



# 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 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 its 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:** Please keep us current with your corporation boundaries whether or not there are roads involved.

For a current view of your inventory, please see our web viewer here:

[http://www.arcgis.com/home/webmap/viewer.html?url=https%3A%2F%2Fgis.in.gov%2Farcgis%2Frest%2Fservices%2FDOT%2FINDOT\\_LTAP%2FMapServer&source=sd](http://www.arcgis.com/home/webmap/viewer.html?url=https%3A%2F%2Fgis.in.gov%2Farcgis%2Frest%2Fservices%2FDOT%2FINDOT_LTAP%2FMapServer&source=sd)

If you need a copy of our inventory for your jurisdiction or if you have any questions regarding information being requested, please contact Michelle Burgess by email at [mburgess1@indot.in.gov](mailto: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](mailto:mburgess1@indot.in.gov)