

NEW YORK CITY DEPARTMENT OF CITY PLANNING

Notice of Public Hearing and Opportunity to Comment on Proposed Rules

What are we proposing? The Department of City Planning is proposing amendments to Title 62 of the Rules of the City of New York to implement amendments to Section 198 of the New York City Charter relating to the assignment of street numbers to buildings. Specifically, the Department of City Planning proposes to:

- Add a new Chapter 16 to Title 62 of the Rules of the City of New York to establish: street number assignment and street number verification application requirements; street number specification requirements; and enforcement and violation provisions; and
- Amend Chapter 3 of Title 62 of the Rules of the City of New York to establish fees for street number assignment and street number verification applications.

When and where is the Hearing? The Department of City Planning will hold a public hearing on the proposed rule. The public hearing will take place at 10:00 a.m. on November 17, 2026. The hearing will be in the City Planning Commission Hearing Room at 120 Broadway, Lower Concourse, New York, NY 10271.

How do I comment on the proposed rules? Anyone can comment on the proposed rules by:

- **Website.** You can submit comments to the Department of City Planning through the NYC rules Web site at <http://rules.cityofnewyork.us>.
- **Email.** You can email written comments to planningrules@planning.nyc.gov.
- **Mail.** You can mail written comments to the Department of City Planning, c/o Calendar Information Office, 120 Broadway 31st Floor, New York, NY 10271.
- **Fax.** You can fax written comments to the Department of City Planning, **212-720-3303**.
- **By Speaking at the Hearing.** Anyone who wants to comment on the proposed rule at the public hearing must sign up to speak. You can sign up in the City Planning Commission Hearing Room before the hearing begins on November 17, 2026. You may join the meeting and comment remotely by videoconference or phone. Details on how to testify by videoconference will be posted on the City Planning Commission Calendar (<https://www.nyc.gov/content/planning/pages/calendar>) one hour in advance of the hearing. To testify by phone, dial **877-853-5247** (US Toll-free), **888-788-0099** (US Toll-free), **253-215-8782** (Toll number) or **213-338-8477** (Toll number). If calling into the meeting, please use the following **Meeting ID: 618 237 7396**, and when prompted for a participation code, please enter “#” followed by the password “1” when prompted. This public hearing will be live streamed through the Department of City Planning’s website and accessible from <https://www.youtube.com/@nycdepartmentofcityplanning/streams>. You can speak for up to three minutes. Please note that the hearing is for accepting oral testimony only and is not held in a “Question and Answer” format.

Is there a deadline to submit written comments? The deadline for written comments is November 17, 2026. Comments submitted through the website, email, or fax must be received

no later than that date, and comments submitted by mail must be postmarked no later than that date.

What if I need assistance to participate in the hearing? You must tell us if you need a reasonable accommodation of a disability at the hearing. You must tell us if you need a sign language interpreter. You can tell us by email at accessibilityinfo@planning.nyc.gov or mail at the address given above. You may also tell us by telephone at **212-720-3366**. Advance notice is requested to allow sufficient time to arrange the accommodation. Please tell us by November 4, 2026.

Can I review the comments made on the proposed rules? You can review the comments made online on the proposed rules by going to the website at <http://rules.cityofnewyork.us/>. A few days after the hearing, copies of all comments submitted online, copies of all written comments, and a summary of oral comments concerning the proposed rule will be available to the public between the hours of 9:00 a.m. and 5:00 p.m. at the Freedom of Information Law Desk, 120 Broadway, 31st Floor, telephone number 212-720-3208. A video of the public hearing will be available within five days online on the Department's website: <https://www.nyc.gov/content/planning/pages/commission/past-commission-meetings>.

What authorizes the City Planning Commission and Department of City Planning to make this rule? Sections 1043 and 198(d) of the City Charter authorize the Department of City Planning to make this proposed rule. This proposed rule was included in the Department of City Planning's regulatory agenda for this Fiscal Year.

Where can I find the City Planning Commission's and Department of City Planning's rules? The Department of City Planning's rules are in Title 62 of the Rules of the City of New York.

What rules govern the rulemaking process? The Department of City Planning must meet the requirements of Section 1043 of the City Charter when creating or changing rules. This notice is made according to the requirements of Section 1043 of the City Charter.

Statement of Basis and Purpose of Proposed Rule

On November 4, 2025, New York City voters approved amendments to the New York City Charter (“Charter”) to modernize the City Map and centralize administration of the City Map and the assignment of street numbers under the jurisdiction of the Department of City Planning (“DCP” or the “Department”).

