

NEW STREET NAME

INSTRUCTIONS:

- * Complete this front page (back page is for office use)
- * Submit a drawing or a map with your application showing road location and where it intersects.
- * Please submit a separate application for each road.

1. Applicant Info:

Name		
Mailing address		
City	State	Zip

Tax Map/Lot#
Telephone Number

2. Road Name Choices

Please refer to existing road name list to avoid duplicate and/or similar sounding names and please use the suffix "Way" for all private roads.

Choice #1	Way
Choice #2	Way
Choice #3	Way

Application Fee: \$150 per road sign

Upon approval the City Highway Department will purchase and install the signs.
Please submit fee with application.

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Signature

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Date



CITY HALL

Map/Lot#

City of Ellsworth New Street Name Application

Office Use Only

Administrative Review Procedure:

- | | | |
|---|-----|----|
| 1. Does assessor need to contact other land owners for consensus prior to approval? | yes | no |
| 2. Do we have information on where to place on tax maps? | yes | no |

Fire Chief: Approves _____ Denies _____ Fire Chief Signature: _____ Date _____ If denied please state reason: _____
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Police Chief: Approves _____ Denies _____ Police Chief Signature: _____ Date _____ If denied please state reason: _____
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Assessor: Approves _____ Denies _____ Assessor Signature: _____ Date _____ If denied please state reason: _____
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Notification Procedure after approval:

- | | |
|--|---|
| 1. Pencil in on tax map | 7. Create tick map 11"x17" |
| 2. Pencil in on street number map | 8. Create NOTICE of New Street |
| 3. Enter into Excel spreadsheet | 9. Create new street Certificate |
| 4. MSAG Update Form | 10. Enter into NDS short screen |
| 5. Index map w/arrow drawn to location of new street | 11. Copy this application when complete |
| 6. Create tick map 8.5"x11" by reducing 11"x17" | |

Who gets what:		Postmaster	Dept. Heads	OGIS E911	Owner	Verizon	Assessor	DOT
Notice of New Street	12 copies	X	X		X		X	X
MSAG Update Form	12 copies	X	X	X		X	X	X
Index Map	12 copies	X	X	X		X	X	X
Tick Map 8.5"x11"	12 copies	X	X			X	X	X
Tick Map 11"x17"	1 copy			X			X	X
New Street Name Certificate	1 copy				X		X	X
Copy of Approved Application	1 copy				X		X	X

