

**Analytics**

800 Lincoln Way | Ames, Iowa 50010

Phone: 515-239-1360 | Email: [hermes.diaz@dot.iowa.gov](mailto:hermes.diaz@dot.iowa.gov)

Dear City Clerk:

The Office of Analytics is beginning its update of the city streets inventory data. This includes the update of your city's Street Map, and data related to roadway characteristics. For cities located within Urban Area's please include updates that have taken place in 2016. For all other cities in the north east quadrant of the state, our last request was sent to you in 2012 and any new streets or data changes since that time will need to be included in this update. 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.

As in years past, we are also requesting information related to bicycle and pedestrian facilities that are adjacent to public roadways. This applies to all new streets you are adding and for any streets which appear in green on the map. 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 our continued efforts to utilize technology and embrace the paperless processes, we are beginning to request all cities to submit the annual updates via e-mail on electronic format. A PDF Map and Excel forms are currently available online at the following location; <http://www.iowadot.gov/research/analytics/cityupdates/index.html> should you wish to respond with your updates in electronic format, rather than using hard copies and mailing your updates. In the future, you will still have the option of printing copies of the maps and forms yourself to mark up and return, or you may contact us for a larger copy of the printed map.

If there were no changes to the roads or corporate limits, please email a completed copy of the 3<sup>rd</sup> page of this document.

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 along the corporation line as secondary).
- Black are city streets.
- **Green roads** are new roads that require additional information from you.

**Please review the map carefully for any information not submitted in previous years.**

- Only streets that are or will be open to traffic by January 1, 2017 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 currently being constructed and the expected date of completion is before January 1, 2017, please identify the locations and note them as “to be built” on the map, and include an estimated date of completion.
- When making changes to the paper map, please use a colored pen or pencil for easy identification.
- In cities with less than 500 in population, farm to market streets maintained by the county should be identified on the map as well.
- **Note locations of new streets on the map and include detailed information such as subdivision plats or street plans (construction 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, pavement typicals and the relative location from existing streets are sufficient in most cases. **If plats or plans are unavailable please draw the new streets on the maps with street names.**
- If no construction plans or subdivision plats are available, please 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.
- **Please Note: any streets currently indicated on the map with green lines identify streets where we possess minimal information related to the roadway characteristics and require that you complete and return a Street Data Form. This information is critical to the statewide GIS and LRS projects.**
- Please review the street names 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. For any changes, please provide a general date when this change occurred. Please include supporting documentation for annexations or other corporate limits changes such as resolutions along with acknowledgment letters from the Secretary of State’s Office.
- Any changes to bridges, structures or culverts, please review the Form 107 instructions.

Electronic maps or shape files may be submitted by attaching it to an e-mail and sending them to [hermes.diaz@dot.iowa.gov](mailto:hermes.diaz@dot.iowa.gov) and please label the email subject with the city name and the year of the update (ex. “**Des Moines - 2016**”).

**Please return your updates prior to February 1, 2017.**

Sincerely,



Hermes Diaz - Municipal Roads System Maintainer  
Office of Analytics 515-239-1360

Please complete the following information and return by e-mail to:

[Hermes.Diaz@dot.iowa.gov](mailto:Hermes.Diaz@dot.iowa.gov)

Or mail to:

Iowa Department of Transportation

Attn: Hermes Diaz

Office of Analytics

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: \_\_\_\_\_

**Please note: This is where the next request will be sent.**

City website: \_\_\_\_\_

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, 2017.