Street numbers have historically been assigned to buildings by the Borough Presidents. In accordance with Sections 198(d) and 1152(p)(4) of the Charter, the Director of City Planning is responsible for assigning street numbers to buildings starting on January 1, 2027.

The Department is proposing to amend its rules by adding a new Chapter 16 to Title 62 of the Rules of the City of New York to implement its new authority to assign street numbers pursuant to Section 198(d) of the Charter. These rules would establish:

- Street number assignment and street number verification application requirements;
- Street number specification requirements, including the display, size, form, visibility, and location of street numbers; and
- Enforcement and violation provisions.

The Department is also proposing to amend Chapter 3 of Title 62 of the Rules of the City of New York to establish fees for street number assignment and street number verification applications.

Once adopted, a final version of these rules would supersede Borough President rules related to street numbers as of January 1, 2027.

Street Number Assignment and Street Number Verification Applications

The proposed rules set forth the requirement to apply to the Department for a street number assignment and street number verification. The rules require that these applications follow instructions that will be published on the Department’s website upon adoption of the final version of these proposed rules. The Department’s website will set out all necessary information and documents to be submitted with such application, and the proposed rules set forth the minimum information and materials to be included in an application submission. The proposed rules also state that an application will not be considered complete unless the required fee or fees have been paid or will be paid at the same as submission of the application. Assignments will not be finalized by the Department until all applicable fees are paid.

Street Number Specifications

The proposed rules also set out street number requirements, including requirements for display and visibility, size and form, and posting location, as well as signage requirements if the Director of the Department determines that directional signage is necessary. For example, the rules require that street numbers must be at least five (5) inches in height and displayed in Arabic numerals.

The proposed street number specification requirements closely follow the requirements currently in place under Borough President Rules and the New York City Administrative Code, and are consistent with the street number requirements in the New York City Building Code, the New York City Fire Code, and the New York City Housing Maintenance Code.

Vanity Addresses

The proposed rules also govern the assignment of new vanity addresses. The rules define a vanity address as an address of a building that does not follow the sequential numbering of the street on which the building's entrance is located or the name of the street the building is located on, but instead uses as its address an out-of-sequence street number, a street name other than the street on which the building's entrance is located, or a place name instead of a street name. Consistent with the current practice of Borough President Offices, the proposed rules provide that vanity address street number assignments will be assigned at the discretion of the Director of the Department following the request of an applicant. The Director will evaluate applications for a vanity address assignment based on factors including, but not limited to:

- the historical context of the requested street or place name,
- the proximity of the building to the requested street or place, and
- the potential impact on mail delivery and emergency services.

Notably, for vanity address applications involving a street name other than the street on which the building's entrance is located, the rules propose that the tax lot on which the building is built or will be constructed must have frontage on the street requested to be assigned as the vanity address. The rules further propose that the specification requirements applicable to typical street number assignments shall also apply to vanity address street number assignments.

Enforcement and Violations

The Department of Buildings ("DOB") and the Department of Housing Preservation and Development ("HPD") enforce existing laws and Borough President rules relating to street number assignment, and these proposed rules would not change either agency's enforcement authority. The proposed rules explain that DOB would enforce DCP's street number assignment rules, including for non-residential buildings, pursuant to Section 501.2 of the New York City Building Code ("NYC Building Code") and applicable DOB rules under Title 1 of the Rules of the City of New York, and HPD would enforce such rules for residential buildings pursuant to Section 27-2049 of the Administrative Code. Failure to comply with any of the rules of this chapter would subject the owner of the non-complying residential building or property to a violation, and an owner who fails to comply with the rules of this chapter would be liable for a civil penalty. The Department understands that HPD would treat a violation of these rules as a Class B Hazardous violation pursuant to Section 27-2115 of the Administrative Code. The Commissioner of the Fire Department enforces street number requirements pursuant to section 505.1 of the New York City Fire Code and applicable rules of such department.

Street Number Application Fees

The Department proposes to amend Chapter 3 of Title 62 of the Rules of the City of New York by adding a new Subchapter D to establish fees for street number applications submitted pursuant to Section 198(d) of the Charter and 62 RCNY Chapter 16. The proposed rule states that street number assignment and street number verification applications shall include a non-returnable fee, as set forth in the schedule of charges, paid in the form and manner indicated on DCP's website when the application is filed. An additional fee will be charged for any application later filed in relation to a pending application. Federal, state, and local government agencies will not be required to pay street number application fees.

