

Hubbard County Road Name Change Request Procedure

Preparation Steps:

1. All property owners along the specified road that will be affected by the change **MUST** agree that they would like to pursue changing their road name.
2. The entity responsible for maintenance of the roadway **MUST** agree to the change. (e.g. Township, Municipality, or County)
 - a. **A local private road designation requires written consent from all affected property owners.**
3. The post office(s) responsible for delivery of mail to the affected roadway **MUST** agree to the road name change.

Request Steps:

1. One person shall act as the County's point of contact. This person shall be responsible for ensuring all affected parties are aware of the change and participate in the process.
2. A new unique road name that follows the alpha/numeric grid system for Hubbard County must be selected. Road names that are duplicated or do not start with the correct letter will be rejected. For emergency purposes, carefully select the name so that it is not likely to be confused with another existing road name.
3. The road type (e.g. Drive, Trail, Lane, Circle) will be selected based upon the type of road and be determined by the GIS Department/E911 Administrator.
4. The GIS Department/E911 Administrator reserves the right to reject the road name if the name(s) provided is/are not appropriate.
5. All parties involved must print/type their name, sign the application, and provide their phone number to express their approval of the process.
6. If appropriate, the entity responsible for maintenance of the roadway must sign the application.
7. The post office(s) responsible for delivery of mail to the affected road must sign the application.
8. Once all signatures are acquired, the application should be returned to the GIS Department/E911 Administrator for review.
9. Applicants are responsible for any costs incurred for road sign replacement due to the change.

County Review:

1. The GIS Department/E911 Administrator will review the application for accuracy and completeness. Any incomplete applications will be returned to the point of contact for correction.
2. The GIS Department/E911 Administrator will review the road name suggestion submitted on the application.

Approval:

1. The GIS Department/E911 Administrator will contact the point of contact to communicate the application's approval.
2. Official notification will be sent to each affected party after the completion of the road naming process, as well as any documentation for any new addresses that would be assigned to the affected properties.

Denial:

1. The GIS Department/E911 Administrator will contact the point of contact and communicate the reason for denial of the application.
2. The affected parties may choose to continue the process by submitting alternative names.

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Point of Contact: _____ Date: _____

Address: _____ Phone: _____

Affected Townships/Cities: _____

Current Road Name: _____

(Please state the road name you are requesting to change)

New Road Name: _____

(Submit your suggested road name. Must match alpha/numeric grid of Hubbard County)

Property Owner Name

Property Owner Signature

Phone Number

*Use additional sheet if more space is needed

Township/City Official Name

Signature

Post Office(s) Agreement

Signature

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Property Owner Name	Property Owner Signature	Phone Number

Return Completed Application to:
Hubbard County GIS
301 Court Ave
Park Rapids, MN 56470
(218) 732 3890