Begin Functional Classification Request Process

1 Week

Local agency submits request - using standard form and gains necessary concurrence a)  

Request reviewed by Region Local Programs Engineer b) c)

Complete? On standard form?

Yes

Region Local Programs Engineer

No

cc

Region Planning Office

Request processed by HQ Strategic Planning Division TDGO Functional Classification Inventory Specialist

Complete?

Yes

Request reviewed by FHWA

2 to 4 weeks

Approved?

Yes or No

FHWA approval/denial/ conditional approval received by TDGO FC Inventory Specialist who forwards it to:

cc’s

Originating Local Agency

HQ H&LP
HQ Systems Analysis
HQ TDGO GIS Specialist
Region Local Programs Engineer
Region Planning Office
MPO/RTPO

End of Process

Process completed in 3 months or less

a) If requesting agency is within or partially within an Urbanized Area the MPO must give written concurrence of requested changes prior to submission to Region Local Programs Engineer. In addition, if the requesting agency is not within an Urbanized Area, they must inform the RTPO of the requested change.

b) Region Local Programs Engineer ensures that the submitting agency’s request is complete with all necessary concurrences prior to submitting to HQ FC Inventory Specialist.

c) If State Route (instead of local agency route) functional classification is to be changed, the process begins with the Region Planning office sending the request to the HQ FC Inventory Specialist following any necessary communication with MPO’s / RTPO’s. The Region Planning office cc’s the Region Local Programs Engineer.