The Department of City Planning's authority for these rules is found in Sections 1043 and 198(d) of the New York City Charter.

Text of Proposed Rules

New material is underlined.

[Deleted material is in brackets.]

“Shall” and “must” denote mandatory requirements and may be used interchangeably in the rules of this department, unless otherwise specified or unless the context clearly indicates otherwise.

Section 1. Title 62 of the Rules of the City of New York is amended by adding a new Chapter 16 to read as follows:

Chapter 16: Street Number Assignment

§ 16-01 Purpose.

This chapter establishes the rules relating to the assignment of street numbers of buildings pursuant to Section 198 of the New York City Charter.

§ 16-02 Definitions.

For the purposes of this chapter, the following terms have the following meanings:

Building. The term “Building” shall include a building as such term is defined in Section 12-10 of the New York City Zoning Resolution and, except where expressly stated otherwise, a tax lot and any other structure.

Department. The term “Department” means the Department of City Planning.

Director. The term “Director” means the director of the Department or such director’s designee.

Front. The term “front” means the side of the building that faces the street or public access way on which the number or numbers of such building have been assigned.

Street Number Assignment. The term “Street Number Assignment” means the issuance and recording of a new street number for an existing or proposed building or portion(s) thereof.

Street Number Verification. The term “Street Number Verification” means the verification of the street number for an existing or proposed building or portion(s) thereof.

Vanity Address. The term “Vanity Address” means an address of a building that does not follow the sequential numbering of the street on which such building’s entrance is located or include the name of such street, but rather references either an out-of-sequence street number, a street name other than the street on which such building’s entrance is located, or a place name instead of a street name.

§ 16-03 Director of City Planning to Adjust Numbering.

(a) In all cases where a street shall have been numbered or renumbered, the Director shall thereafter adjust and renumber such street as the same may be required from time to time. In numbering and renumbering houses, the Director shall leave sufficient numbers on each block, so that there would be but one block where a change would be required, in case of renumbering at any subsequent time.

(b) Whenever any street north of Ninth street, inclusive, in the borough of Manhattan shall be directed to be numbered or renumbered, the Director shall cause the numbers to commence at Fifth avenue, numbering east and west, beginning with number one, on the west side of Fifth avenue; number one hundred, on the west side of Sixth avenue; number two hundred on the west side of Seventh avenue, and so on, east and west of Fifth avenue, through the whole series of streets north of Ninth street, and including Ninth street. Such streets shall hereafter be called and known as East Ninth and West Ninth street, and so on, the dividing line to be Fifth avenue.

§ 16-04 Street Number Assignment and Street Number Verification Applications.

(a) Applications. A request for a Street Number Assignment or a Street Number Verification must be submitted to the Department in the form of an application as specified in the instructions on the Department's website. The application must include all of the information and documents required by such instructions and subdivision (b) of this section. The Department may not consider the application as filed unless it includes all required components and shall not consider the application as filed unless the required fee(s), as set forth in 62 RCNY Chapter 3, Subchapter D, has been paid or is paid concurrently with the submission of the application. Street Number Assignments will not be finalized by the Department until all applicable fees are paid as required by 62 RCNY Chapter 3, Subchapter D.

(b) Application components. Applications shall include the following information and materials:

1. Applicant contact information;
2. The nature of the request;
3. Property location information;
4. Project type and applicable land uses;
5. Supporting documents (e.g., site diagram, floor plans, relevant Department of Buildings and Department of Finance forms, property survey, or other similar documents as necessary for approval);
6. Payment information; and
7. Such other information and materials requested by the Department.

§ 16-05 Street Number Specifications.

The specifications set forth in this section apply to the street number or street numbers assigned to buildings. Street numbers shall additionally comply with the requirements of the New York City Building Code, New York City Housing Maintenance Code, and the New York City Fire Code.

(a) Display and Visibility. The owner, agent, lessee, or other person or entity in charge of any building in the city upon a street to which a street number has been assigned shall cause the proper street number or numbers of such building to be conspicuously displayed in such manner that the street number or numbers may at all times be plainly legible and visible from the street or public access way in front of such building. Street numbers shall contrast with the surface onto which they are affixed.

(b) Size and Form. All street numbers shall be at least 5 inches in height with a minimum stroke width of 1/2 inch and displayed in Arabic numerals or alphabet letters. Street number displays may be metal, metal foil, glass, plastic, wood, paint, or another suitable material as approved by the Director. Where street numbers are displayed in paint, such numbers shall bear an even and uniform brush stroke.

