



Title		Policy No.
System Modifications: Federal Functional Classification or Federal-Aid Status		800.07
Responsible Office		Related Policies and Procedures
Systems Planning		
Effective/Revision Dates	Approval(s)	
1-25-83/ 9-7-07	Kevin M. Mahoney Neil Volmer	

Authority: This policy is established by the authority of the Directors of the Planning, Programming and Modal and Highway Divisions in accordance with 23 U.S.C. 134(a) and 135; 23 CFR, Chapter 1, Part 470; Chapter 4 of the Federal-Aid Policy Guide; and the FHWA Highway Functional Classification Manual, 1989.

Contents: It is the policy of the Department to conduct an extensive review of proposed changes to the federal functional classification or the federal-aid system status of primary and secondary roads and municipal streets in accordance with federal statutes and regulations. The purpose of this policy is to outline the procedures to be followed in reviewing and processing these changes.

Affected Offices: District Offices; Offices of Local Systems, Program Management, Systems Planning and Transportation Data.

Who to Contact for Policy Questions: Office of Systems Planning, 515-239-1664.

Definitions:

Federal Functional Classification – The grouping of roads and streets into systems according to the character of service they are intended to provide. Classifications include arterial, collector, and local routes.

Federal-Aid System Status – Federal-aid routes are divided into the following two systems:

1. *Interstate System.* The Dwight D. Eisenhower National System of Interstate and Defense Highways (Interstate System) shall consist of routes of highest importance to the Nation, built to the uniform geometric and construction standards of 23 U.S.C. 109(h), which connect, as directly as practicable, the principal metropolitan areas, cities, and industrial centers, including important routes into, through, and around urban areas, serve the national defense and, to the greatest extent possible, connect at suitable border points with routes of continental importance in Canada and Mexico.
2. *National Highway System.* The National Highway System shall consist of interconnected urban and rural principal arterials and highways (including toll facilities) which serve major population centers, international border crossings, ports, airports, public transportation facilities, other intermodal transportation facilities and other major travel destinations; meet national defense requirements; and serve interstate and interregional travel. All routes on the Interstate System are a part of the National Highway System.

System Modification – Changes to either the federal functional classification or the federal-aid system status of a route, or both.

Forms: None

Policy and Procedure:

I. Summary of Responsibilities

- A. The District Transportation Planner shall, in cooperation with the District Local Systems Engineer, consult with local officials regarding system modifications and shall notify them of final approval/disapproval.
- B. The District Transportation Planner shall coordinate resolutions for proposed system modifications received from local jurisdictions to ensure that they receive the proper District office review.
- C. The Office of Systems Planning shall review proposed system modifications received from the District, circulate them for review, obtain FHWA approval of proposed system modifications, and notify affected offices of FHWA approval.

II. Procedures

- A. The District Transportation Planner shall, in cooperation with the District Local Systems Engineer, consult with local officials to obtain the resolutions needed to initiate system modifications (see Appendix for a sample resolution).
- B. Upon receipt of a resolution from the local jurisdiction requesting a system modification, the District Transportation Planner shall review the proposed system modification with the District Local Systems Engineer. This review should consider, but not be limited to, the following factors:
 - 1. The local jurisdiction's need for such modification.
 - 2. Intra- and inter-county continuity of systems.
 - 3. Properly integrated systems.
 - 4. Existing and potential traffic.
 - 5. Economic and social values.
 - 6. Conservation and development of natural resources.
 - 7. Desirable land utilization.
 - 8. Location.
 - 9. Design.

- C. The District Transportation Planner shall forward the resolution and recommendations or comments to the Office of Systems Planning.
- D. The Office of Systems Planning shall:
 - 1. Review the proposed system modification for compatibility with federal functional classification, the principles of classification and spacing, and system design.
 - 2. Ensure that all applicable federal regulations have been satisfied.
 - 3. Circulate the proposed system modification to the Office of Program Management for their review.
 - 4. If all applicable federal regulations have been satisfied and the review supports approval, prepare the detailed route description and transmit to the FHWA in the name of the Director of the Office of Systems Planning.
 - 5. Receive FHWA approval/disapproval.
 - 6. Notify the District Transportation Planner and the Offices of Local Systems, Program Management and Transportation Data of FHWA action.
- E. The District Transportation Planner shall notify the affected local jurisdiction of FHWA action.
- F. The Office of Transportation Data shall revise description files, maps, and Geographic Information Management System records affected by the modification.
- G. System modifications disapproved by staff or by the FHWA shall be returned to the Office of Systems Planning for corrective action.

Any exceptions to this policy must be approved by the Directors of the Planning, Programming and Modal and Highway Divisions.

Appendix

SAMPLE RESOLUTION

WHEREAS, functional classification is the process by which streets and highways are grouped into classes according to the character of service they are intended to provide; and

WHEREAS, (Local Jurisdiction), periodically reviews the system of streets and highways for appropriate changes to classification of the various segments of the system; and

WHEREAS, a recent review of the system has revealed the need for a change to the federal functional classification of road segments due to (reason for the change).

NOW, THEREFORE, BE IT RESOLVED that the (Local Jurisdiction) hereby requests the Iowa Department of Transportation to request the Federal Highway Administration to make the following changes in federal functional classification.

CHANGES TO FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM

Revise the federal functional classification from _____ to _____.

(Route description and length for each segment)

(Chair, Board of Supervisors or Mayor)

Date:

ATTEST:

(County Auditor or City Clerk)