The following information will help us to better respond to your request.

Traffic, Sign or Signal Issues

For reporting all issues related to traffic concerns, damage to signs or signals,
or to request sign or signal replacements or changes.

Contact Details

NOTE: Fields marked with an asterisk (*) MUST be completed in order for your request to be submitted.

First Name:

Last Name:

E-Mail:

Telephone:

Address:

City:

State:

Zip Code:

Preferred Method of Response: --

Best Time to Call:

Fax Number:

Location of Problem

NOTE: Fields marked with an asterisk (*) MUST be completed in order for your request to be submitted.

*Number:

*Direction: --

*Street Name:

Request for Response Notice

We will respond to this request within four weeks. If you need a more timely response, please call the Sartell Police Department at (320) 251-8186 during business hours. If you need an Officer to respond to your concern, or if you have an Emergency, call 911.

Please check the box to indicate that you have read the Request for Response Notice.

☐ Yes – I have read the notice.

Request Details

Describe the specific location where the traffic concern is occurring, including an address, and/or landmarks, etc.

Is there a specific time of the day when this occurs? Check all that apply.

☐ Morning

☐ Afternoon

☐ Evening

☐ All the time

☐ Weekends

☐ Weekdays

What type of traffic concern is occurring? Check all that apply.

☐ Speeding

☐ Stop Sign Violations

☐ Other – Describe Below

Describe any other violation(s) that you are concerned about.

If there are specific vehicles or individuals involved in this complaint, please provide information pertaining to the driver(s) and vehicle(s) involved.

Sign, Signal and Traffic Control Device Request

What type of Sign, Signal or other Traffic Control Device are you requesting?

☐ Pedestrian Crossing

☐ Traffic Signal

☐ Stop Sign

☐ Speed Zone Change

☐ Other Sign – Describe Below

Please describe any other sign or other traffic control device request not outlined above.

Please describe in detail why you feel a sign or other traffic control device is necessary.

Sign and Signal Repairs

If this involves a burned out signal light, describe which light is out and which pole the light is located on.

If this involves a sign that is missing, damaged, knocked down, or otherwise needs replacing, please describe the exact location of the sign and the specific problem.

Please print the completed request form and mail it to us at PO Box 334, Sartell, MN 56377. You may also fax us the form at 320-258-3760 or e-mail it to publicsafety@sartellmn.com.