(c) Location Requirements for Street Numbers of Buildings. Any street number assigned to a building, other than a tax lot on which there is no building or structure or a structure that is not a building, shall be located at one of the following locations:

1. On the front wall of the building within 2 feet of either side of the door of the entrance to which the street number is assigned and not less than 4 feet from the bottom of the door, and not at a height greater than the height of the door;
2. On the front wall of the building above the door of the entrance to which the street number is assigned at the centerline of the door opening and within 2 feet of the height of the door. All transoms are considered part of the building wall for purposes of this Chapter;
3. Where an entrance door is recessed in excess of 3 feet from the building line, the street numbers shall be placed on the front wall of the building nearest the front entrance in accordance with paragraph 1 or paragraph 2 of this subdivision; or
4. Such other locations on the front of the building as may be approved by the Director.
5. Where a building has frontage on more than one street, every side of such building that has an entrance primarily utilized for day-to-day pedestrian ingress and egress shall display either: (i) the assigned street number of the street on which such entrance faces; or (ii) both the street name and assigned street number of any other street on which an entrance of such building primarily utilized for day-to-day pedestrian ingress and egress faces.
6. The street number assigned to an ancillary dwelling unit, as such term is defined by the New York City Zoning Resolution, having its entrance on a side of the building that does not face a street shall be located in accordance with the requirements of paragraphs 1 through 3 of this subdivision on the wall of the building on which the entrance is located.

(d) Location Requirements for Street Numbers of Lots and Structures.

1. The owner, agent, lessee, or other person or entity in charge of any tax lot on which there is no building or structure shall cause the proper street number or numbers assigned to such lot to be displayed on a permanent monument, post, sign, or other fixture adjacent to the principal entrance of such lot.
2. The owner, agent, lessee, or other person or entity in charge of any structure to which a street number is assigned shall cause the proper street number or numbers assigned to such structure to be displayed on such structure or on a permanent monument, post, sign, or other fixture in a prominent place near such structure.

(e) Signage. The Director may require directional signage in accordance with this subdivision, and in addition to the requirements set forth in subdivisions (a) through (d) of this section, upon determining that a street number may not be clearly visible from the street on which such number has been assigned (including, but not limited to, where a building is set back from the street, where an entrance is routed out of a parallel plane to the building line, or where a building does not front on a street) or that a street number may not clearly direct the public to a particular location within the building to which it is assigned (including, but not limited to, where two or more buildings have a common entrance or where certain towers or sections of a building require separate street number designations).

1. Directional Signs – Display of Street Numbers. A directional sign shall be installed in the proximity of the building line, facing the street upon which the street number is assigned. Such sign shall display all the assigned street numbers, in addition to the name of the street, and shall include arrows or other symbols approved by the Director to direct pedestrians toward the building entrance. The complete address, which shall include the street number and the name of the street upon which the street number is assigned, shall be placed upon the entrance door. Additional signage may be required as follows:

a. One additional directional sign shall be posted for each two hundred (200) feet of distance between the building entrance and the street upon which the street number is assigned;

b. One additional directional sign shall be posed at each change in direction to be travelled between the building entrance and the street upon which the street number is assigned.

2. Interior Directional Signs. An interior directional sign shall be installed within the immediate lobby area of the main entrance, which clearly directs the public to each tower or section of the building. Such sign shall display all the assigned street numbers, in addition to the name of the street, and shall include arrows or other symbols approved by the Director. The complete address, which shall include the street number and the name of the street upon which the street number is assigned, shall be placed within the entry area of the assigned portion of the building, or at the base of the appropriate tower. Additional interior signage may be required as follows:

a. One additional interior directional sign shall be posted for each 100 feet of distance between the lobby and the appropriate tower or section of the building to which the address is assigned;

b. One additional interior directional sign shall be posted at each change in direction to be travelled between the lobby and appropriate tower or section of the building to which the address is assigned.

§ 16-06 Vanity Addresses.

The rules set forth in this section apply to Vanity Addresses.

(a) *Vanity Address Assignments.* Vanity Address Street Number Assignments may be assigned at the discretion of the Director. The application requirements set forth in Section 16-04 of these rules apply to requests for Vanity Address Street Number Assignments.

