



Iowa Department of Transportation

800 Lincoln Way, Ames, IA 50010

515-239-1289

Fax: 515-817-6645

October 1, 2012

Dear City Clerk:

The Iowa Department of Transportation is beginning the 2012 update of the city street and city structure data. This includes the update of your city's Street Map and the data related to roadway characteristics. This information is utilized in many programs affecting your city, such as traffic accident reporting and location, federal functional classification, planning studies, project location studies, and traffic flow maps. In addition, the increased interest in Geographic Information Systems (GIS) and Linear Referencing Systems (LRS) has created an environment in which mapping and database updates are of critical importance. These systems are used in applications such as Emergency Response Management, as well as, providing more efficient methods to collaborate information and resources throughout the state.

We are also requesting information related to bicycle and pedestrian facilities that are adjacent to public roadways. This applies to all streets you are adding and for any streets which appear in green on the map. Due to the increasing number of miles of bicycle and pedestrian facilities throughout the state, it is important to maintain an inventory of these facilities. The Federal Highway Administration requires every transportation agency to make accommodations for bicycling and walking a routine part of their planning, design, construction, operations and maintenance activities. Instructions have been included for collecting information on these facilities. In addition to newly constructed streets, if your city has a database of this information for the entire city street system, it would be greatly appreciated if you could provide it.

A copy of your city's map is enclosed for your use in submitting any additions, deletions, corrections or changes that have occurred in this calendar year. The map has the streets color coded to help identify the different jurisdictions:

- Red are primary or state owned roads
- Brown are park & institutional roads
- Pink are secondary or county owned roads (we consider all roads on the corporation line as secondary)
- Black are city streets

Please review the map carefully for any information not submitted in previous years. For your convenience you may also access these maps and forms online at our <http://www.iowadot.gov/maps/cityupdates/> website. Please keep the following procedures in mind when reviewing the map:

- Only streets that are or will be open to traffic by January 1, 2013 and maintained by the city should be identified on the map. Private streets **should not** be identified or included on the map. If you have streets being constructed and the expected date of completion is before January 1, 2013, please identify the locations and note them as "to be built" on the map.
- In cities with less than 500 in population, farm to market streets maintained by the county should be identified on the map as well.

- When making changes to the paper map, please use a colored pen or pencil for easy identification.
- Note locations of new streets on the map and include detailed information such as subdivision plats or street plans when returning the information to us. It is important that sufficient information is included in order to accurately locate and depict them on the map. Street plans showing centerline information, curve data and the relative location from existing streets are sufficient in most cases.
- Complete the Street Data Form for each new street identified. An Excel spreadsheet for the Street Data Form is available for download at the site listed above. The spreadsheet has been developed to allow users to quickly select the required roadway characteristics by providing pull down tabs.
- If plats or plans are unavailable, please draw the added streets on the map with street names, lengths, and distances noted from adjacent streets and any other information that will assist us in accurately placing these streets on our maps. If available, you may enclose aerial photos of the area with a scale showing the new street. If you are sending us your own city map, please indicate somewhere on our paper map or your map any changes that we need to make as we do not have the time to do the checking of the maps to locate the differences.
- Please complete the enclosed Street Data Form for each of the streets shown in green inside your corporation limits. The green lines identify streets where we possess minimal information related to the roadway characteristics. This information is critical to the statewide GIS and LRS projects.
- Please review the street names on the enclosed map for accuracy in corresponding to the named E-911 system. If the street name shown is not the E-911 name please make a notation on the map giving the correct name. For our purposes, the E-911 name we need includes a prefix or suffix to the street name if applicable. Also, if the E-911 name and the signed street name are different we would like to have this noted clearly.
- Lastly, we would appreciate your assistance in verifying the accuracy of corporate limits and railroads shown on the map. Please make necessary changes on the map with a colored pen or pencil and include a general date when this change occurred. Please provide supporting documentation for annexations or other corporate limits changes such as resolutions along with acknowledgment letters from the Secretary of State's Office.

Please mark your changes on an electronic map (AutoCAD, MicroStation or ArcGIS shapefile format, etc) or the enclosed paper map and return it along with the attached form and all completed Street Data Forms, prior to January 1, 2013. **If after examining the map you find it to be up-to-date, please complete the forms for the streets shown in green, complete the contact information on the attached sheet, sign the form to verify that the map needs no changes and return it to this office. A self-addressed mailing label is enclosed for your convenience when returning these items. If you have any questions, please contact me at 515-239-1360 or email Zachary.Keninger@dot.iowa.gov.**

Sincerely,



Zachary Keninger
 Municipal Roads System Maintainer
 Performance and Technology Division
zachary.keninger@dot.iowa.gov
 515-239-1360

Enclosures

Please complete the following information and return by e-mail to:
Zachary.Keninger@dot.iowa.gov

Or mail to:
Iowa Department of Transportation
Attn: Zachary Keninger
Office of Transportation Data
800 Lincoln Way, Bldg.5
Ames, IA 50010

A mailing label is attached for your convenience.

City of: _____

Contact Person: _____

Daytime phone: _____ Hours: _____

Contact Email: _____

Mayor: _____

Daytime phone: _____ Hours: _____

Please check if appropriate:

Our city map, which you provided, needs no changes and reflects the transportation system and correct corporate limits as of January 1, 2013.