



**ONEIDA COUNTY DEPARTMENT OF  
PLANNING**

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

ANTHONY J. PICENTE, JR.  
County Executive

JAMES J. GENOVESE II  
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  
Email: [planning@ocgov.net](mailto:planning@ocgov.net)

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

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# SAVE TIME, GO DIGITAL

## Use Your Smart Phone to Generate Your Location

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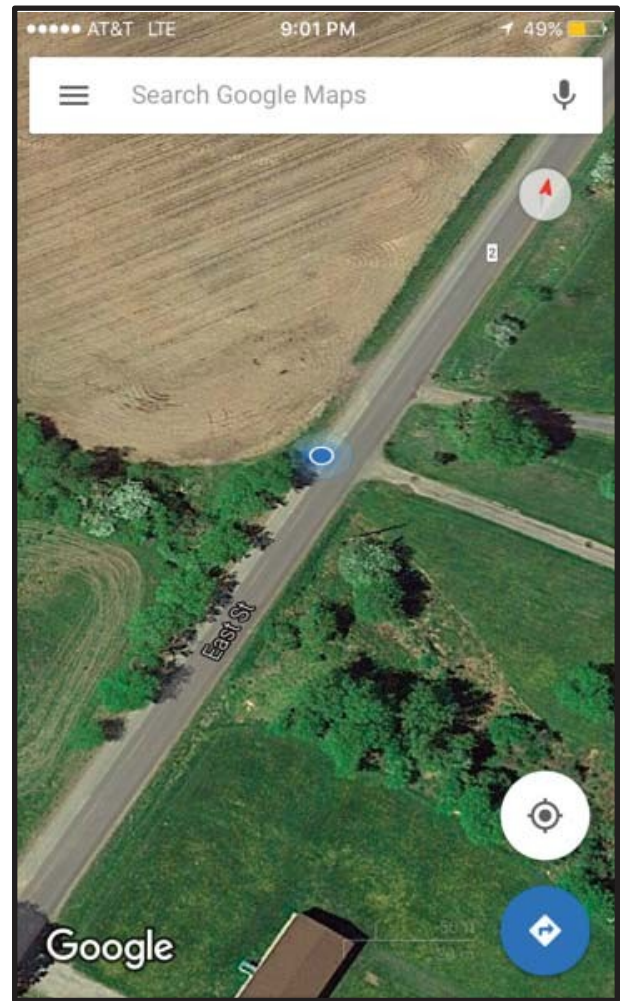
### Save Time By Using This Digital Tool!

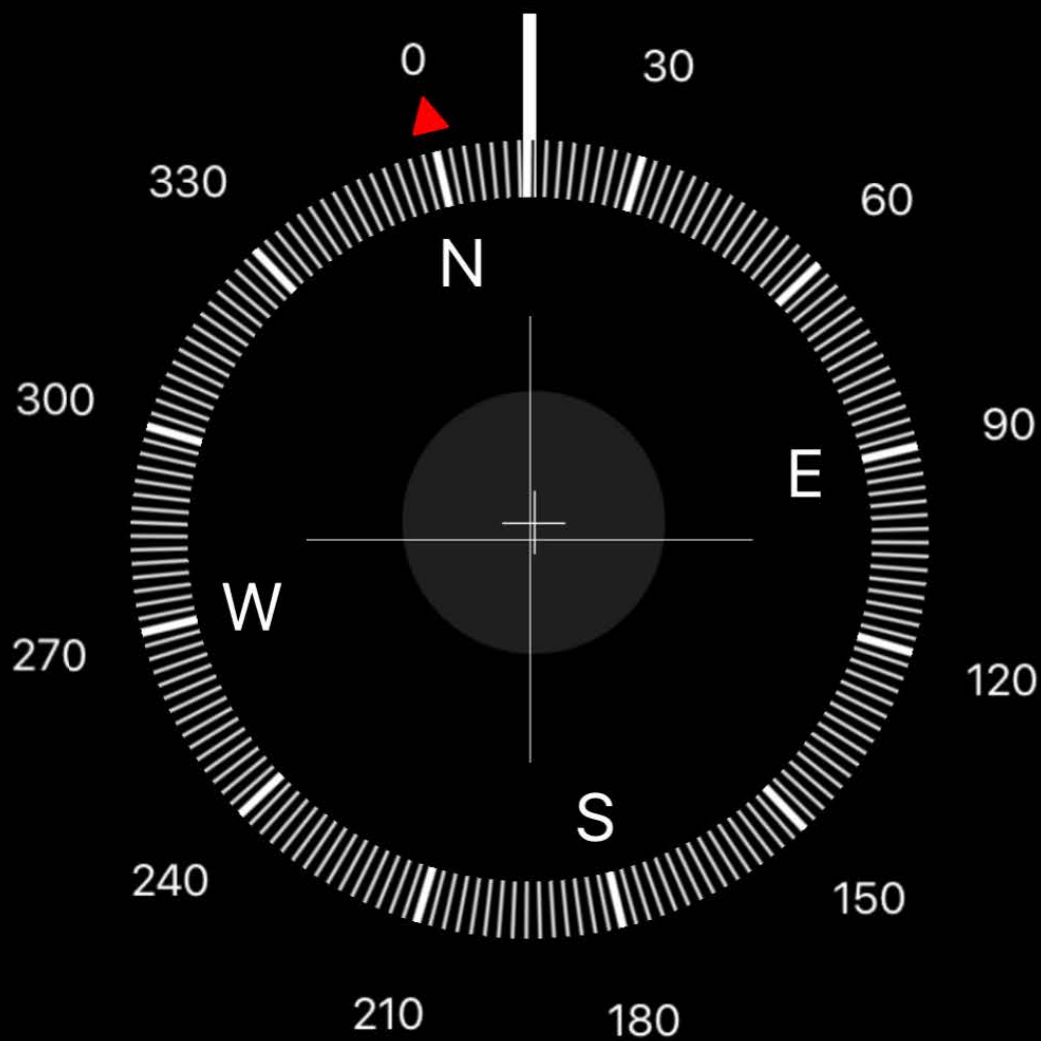
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#### FOLLOW THESE SIMPLE INSTRUCTIONS

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](mailto:planning@ocgov.net)





13° N  
Whitestown  
NY

43°9'17" N 75°22'37" W

550 ft Elevation