



Indiana Department of Transportation Office of Asset Management and Road Inventory

Mileage Certification Change Request

Date of Submittal:

County Name:

City/Town Name:

Name of Office and
Title:

Address:

City:

State:

ZIP Code:

Telephone:

Fax:

Email:

Please check one of the
following:

No, we will not have any changes

Yes, we have changes

Before we can make any changes, you **MUST** include items 1-3 for each submission. For annexations with mileage changes, you **MUST** include items 1-4. If you only have an annexation with no changes to mileage, item 4 is all you need to submit.

- 1.) Copy of a current (scaled) map(s) depicting the roads that need added and/or removed or a shapefile and/or file geodatabase. If none of these are available, provide a copy of measurable (Scaled) plats depicting the roads that need added/removed.
- 2.) Copy of meeting minutes at which a governing body accepted the roads into your system. If unavailable, please provide a letter stating the acceptance of the roads signed by an elected official. An example acceptance letter is available if needed.
- 3.) A list of each road and it's requested mileage.
- 4.) Copy of annexation ordinance (s) establishing the new corporate limits along with a shapefile and/or file geodatabase of the correct corporate limits. If a shapefile is not available provide a drawing of the correct corporate limits on a scaled map.

Note: Shapefiles and file geodatabases of the new roads are the most helpful. If possible, please try to provide a shapefile and/or file geodatabase as it will help us to add your roads much more quickly. Also, please keep us current with your corporation boundaries whether or not there are roads involved. Updated maps of your jurisdiction can be located [here](#)

http://dotmaps.indot.in.gov/apps/PlanningDataViewer/FC_Maps/FC_listing.asp

If you need a copy of our inventory for your jurisdiction please notify us.

Should there be any questions regarding information being requested, please email Michelle Burgess at mburgess1@indot.in.gov or by phone at (317) 232-0909.

For a Mail submission, please return this completed form and all submissions to:

INDOT/Office of Asset Management and Road Inventory
Michelle Burgess
100 N Senate Ave (IGCN) - Rm 955
Indianapolis, IN 46204

For an Electronic submission, please email this completed form and all submissions to: mburgess1@indot.in.gov