



Application Number: \_\_\_\_\_  
Related Records: \_\_\_\_\_

**Olmsted County Planning Department**  
**GIS/E911 Addressing Division**  
2122 Campus Dr SE, Suite 100  
Rochester, MN 55904  
P: 507-328-7100 F: 507-328-7958  
planningweb@olmstedcounty.gov

## E911 Roadway Name Change Application

### Mandatory Submittal Information

Please submit this form and all required documents to [planningweb@olmstedcounty.gov](mailto:planningweb@olmstedcounty.gov) or mail/drop off with payment to our office address at the top of this form. If submitting via email, a staff member will call the applicant for payment prior to processing the application. Submittal information:

- 1) Please include an illustration or map of the area that clearly identifies the roadway or portion of roadway that is affected by the roadway name change.
- 2) A request for a Roadway Name Change is submitted in the form of this completed application and a Petition to Re-Name a Roadway application if applicable
- 3) The processing time for a Roadway Name Change Request is approximately 60 business days after receipt of this application. If the application does not include sufficient information, the processing time will be delayed.
- 4) Roadway name changes shall be agreed upon by majority of ALL affected property owners prior to submitting this application. If applicable, please attach a copy of the Petition to Re-Name a Roadway along with this application
- 5) Addressing staff will review the requested roadway name for conformance to Olmsted County roadway naming standards. If approved, the Addressing staff will coordinate information with the appropriate roadway jurisdictional governing body. The appropriate governing body must approve and adopt the Resolution or Ordinance
- 6) Addressing staff will coordinate the processing of this application and notify agencies on the Olmsted County notification list of the new roadway name change
- 7) This fee does not include new roadway signage or change of address fees. These additional fees are processed through the appropriate jurisdictional sign shop and the Olmsted County Planning Department GIS/E911 Addressing staff

### Fee

Number of roadways: \_\_\_\_\_ x \$1,125 per roadway = Total fee due: \_\_\_\_\_

### Applicant Information

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### Roadway Information

Public Roadway      Private Roadway      Other: \_\_\_\_\_

Current roadway name: \_\_\_\_\_ Proposed name: \_\_\_\_\_

Application Number: \_\_\_\_\_

Related Records: \_\_\_\_\_

### Roadway Information Continued

First alternate name: \_\_\_\_\_ Second Alternate Name: \_\_\_\_\_

Reason for change: \_\_\_\_\_

Applicant's relationship to roadway:            Developer            Property Owner            Tenant  
Other: \_\_\_\_\_

Location of Roadway - City Name or Township/Section: \_\_\_\_\_

### For Department Use Only

Total Fee Paid: \_\_\_\_\_ Date Fee Paid: \_\_\_\_\_

Date Roadway Officially Changed: \_\_\_\_\_

Update Base Map & Roadway Network            Date: \_\_\_\_\_

Notify Applicant            Phone: \_\_\_\_\_            Date: \_\_\_\_\_

RCA or Resolution Prepared & Submitted            Date: \_\_\_\_\_

Notify Other            Phone: \_\_\_\_\_            Date: \_\_\_\_\_