



E911 Addressing Office
Public Safety Building
Cooperstown, NY 13326
(607) 547-6405
FAX (607) 547-7529
E911addressing@otsegocounty.com

E911 ADDRESSING APPLICATION FORM

Requested by: _____ Date: _____

Primary Phone: _____ Secondary Phone: _____

Name & Address (Current mailing address where the confirmation letter will be sent)

Email Address: _____

Name of the STREET where the DRIVEWAY will be located: _____

Town of: _____ TAX ID# _____

Please attach one of the following:

* Site Plan showing the property lines and location of proposed driveway.

*GPS of the driveway entrance at the road (Longitude/Latitude)

*Google Map Images with driveway GPS location

*Description of structure to be erected on the property
(Example: White 1 story w/red shutters 2 car attached garage)

APPLICATION FEE: \$50.00

Return Application along with the Application Fee by Mail to:

Otsego County E911 Addressing, 197 Main Street, Cooperstown NY 13326

Email: E911addressing@otsegocounty.com

FAX: (607) 547-7529

If you have any questions, please contact the E911 Addressing Office at 607-547-6405

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**

