



TOWN OF HARTLAND

Highway and Water Departments

8940 Ridge Road, Gasport, NY 14067
Phone: (716) 735-7234 Fax: (716) 735-7561
Email: JanetSlack@townofhartlandny.us

Keith E. Hurtgam, Highway & Water Superintendent

Procedure for Obtaining a House Number

(This procedure applies on ALL roads within the Town of Hartland)

1. Obtain a Building Permit from the Zoning Officer.
2. If the building or the foundation has not been started yet, stake out exactly where on the lot the building will be situated.
3. Contact the Highway Superintendent at 735-7234. He will inspect and measure on site.
4. The Highway Superintendent will assign a house number and will notify the property owner by mail.

Please note:

- **House numbers *will not* be assigned to vacant land until the above steps have been taken.**
- House numbers will be assigned based on a specific procedure and Mastering Numbering Map compiled and distributed by the Niagara County Department of Planning, Development, and Environmental Services.
- Due to the 911 emergency reporting system in Niagara County, it is very important that house numbers are accurate and are only assigned to buildings. A house number will not be assigned to vacant land until the owner has followed the procedure listed above and is actively proceeding with a building project on the site.