

SYSTEM REVISION
PROCEDURE

December, 1999

Revised: November, 2000, December 2004

City:

Send system revision request to District State Aid Engineer by March 1 to be included in that years Needs updates. Request should include:

A letter from the city engineer requesting the system revision. The letter should explain how the revision meets the criteria in State Aid Rules 8820.0700 and 8820.0800.

A map with the system revisions highlighted.

District State Aid Engineer:

Review request and recommend approval or denial on the approval form based upon local perspectives.

Send to Municipal State Aid Needs Unit

Municipal State Aid Needs Unit:

Review available mileage- compare certified mileage to needs mileage.

Verify that request meets criteria for a MSAS designation.

Check corporate limits- Roadway must be totally within corporate limits. If Municipal map indicates that the roadway is out, check with mapping office for verification. If it is out, it will require an alteration to the request or an annexation by the city.

Check if road is a County Road Turnback, CSAH Turnback or TH Turnback to determine if the mileage is included within the city's 20% mileage limitation or above it.

If it is not a free standing city, check the effect of the designation on adjoining cities. May need to contact the other city.

On revocations, check for payback.

Assign MSAS number.

Recommend approval or denial based upon a system wide perspective and forward to State Aid Engineer for signature.

Send letter of approval or denial to DSAE and the city engineer along with a request for a City Council resolution. File a copy of the approval information.

City:

Send in City Council resolution to DSAE by May 1 to be included in that years Needs updates.

DSAE:

Make any required copies and send originals to MSAS Needs Unit for the official file.

MSAS Needs Unit:

Forward approved request to Programming Technician to write Commissioners Order.