



Gallatin County GIS Division

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Road Name Assignment Checklist for Landowners

Determine that a road needs a name or to be renamed (See [§2.04*](#)).

Propose up to three road names that satisfy all conditions for road names required by [§2.04.04*](#).

Determine all eligible properties and owners (see [definitions*](#)).

Collect signatures for a majority (>50%) of the eligible owners using the Eligible Owner Signature Form.

Submit a complete Eligible Owner Signature Form to the Clerk and Recorder for verification and obtain verification for the majority of eligible owner signatures.

Complete a Road Name Assignment Form.

Attach any relevant documents to the application, the completed Eligible Owner Signature Form, and Clerk and Recorder certification to the completed Road Name Assignment Form and submit the application to the Address Coordinator.

Address Coordinator application response within ten (10) business days.

* Section refers to the Gallatin County Addressing and Road Naming Policies and Procedures Manual