

Nevada Department of Transportation

Roadway Systems \ Planning Division

Functional Classification Process and Procedures

Authority:

Code of Federal Regulations (CFR) Title 23 part 470 establishes the policy and procedures relating to the identification of Federal-aid highways, the Functional Classification of roads and streets, the designation of urban area boundaries, and the designation of routes on the Federal-aid highway systems. This is available via the internet at <http://www.gpoaccess.gov/cfr/index.html> search for "Title 23 part 470".

The Department incorporates by reference Federal Highway Administration (FHWA) "*Highway Functional Classification - Concepts, Criteria, and Procedures*" (U.S. Department of Transportation, Edition 2013). The publication will be referred to as "FHWA's Functional Classification Guidelines" and is available via the Internet at <http://www.fhwa.dot.gov/planning/fctoc.htm>.

Procedure to determine Functional Classification of Roads:

The Department's procedure to determine the Functional Classification for roadways will follow the concepts and procedures identified in FHWA's Functional Classification Guidelines.

The schedule to update the Functionally Classified Road System is based on the U.S. Census, with a major 10-year update initiated after the release of census data. There will also be a mid-census review and an opportunity for annual adjustments.

1. The major, or decennial update, begins after the US Census Bureau releases information on urban and urbanized areas based on population and population density. This is historically completed about three years after the census count.

Boundaries for small urban and urbanized areas are initially determined by the Census Bureau. They are then adjusted to fit local conditions, in consultation with and approval by the Department and the appropriate local authorities responsible for transportation.

Roadway Functional Classifications are then determined by the Department, using the same consultation process. The recommended Functional Classification changes are forwarded, upon approval by the Department and the appropriate local authority, to the local Federal

Highway Administration Division Office for review, approval, and adoption as the Functionally Classified Highway System for the state.

2. The mid-census review is initiated by the Department approximately five years after the major update has been completed and follows the same process as the decennial update. Changes to urban boundaries and related rural or urban classifications are not considered in this review.
3. The Department will consider proposals to make changes to the Functional Classification of roadways in the interim of regularly scheduled reviews. This adjustment considers routes that experienced changes that were unforeseen during the regular system-wide review process, and are of a time-sensitive nature that precludes waiting for the next regular review. This adjustment is for minor revisions only and will not consider boundary, or urban-rural classification changes.

Initiating a change to the Functional Classified Road System:

An interim request to consider proposed changes to the Functional Classification of an existing roadway may be initiated by an official of the local transportation agency responsible for the route. Requests are to be forwarded to the Nevada Department of Transportation (NDOT), Planning/Roadway Systems Division Chief with a detailed explanation and justification of the requested change in consideration of FHWA's Functional Classification Guidelines.

NDOT's Planning/Roadway System's Division staff will initiate the review process with appropriate local entities, upon receipt of a formal request for change, or as part of regularly scheduled review processes as outlined above.

The "Review":

NDOT's staff initiate's the review process by contacting the local agency and scheduling a meeting. This meeting is to cooperatively establish the expectations, and goals of the review.

NDOT staff will present:

- Current approved Functional Classification maps.
- FHWA's Functional Classification Guidelines.
- Present an overview of the concepts, criteria and procedures provided in the guideline document.
- Answer questions and provide guidance.

NDOT staff will typically request from the local agencies:

- Their version of their Function Classification in consideration of the FHWA Functional Classification Guidelines in map and tabular format. This will include changes, amendments, and proposed additions or deletions from the current approved system.
- Justification of the proposed change(s) including how they significantly meet the criteria in consideration of the entire local entities jurisdiction (County, Urbanized area, Etc.) and in accordance with FHWA's Functional Classification Guidelines.

Upon receipt of first draft information from the local agency, NDOT staff begins in-house review of the "first draft" information and provides feedback, comments, and further action items as necessary. In addition, NDOT staff will conduct field review of proposed changes as needed. Both parties will work towards a final draft until all issues are resolved.

Once a "final draft" is established, NDOT will create a preliminary version of the proposed Functional Classification map(s) through our Location Division\Cartography section. This "final draft" is presented to the appropriate governing board or commission for their official approval, signature by the NDOT Planning Division - Roadway Systems Division Chief, and subsequently the FHWA office for official approval.

The final approved map document will then be published and adopted as official.

For further information or inquiries, please contact Nicholas Bacon, Federal Systems Manager at (775) 888 7387 or George Barkdull, Planner at (775) 888-7109, 1263 S. Stewart St, Carson City, NV 89712