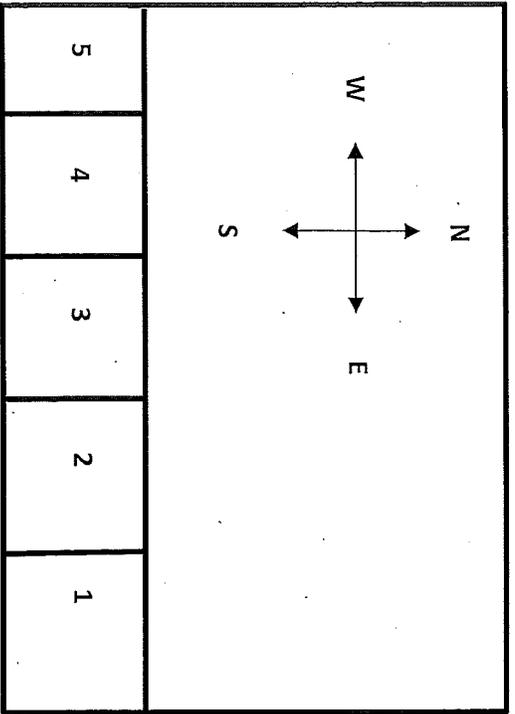
APPLICATION FOR NEW OR CHANGE OF BUILDING NUMBER
SUBMISSION REQUIREMENTS

Section 10-3 of The Code of the Town of North Hempstead requires building number changes to be approved by the Town Board. Upon receipt of a completed application, the Building Commissioner will submit the request to the Town Board for action.

In order to process an application, please submit two (2) copies signed and notarized, along with two (2) copies of each of the required documents below:

1. ____ A letter listing the reason for the requested change. It should be addressed to:
Commissioner of Buildings
Attn: New or Change of Building Number
176 Plandome Road
Manhasset, NY 11030
2. ____ A sketch indicating the street numbers of 5 properties adjoining each side of the subject property on both sides of the street. If there is a cross street, you will need to list the building numbers beyond the cross street for a total of five on each side. (See sample attached).
3. ____ Copy of the Nassau County Land and Tax Map or equivalent proof verifying the tax lot number(s) assigned to the subject property or properties.
4. ____ A letter from the Postmaster of the Post Office servicing the subject address stating there is no objection to the change in building number.