(b) *Review of Vanity Address Applications.* The Director shall evaluate a Street Number Assignment request for a Vanity Address based on factors including, but not limited to, the historical context of the requested street or place name, proximity of the building to the requested street or place name, mail delivery, and emergency services. The tax lot on which a building is or will be located must have frontage on the street requested to be included or referenced in such building's Vanity Address Street Number Assignment.

(c) *Vanity Address Specifications.* The specifications set forth in section 16-05 of this chapter shall apply to Vanity Address Street Number Assignments, except where otherwise modified on a case-by-case basis when deemed appropriate by the Director.

§ 16-07 Enforcement and Violations.

(a) *Department of Buildings.* The Commissioner of the Department of Buildings enforces the requirements of this chapter, including for non-residential buildings, pursuant to section 501.2 of the New York City Building Code and applicable rules of such department.

(b) *Department of Housing Preservation and Development.* The Commissioner of the Department of Housing Preservation and Development enforces the requirements of this chapter for residential buildings pursuant to section 27-2049 of the Administrative Code. In accordance with such section, an owner who fails to comply with this chapter shall be liable for a civil penalty pursuant to subdivision a of section 27-2115 of the Administrative Code.

(c) *Fire Department.* The Commissioner of the Fire Department enforces street number requirements pursuant to section 505.1 of the New York City Fire Code and applicable rules of such department.

§ 2. Chapter 3 of Title 62 of the Rules of the City of New York is amended by adding a new Subchapter D to read as follows:

Subchapter D: Street Number Applications

§ 3-12 Fees for Applications Pursuant to Section 198(d) of the Charter and 62 RCNY Chapter 16.

An application for a street number assignment or street number verification shall include a non-returnable fee which shall be paid in the form and manner indicated on the Department of City Planning's website when such application is filed. The fees for an application are set forth in section 3-13 of this subchapter. An additional fee shall be charged for any application later filed in relation to a pending application, while such application is pending review and determination. Agencies of federal, state, or local governments shall not be required to pay a fee. Additional fees may be charged by service providers in connection with electronic payment processing.

§ 3-13 Schedule of Charges.

<u>Street Number Verification Application</u>	<u>\$245</u>
<u>Street Number Assignment Application</u>	<u>Initial Fee: \$340</u> <u>Final Fee: \$195</u>
<u>Street Number Assignment Application for 1 & 2 Family Homes</u>	<u>\$195</u>
<u>Vanity Address Assignment Application</u>	<u>\$4,910</u>

.....

**NEW YORK CITY LAW DEPARTMENT
DIVISION OF LEGAL COUNSEL
100 CHURCH STREET
NEW YORK, NY 10007
212-356-4028**

**CERTIFICATION PURSUANT TO
CHARTER §1043(d)**

RULE TITLE: Rules Relating to Street Number Assignment

REFERENCE NUMBER: 2026 RG 078

RULEMAKING AGENCY: Department of City Planning

I certify that this office has reviewed the above-referenced proposed rule as required by section 1043(d) of the New York City Charter, and that the above-referenced proposed rule:

- (i) is drafted so as to accomplish the purpose of the authorizing provisions of law;
- (ii) is not in conflict with other applicable rules;
- (iii) to the extent practicable and appropriate, is narrowly drawn to achieve its stated purpose; and
- (iv) to the extent practicable and appropriate, contains a statement of basis and purpose that provides a clear explanation of the rule and the requirements imposed by the rule.

/s/ STEVEN GOULDEN
Senior Counsel

Date: October 6, 2026

**NEW YORK CITY MAYOR'S OFFICE OF OPERATIONS
253 BROADWAY, 10th FLOOR
NEW YORK, NY 10007
212-788-1400**

**CERTIFICATION / ANALYSIS
PURSUANT TO CHARTER SECTION 1043(d)**

RULE TITLE: Rules Relating to Street Number Assignment

REFERENCE NUMBER: DCP-15

RULEMAKING AGENCY: Department of City Planning

I certify that this office has analyzed the proposed rule referenced above as required by Section 1043(d) of the New York City Charter, and that the proposed rule referenced above:

- (i) Is understandable and written in plain language for the discrete regulated community or communities;
- (ii) Minimizes compliance costs for the discrete regulated community or communities consistent with achieving the stated purpose of the rule; and
- (iii) Rule violations and resulting penalties will be handled by HPD and processed according to their existing practice pursuant to Section 27-2115(a) of the New York City Housing Maintenance Code, which provides an opportunity to correct violations. There is no separate cure period set forth in these rules.

/s/ Francisco X. Navarro
Mayor's Office of Operations

October 7, 2026
Date