

FUNCTIONAL CLASSIFICATION CHANGE PROCESS

Approval of Changes to Functional Classification

Modification to the functional classification of a road segment is considered officially accepted and final upon District Planner/District State Aid Engineer's signature on the change request form. The Federal Highway Administration (FHWA) has delegated authority for final functional classification approval to the Minnesota Department of Transportation (Mn/DOT).

It is the responsibility of the submitting Regional Development Commission (RDC) and/or Metropolitan Planning Organization (MPO) staff to assure that the change conforms to FHWA's Functional Classification Guidelines and that conformance is reflected in the change request form. The RDC and/or MPO are responsible to maintain the regional functional classification system so that it is consistent with guidelines for the percentage range for each classification. In signing the requests, District Planners/State Aid Engineers are concurring that the change is in conformance with the FHWA Guidelines.

Trunk Highway changes will be processed and approved by the District in cooperation with the RDC and MPO.

In those instances where intent of the FHWA Guidelines require further clarification, Mn/DOT's Office of Capital Program and Performance Measures (OCPPM) will serve as a technical resource to District Planners/State Aid Engineers.

Mn/DOT's Office of Statewide Multimodal Planning (OSMP) with assistance from OCPPM will review the classification percentages by planning area (MPO or RDC) on at least an annual basis to assure that the overall system percentages are consistent with FHWA Functional Classification Guidelines. Where percentages are not within the guidelines, OSMP will work with the District Planners/State Aid Engineers and the MPO or RDC to make necessary corrections.

OSMP will also serve as the liaison with the Federal Highway Administration on issues related to Functional Classification reporting.

On-line Information on Status

While a signed change request form represents acceptance of the change, additional information will be available on the Mn/DOT's Functional Classification website.

This website will include:

- A link to the Mn/DOT Interactive Basemap (updated monthly)
- A link to scanned copies of the functional classification change request forms for those changes that have been input into the Mn/DOT's Transportation Information System. (updated daily)
- Reports showing the functional class mileage percentages by city, county and RDC for the previous and current Highway Performance Monitoring System data years (update annually).

This Functional Classification website will be maintained by Mn/DOT's Office of Transportation Data and Analysis (TDA).

Functional Classification Guidance

Guidance for appropriate classifications shall come from the FHWA Functional Classification Guidelines. A link to the documentation is included in Addendum 2 below.

The minimum classifications for inclusion in Transportation Improvement Program, Area Transportation Improvement Program and State Transportation Improvement Program or in the State Aid system are Rural Major Collector and Urban Collector.

CHANGE PROCESS

Step 1 County or City agency submits a written request to the MPO, RDC or agency designated to represent the RDC area in case of an inactive RDC. The request is to include:

- A. A completed "Functional Classification Change Request" form, which includes:
 - 1. Road name, beginning point and ending point of request
 - 2. Total mileage of the road segment
 - 3. Current and proposed functional classification
 - 4. Written description of the road segment
 - 5. Reason for the change in classification. This is to include the conditions that have changed (traffic patterns, etc.)
 - 6. Comments on the impact the change will have on the classification percentages in the jurisdiction and a plan for maintaining the required balance.
- B. A map identifying the proposed segment change and showing the functional class of surrounding or connecting roads.

Step 2 RDC/MPO reviews proposed changes for conformance to the FHWA Functional Classification Guidelines within their jurisdiction. If the requested change abuts an RDC/MPO boundary, the RDC/MPO will coordinate with the adjacent planning authority and local jurisdictions (county/city) to insure urban/rural continuity.

If approved, the representatives of the board will sign and date the Functional Classification Change form.

Step 3 RDC/MPO sends the Functional Classification Change Form and the map provided by the requesting agency to Mn/DOT District Planner/District State Aid Engineer. Consultation and review with the District staff about the change should occur.

Step 4 After discussing the request with the RDC/MPO (Step 3) the District Planner/
District State Aid Engineer signs the form and communicates the change:

- A. Scan the signed document to PDF format
- B. Email the PDF file to
 - 1. City/County who initiated the request and the RDC and/or MPO
 - 2. Mn/DOT Functional Classification Change contact in the Office of State Aid (currently Kim DeLaRosa, Kimberlie.delarosa@state.mn.us)
The Mn/DOT contact should also receive a copy of the map (either paper or electronic) showing the classification change.
- C. State Aid updates and puts documents in EDMS.
- D. TDA updates:
 - 1. TIS Functional Classification field
 - 2. Rural/Urban code if appropriate
 - 3. Base map when necessary

Addendum 1

The Commissioner reserves the right to coordinate a future statewide Functional Classification revision in the event of a federal mandate requiring such action.

Addendum 2

FHWA Functional Classification Guidelines: <http://www.fhwa.dot.gov/planning/fctoc.htm>

The tables below are present on this web page: http://www.fhwa.dot.gov/planning/fcsec2_1.htm

Table II-2 -- Guidelines on Extent of Rural Functional Systems

System	Range (percent)	
	VMT	Miles
Principal arterial system	30-55	2-4
Principal arterial plus minor arterial road systems	45-75	6-12*
Collector road system	20-35	20-25
Local road system	5-20	65-75

* With most states falling in the 7-10 percent range.

Table II-3 -- Guidelines on Extent of Urban Functional Systems

System	Range VMT	(percent) Miles
Principal arterial system	40-65	5-10
Principal arterial plus minor arterial street systems	65-80	15-25
Collector street system	5-10	5-10
Local street system	10-30	65-80

These percentages are based on a statewide total.