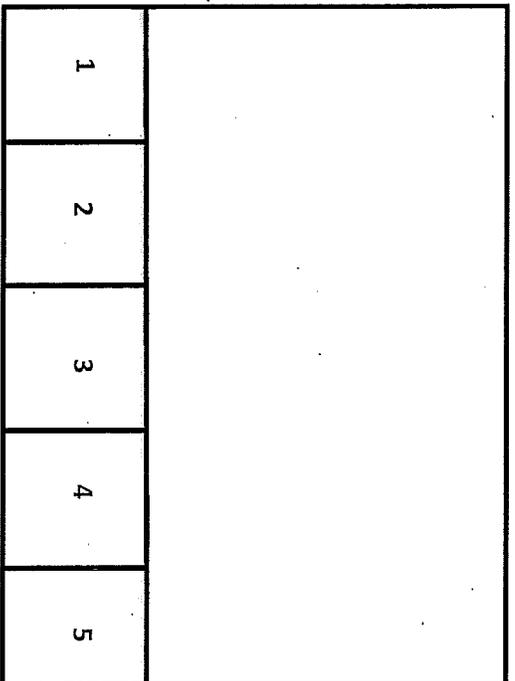
SAMPLE



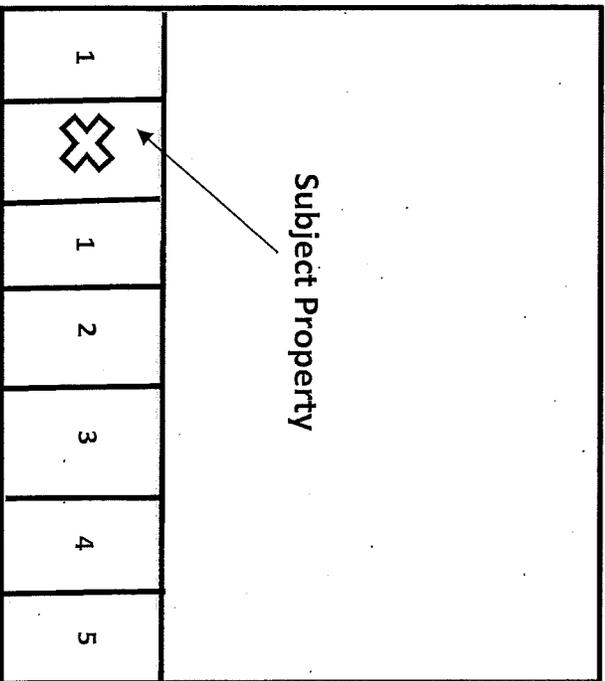
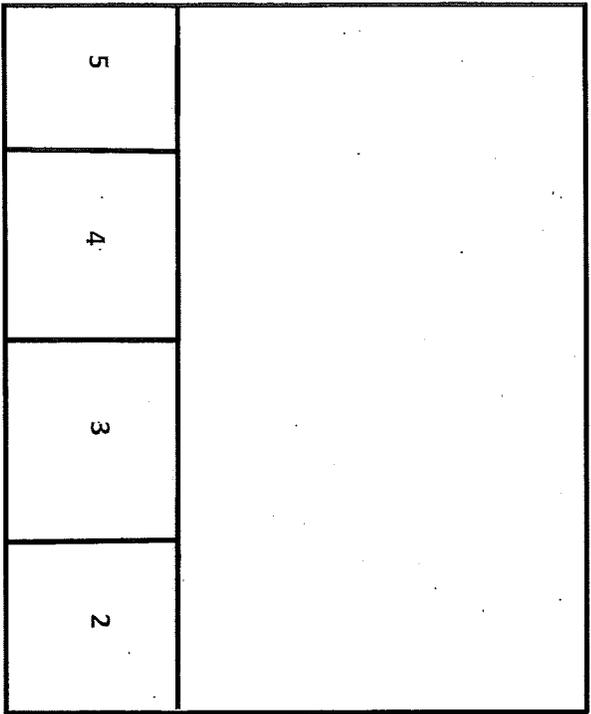
5 Properties



Cross Street



5 Properties



Subject Property

Town of North Hempstead

Department of Building Safety, Inspection and Enforcement

176 Plandome Road

Manhasset, NY 11030

516-869-6311

APPLICATION FOR CHANGE OF BUILDING NUMBER

Pursuant to §10-3 of the Code of the Town of North Hempstead

SECTION _____ BLOCK _____ LOT(S) _____

(Print) Current Street Address

(Print) Proposed New Address or Addresses

(Print) Owner(s) Name and Address

Phone _____ Fax _____
(Area Code) Number (Area Code) Number

E-mail _____ @ _____

If Owner is not the Applicant, include the following information:

(Print) Applicant's Name

(Print) Applicant's Address

Phone: _____ Fax: _____
(Area Code) Number (Area Code) Number

E-Mail Address: _____ @ _____

Reason for Requesting Change in Building Number:

State of New York}

County of Nassau}

please print - Owner's Name

depose and says that he/she resides at _____
mailing address of owner

in the State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey Section _____, Block _____, Lot (s) _____, situated, lying and being within the unincorporated area of the Town of North Hempstead; that I/We have read, understand and am/are in full agreement with all of the statements contained herein.

Signature of Owner: _____

Sworn to me this _____ day of _____, 20 ____

Signature of Notary Public: _____

Town Board Public Hearing date _____

Application Approved: _____

Application Denied: _____