



**TOWN OF ULYSSES**  
10 Elm Street, Trumansburg, NY 14886  
ulysses.ny.us

Town Supervisor (607) 387-5767, Ext 232 supervisor@ulysses.ny.us  
Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

**NEW ADDRESS REQUEST**

Name of property owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Agent (person completing form if not owner): \_\_\_\_\_

Owner phone number: \_\_\_\_\_ Agent phone number: \_\_\_\_\_

Current mailing address of owner: \_\_\_\_\_

Owner e-mail address: \_\_\_\_\_

Agent e-mail address: \_\_\_\_\_

Current tax map# of property to be addressed: \_\_\_\_\_

Former tax map # of property (if sub-divided): \_\_\_\_\_

Road that driveway will be on: \_\_\_\_\_

Select the type of building:

\_\_\_\_ single family residence

\_\_\_\_ multi-unit residence

\_\_\_\_ two-family residence

\_\_\_\_ business

Please attach a site/plot plan that shows:

- the entire tax parcel and its boundaries
- the driveway location
- the house/structure to be addressed

Once submitted, expect about 1 week before you receive your new address.

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

*Please contact the Town Clerk's office at (607)387-5767 ext. 221 or [clerk@ulysses.ny.us](mailto:clerk@ulysses.ny.us) with any questions.*

**FOR OFFICE USE ONLY:**

Date application received: \_\_\_\_\_ Assigned address: \_\_\_\_\_

Green sign ordered date: \_\_\_\_\_ Green sign rec'd. \_\_\_\_\_

Notifications:

- Tompkins County Assessment- 128 E. Buffalo St., Ithaca
- Trumansburg Post Office- (via e-mail at ny.14886trumansburg@usps.gov)
- US Post Office- Ithaca- 757 Warren Rd., Ithaca
- Tom Myers, Town of Ulysses Code Enforcement- (via e-mail at code@ulysses.ny.us)
- Owners